



**Agenda**  
**Board of Trustees Regular Meeting**  
Tuesday, August 20, 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 is an important community partner that disseminates knowledge for the benefit of society and provides **quality programs and services for all ages** thus bringing people together, fostering creativity, and encouraging 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 to **enrich, transform, and empower** our community.*

**2. Pledge of Allegiance**

**3. Opportunity for Public Comment**

**4. 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.

- 4.1 Approval of the Agenda for August 20, 2024
- 4.2 Approval of Minutes for the Special Board Meeting, July 9, 2024
- 4.3 Approval of Minutes for the Finance & Insurance Committee Meeting, July 24, 2024

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

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

- 6.1 Motion to approve July disbursements of **\$38,057.43** for operating invoices, and **\$158,222.70** for payroll related expenses, for a total disbursement of **\$196,280.13**.
- 6.2 Bank Transfer of \$850,000 from Chase (#3159) to First American (#9401)
- 6.3 Other

**7. Review of Board Policy Manual-Chapter 5 & 6: Library Director & Finances**

Donna Brumfield

**8. Annual Progress Report from Library Staff (Nikeda Webb & Thom Webb)**

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

- 9.1 Building & Technology
- 9.2 Continuing Education & Meetings
- 9.3 News & Marketing (Newsletter, Website )
- 9.4 Staff Resignations & Updates
- 9.5 Library Programs, Events, Outreach
- 9.6 Trustee Notes-Election
- 9.7 Other

10. **President's Report**
  - 10.1 Standing committees versus special or ad hoc committees are created to deal with short-term or one-time tasks.
  - 10.2 Secretary's records shall be audited by 2 other trustees (Jon Currin/Donna Brumfield)
  - 10.3 Reports from the American Library Association Meeting, June 21-27
  - 10.4 Property Tax Town Hall Meeting/7/23/2024 Matteson Community Center & Property Tax Appeal Meeting 7/31/2024 Holiday Inn Matteson, Illinois
11. **New Business**
  - 11.1 Motion to introduce and table the Budget & Appropriation for Fiscal Year 2024-2025
  - 11.2 Motion to approve insurance quote from Utica for \$33,597 for Fiscal Year 2024-2025
12. **Committee Updates/Upcoming Meetings**
  - 12.1 Special Board Meeting-update from August 15, 6:30 pm  
Next meeting August 27, 2024 at 6:30 pm  
Proposal for Interior Renovations and other Facilities issues
  - 12.2 Finance Meeting/Budget & Appropriation Ordinance/Hearing to Adopt
13. **Correspondence**
14. **Next Month Meeting August (Possible Agenda Items)**
  - Review of Chapter 4 Risk Management - Board Policy Manual-Bev Coleman
  - Approve the Budget and Appropriation Ordinance
15. **Adjournment**

**CHECK SIGNING SCHEDULE**

Sept. 3	Beverly Coleman	Jonathan Currin	Howard Hunigan
Sept. 17	Andrea Williams	Temitope Babayode	Donna Brumfield

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

**Matteson Area Public Library District  
Board of Trustees Regular Meeting Minutes**

July 09, 2024 at 6:30 PM

**1. Call to Order**

Howard Hunigan called the meeting to order at 6:33pm

***Our Mission:** The library is an important community partner that disseminates knowledge for the benefit of society and provides **quality programs and services for all ages** thus bringing people together, fostering creativity, and encouraging 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 to **enrich, transform, and empower** our community.*

**ROLL CALL:** Howard Hunigan, Beverly Coleman, Andrea Williams, Donna Brumfield, Angela Williams-Brummel arrived at 6:40pm, Temitope Babayode arrived at 7:00pm.

Absent: Jonathan Currin

Staff present: Director Nikeda Webb, Assistant Director Thomas Webb and Administrative Assistant Robin Covington.

**2. Pledge of Allegiance**

**3. Opportunity for Public Comment** - Mr. Sylvester Fulcher Matteson resident expressed concern with why was there a significant increase in Property Taxes regarding the Library percentage.

Howard Hunigan informed Mr. Sylvester Fulcher that this topic will be an item on the August Board meeting agenda to discuss the tax process and invited him to come.

**4. Consent Agenda:**

**MOTION BY:** Howard Hunigan

**SECOND BY:** Donna Brumfield

Roll call voted.

Howard Hunigan - Yes	Andrea Williams - Yes
Donna Brumfield - Yes	Beverly Coleman - Yes

Motion carried.

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

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

6.1 Motion to approve June disbursements of **\$40,966.20** for operating invoices, and **\$142,400.50** for payroll related expenses, for a total disbursement of **\$183,366.70.**

6.2 Other

**MOTION By:** Beverly Coleman

**SECOND BY:** Andrea Williams

Discussion: Director Nikeda Webb gave the update, You will see charges from the Summer reading, Semmer landscaping. Hayes Mechanical, Versatile Srvcs and Otis Elevators were due to the power failure. She also reported that we are still receiving Cook County tax deposits to the Chase Bank account, she will continue to reach out to get this resolved. The finance committee will be meeting to look at our total budget and the appropriation ordinance because it has to be put in the newspaper.

Roll call voted.

Beverly Coleman - Yes	Andrea Williams - Yes
Angela Williams - Brummel - Yes	Donna Brumfield - Yes
Howard Hunigan - Yes	

Motion carried.

**7. Studio GC Presentation** - Scott and Craig gave a powerpoint presentation with the feedback from the last meeting and some wishlist items from previous conversations:

- Scope Diagram
- Exterior Canopy Design Options to indicate the Entry of the Library options One or Two
- Finish Selection
- Entry Design
- Help Desk Design options wood slack or a wall covering resistant fiberglass
- Strain Glass Design location options
- Mural should embrace the whole wall and wrap around
- Baffles talked about blocks of color
- Lighting in the Youth Service area he showed 14 inch size globes to add better lighting. He will provide a quote at the next meeting and will bring more options they are aware that this would be an add on to the initial project.
- Showed different color wallcovering pattern materials
- 3D Views
- History wall area
- Shadow art

Scott showed a different flooring option, this one is a light wood that will match the palette that was selected. He also showed a different option for the Help desk countertop.

Scott explained that today's meeting was to go thru the canopy and lighting these were concerns shared in previous meetings. So that's why you are just seeing this for the first time. They will also bring the cost estimates for each component. This will determine what direction to go in. In conclusion the next meet is scheduled for August 13, 2024 at 6:30pm.

Howard Hunigan suggested that we prioritize what we want to do first before concentrating on the outside. It could take away from things we want to do on the inside of the building.

**8. Committee Updates/Upcoming meetings**

- 8.1 Special Board Meetings–August 13, 2024 at 6:30 pm
- 8.2 Finance Meeting/Budget & Appropriation Ordinance–July 16, 2024 at 5:30 pm

**9. Correspondence** - None at this time

**10. Next Month Meeting August (Possible Agenda Items)**

- Review of Chapter 4 - Board Policy Manual will be rescheduled, Donna Brumfield will present Chapter 5 on August 20, 2024. Beverly Coleman will present at the September meeting.
- Annual Report- Highlights of the Year (Staff)
- The Financial Records of the District shall be reviewed at the end of the fiscal year
- Introduce and Table the Budget and Appropriation Ordinance

Howard Hunigan suggested that our August meeting we will have some discussion about taxes and he will also bring some history in case people have questions.

**11. Adjournment: MOTION BY: Donna Brumfield      SECOND BY: Tem Babayode**

Ayes 6. Nays 0. Motion Carried.

The Board Meeting adjourned at 8:34pm.

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Andrea Williams, Board Secretary

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Robin Covington, Administrative Assistant

## **Finance and Insurance Committee Meeting**

Wednesday, July 24, 2024 at 5:30 PM

Room D

1. **Call to Order Beverly Coleman at 5:32pm**
2. **Roll Call** - Beverly Coleman, Howard Hunigan, Tem Babayode, Director Nikeda Webb, Assistant, Thom Webb, Admin Assistant Robin Covington
3. **Opportunity for Public Comment** - No public present
4. **Budget & Appropriations Ordinance** - Nikeda Webb provided copies to everyone present. The discussion started with a review of the Budget & Appropriations Ordinance, balance on hand, revenue from other sources, and tax levy amount.

Howard Hunigan suggested we look at the balance on hand amount it needs to be updated to reflect a recent deposit. Nikeda Webb said she would make the changes.

Beverly Coleman asked the members to go over each section and take this time to ask any questions they may have.

Members went over each estimated expenditure sections:

- Library Corporate Fund
- Personnel
- Patron Services
- Library Administration
- Building Operations
- Social Security (FICA) FUND
- Illinois Municipal Retirement Fund
- Liability Insurance Fund
- Audit Expense Fund
- Building, repair and maintenance Fund

Tem Babayode asked that we increase item number 18320 Building/Grounds Repairs/Services amount by 10,000.

Beverly Coleman asked that we increase the Building, repair and maintenance fund amount should be changed to 120,000.00.

The bookkeeper gave Nikeda Webb the right amount of cash on hand as of July 1st 2024 before the meeting was adjourned. Nikeda will make all corrections and send an updated copy as soon as possible.

At next meeting we will have a motion to introduce and table it and the hearing will be at 6:30pm on September 17th, 2024.

- 5. Remodeling Budget** - Nikeda informed the committee that we received our first bill from Studio CG and gave a copy to the committee to go over and ask questions. Tem Babayode took the lead of the discussion.

Howard Hunigan suggested that he would like Studio CG to start showing how much we are spending each and every month, subtracting from the starting amount. Do the same thing when the construction start.

There was a lot of discussion about what amount we should spend for the remodeling budget of the marketplace members gave there suggestions.

In conclusion there will be another special meeting with Studio CG on Thursday, August 15, 2024 at 6:30pm to get some quotes and this will help make the final decisions on what direction we want to go. Then we will have the next special meeting on Tuesday, August 27, 2024 at 6:30pm without Studio CG.

- 6. Other** - Transferring funds we need to discuss a process at a future finance meeting.

Process for Studio CG invoices, Nikeda Webb will give the invoices to Howard Hunigan and Tem Babayode for signatures to approve payment to Studio CG for the remodel project.

#### **Adjournment:**

**Motion by Tem Babayode**

**Seconded by Howard Hunigan**

The meeting adjourned at 7:15pm.

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

**Chase Operating Checking (3159)**

Beginning Balance	\$141,867.37	
Deposits	\$741,499.99	
Checks & Payments	\$0.00	
Transfer Out	\$850,000.00	
Fees	\$0.00	
Ending Balance	\$33,367.36	<b><u>\$33,367.36</u></b>

**Chase Payroll Checking (8526)**

Beginning Balance	\$219,463.12	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$212,463.12	
Uncleared Transactions	\$0.00	
Ending Balance	\$7,000.00	<b><u>\$7,000.00</u></b>

**Corporate Fund (4773)**

Beginning Balance	\$552,274.85	
Deposits	\$0.00	
Interest	\$4.03	
Checks Issued/transfer out	\$544,274.85	
Ending Balance	\$8,004.03	<b><u>\$8,004.03</u></b>

**First American - Checking (2901)**

Beginning Balance	\$452,765.56	
Deposits	\$41,490.38	
Debits	\$250,000.44	
Interest	\$116.74	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$244,372.24	<b><u>\$244,372.24</u></b>

**First American - Plates(4101)**

Beginning Balance	\$1,078.68	
Deposits	\$1,501.23	
Debits	\$1,468.26	
Interest	\$0.07	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$1,111.72	<b><u>\$1,111.72</u></b>

**First American Public Funds(9401)**

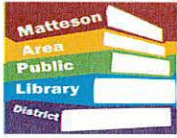
Beginning Balance	\$3,535,199.75	
Deposits	\$1,289,695.69	
Interest	\$15,137.91	
Checks Issued/Transfer Out/Fees	\$6.00	
Ending Balance	\$4,840,027.35	<b><u>\$4,840,027.35</u></b>

**First American Public Funds(0801)**

Beginning Balance	\$156,290.18	
Deposits	\$266,184.09	
Debits	\$196,280.39	
Ending Balance	\$226,193.88	<b><u>\$226,193.88</u></b>

**Total of all Bank Accounts** **\$5,360,076.58**





## Matteson Area Public Library District

### July 2024 Disbursement Warrant

Board Meeting Date: August 20, 2024

#### Vendor Disbursements

	Debit / Check #	
Utilities	Nicor, Water, Garbage, Internet	1,950.40
EFTs	Chase Card	13,502.20
Checks	3194-3249	<u>45,091.84</u>
		<b>\$ 60,544.44</b>

#### Payroll Disbursements

07/05/24

Payroll		39,367.19
Employer Payroll Taxes		13,634.55
Gross Payroll		53,711.32

07/19/24

Payroll		40,784.07
Employer Payroll Taxes		14,222.52
Gross Payroll		55,640.45

IMRF ( 2 Payrolls) 12,202.32

**\$ 229,562.42**

#### Voided Checks Previously Issued

\$0.00

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**\$0.00**

#### Total Disbursements for July

\$ 290,106.86

#### Previous Month

\$ 266,434.15

#### Estimated Upcoming Month

\$225,000.00

**Matteson Area Public Library District**  
**July 2024 Checks Issued**

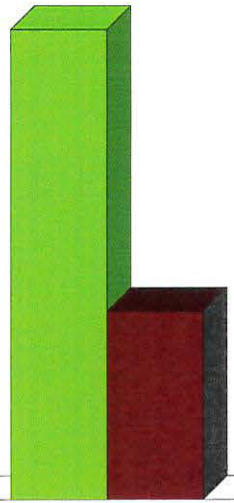
Type	Date	Num	Name	Memo	Amount	Freq
Check	07/02/2024	3194	Amazon.com	Program & Office Supplies	-662.53	
Check	07/02/2024	3195	American Electric	Kitchen Outlets & Elevator	-1,291.11	
Check	07/02/2024	3196	AT & T	Internet	-381.36	M
Check	07/02/2024	3197	Barrette Seibert	PS Program-Yoga	-650.00	
Check	07/02/2024	3198	Computers Nationwide	Transfer of Data	-87.50	
Check	07/02/2024	3199	Dave Herzog's Marionettes	YS Program-Puppets	-375.00	
Check	07/02/2024	3200	Ervin Smith	Security	-680.00	
Check	07/02/2024	3201	Focus Audio Visual	Service Projector	-445.00	
Check	07/02/2024	3202	Gale/Cengage Learning	Books	-200.21	
Check	07/02/2024	3203	Goldy Locks	Re-Key	-139.00	
Check	07/02/2024	3204	Murphy Security Solutions	Supplies	-780.00	
Check	07/02/2024	3206	NICOR	Utilities	-365.46	M
Check	07/02/2024	3207	Otis Elevator	Maintenance	-235.83	Q
Check	07/02/2024	3208	Overdrive, Inc.	VOID:	0.00	
Check	07/02/2024	3209	Paula Dixon	Security	-480.00	
Check	07/02/2024	3210	Penworthy	Kits	-359.90	
Check	07/02/2024	3211	Playway Products	Audiobooks	-749.08	
Check	07/02/2024	3212	Quality Alarm	DoorCodes	-44.00	
Check	07/02/2024	3213	Quench USA	Water Cooler	-3.26	
Check	07/02/2024	3214	Quill Corp.	Office Supplies	-150.33	
Check	07/02/2024	3215	Scholastic Lib. Publishing	YA Books	-31.18	
Check	07/02/2024	3216	Snapology/Evergreen Park	YS Program-Robotics	-600.00	
Check	07/02/2024	3217	Susan Fulcher	YS Program Supplies	-292.80	
Check	07/02/2024	3218	T-Mobile	Cellphone	-106.40	M
Check	07/02/2024	3219	Technology Mgmt Fund	Internet	-450.00	M
Check	07/02/2024	3220	Today's Business Sol.	Maintenance	-8,209.50	M
Check	07/02/2024	3221	Overdrive, Inc.	Audiobooks	-348.74	
Check	07/09/2024	3222	Andrea Williams	Conference Expenses	-172.75	
Check	07/09/2024	3223	Donna Brumfield	Conference Expenses	-348.72	
Check	07/09/2024	3224	Howard Hunigan	Conference Expenses	-338.26	
Check	07/09/2024	3225	Marla Cole Wieringa	Conference Expenses	-133.47	
Check	07/16/2024	3226	Alliance Entertainment	AV	-302.19	
Check	07/16/2024	3227	B Allan Graphics	Fall Newsletter	-4,200.00	
Check	07/16/2024	3228	Beverly Coleman	Conference Expenses	-188.87	
Check	07/16/2024	3229	Bright Star Chldrn's Theater	YS Program-Cinderella	-715.50	
Check	07/16/2024	3230	Enterprise Office Equip.	Toner	-125.00	
Check	07/16/2024	3231	Garvey's Office Products	building supplies	-326.90	
Check	07/16/2024	3232	Hayes Mechical	Maintenance	-1,865.00	Q

## Income and Expense by Month July 2024

■ **Income**  
■ **Expense**

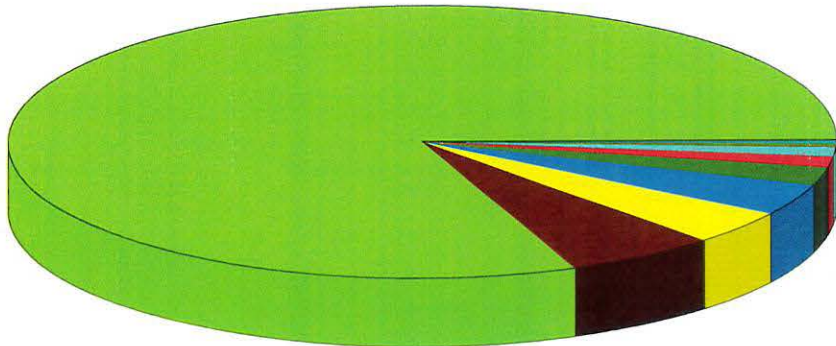
\$ in 1,000's

500  
400  
300  
200  
100  
0



Jul24

### Income Summary July 2024



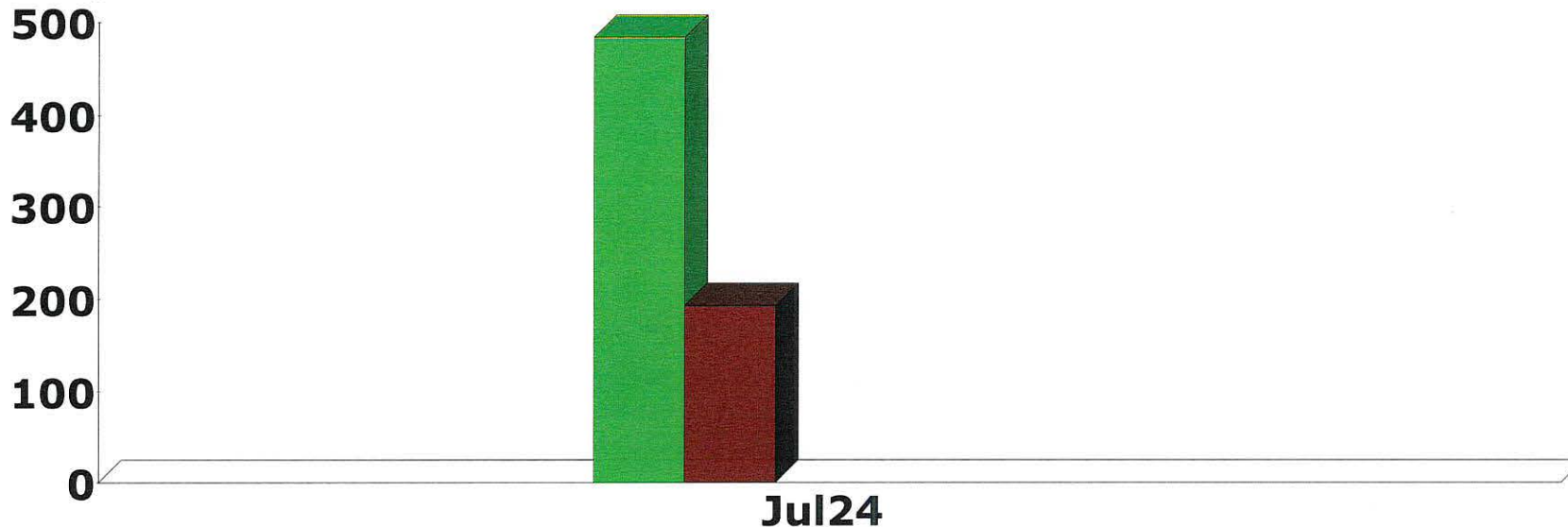
**By Account**

■	<b>Income Account</b>	<b>81.09%</b>
■	<b>14600 · GRANTS</b>	<b>5.98</b>
■	<b>64000 · R.E. TAXES - SS FUND</b>	<b>4.00</b>
■	<b>54000 · R.E. TAXES - IMRF FUND</b>	<b>3.83</b>
■	<b>94000- · R.E.Taxes -Building Mai</b>	<b>2.16</b>
■	<b>14620 · PATRON SALES/FEES</b>	<b>1.36</b>
■	<b>84000 · R.E.TAXES - INSURANCE</b>	<b>1.22</b>
■	<b>74000 · R.E.TAXES - AUDIT FUNI</b>	<b>0.36</b>
■	<b>14540 · DONATIONS</b>	<b>0.01</b>
<b>Total</b>		<b>\$484,835.87</b>

# Income and Expense by Month July 2024

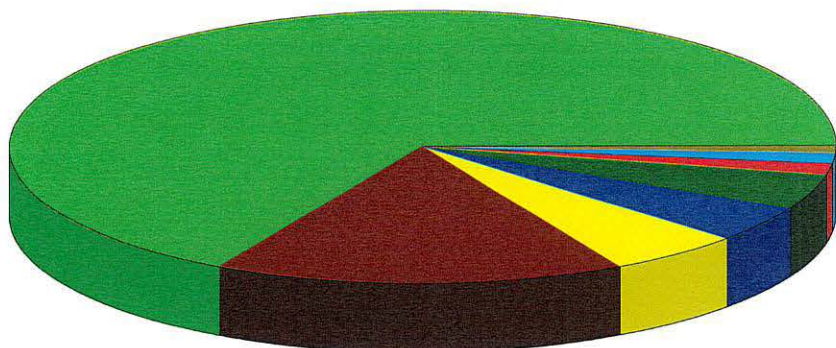
■ Income  
■ Expense

\$ in 1,000's



## Expense Summary July 2024

<span style="color: green;">■</span> PERSONNEL	67.00%
<span style="color: brown;">■</span> OPER/SERV	16.09
<span style="color: yellow;">■</span> SPECIAL ACCOUNTS	5.33
<span style="color: blue;">■</span> 55141 · IMRF FUND - EXPENSE	4.37
<span style="color: green;">■</span> 65161 · SOCIAL SECURITY FUND	4.15
<span style="color: red;">■</span> MATERIALS	1.33
<span style="color: cyan;">■</span> OPERATING SUPPLIES	1.30
<span style="color: olive;">■</span> 17100.1 · .1 Board Expense	0.44
<b>Total</b>	<b>\$193,426.49</b>



**By Account**

# J.P.Morgan

JPMORGAN CHASE BANK NA  
 P.O. BOX 15918  
 MAIL SUITE DE1-1404  
 WILMINGTON DE 19850

ACCOUNT NUMBER	4485 9279 0004 9362
PAYMENT DUE DATE	07/22/2024
AMOUNT DUE	\$13,502.20
CURRENT BALANCE	\$13,502.20

Remit To: JPMORGAN CHASE BANK NA  
 P.O. BOX 4475  
 CAROL STREAM, IL 60197-4475

AMOUNT  
 ENCLOSED \$

MATTESON AREA PLD  
 NIKEDA WEBB  
 801 SCHOOL AVE  
 MATTESON IL 60443-1849

\*\* 0000000

448592790004936201350220013502203

PLEASE TEAR PAYMENT COUPON AT PERFORATION

## STATEMENT MESSAGES

## COMMERCIAL ACCOUNT SUMMARY

ORGANIZATION NAME: MATTESON AREA PLD  
 ACCOUNT NUMBER: 4485927900049362

<table border="1"> <tr> <td>CLOSING DATE</td> <td>06-27-24</td> </tr> <tr> <td>CREDIT LIMIT</td> <td>50,000</td> </tr> <tr> <td>AVAILABLE CREDIT</td> <td>36,498</td> </tr> </table>	CLOSING DATE	06-27-24	CREDIT LIMIT	50,000	AVAILABLE CREDIT	36,498	<table border="1"> <tr> <td>PREVIOUS BALANCE</td> <td style="text-align: right;">7,275.29</td> </tr> <tr> <td>PURCHASES AND OTHER CHARGES</td> <td style="text-align: right;">13,727.20</td> </tr> <tr> <td>CASH ADVANCES</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>CREDITS</td> <td style="text-align: right;">225.00</td> </tr> <tr> <td>PAYMENTS</td> <td style="text-align: right;">7,275.29-</td> </tr> <tr> <td>LATE PAYMENT CHARGES</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>CASH ADVANCE FEE</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>FINANCE CHARGES</td> <td style="text-align: right;">.00</td> </tr> <tr> <td><b>NEW BALANCE</b></td> <td style="text-align: right;"><b>13,502.20</b></td> </tr> <tr> <td>TOTAL PAYMENT DUE</td> <td style="text-align: right;">13,502.20</td> </tr> <tr> <td>DISPUTED AMOUNT</td> <td style="text-align: right;">.00</td> </tr> </table>	PREVIOUS BALANCE	7,275.29	PURCHASES AND OTHER CHARGES	13,727.20	CASH ADVANCES	.00	CREDITS	225.00	PAYMENTS	7,275.29-	LATE PAYMENT CHARGES	.00	CASH ADVANCE FEE	.00	FINANCE CHARGES	.00	<b>NEW BALANCE</b>	<b>13,502.20</b>	TOTAL PAYMENT DUE	13,502.20	DISPUTED AMOUNT	.00
CLOSING DATE	06-27-24																												
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<b>NEW BALANCE</b>	<b>13,502.20</b>																												
TOTAL PAYMENT DUE	13,502.20																												
DISPUTED AMOUNT	.00																												
<p>FOR CUSTOMER SERVICE CALL: 1-800-316-8066</p> <p>FOR TTY/TDD SERVICE CALL: 1-800-955-8060</p>																													
<p>SEND BILLING INQUIRIES TO:          JPMORGAN CHASE BANK NA          COMMERCIAL CARD SOLUTIONS          P.O. BOX 2015          MAIL SUITE IL1-6225          ELGIN, IL 60121</p>																													

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

**COMMERCIAL ACCOUNT ACTIVITY**MATTESON AREA PLD  
4485-9279-0004-9362**TOTAL COMMERCIAL ACTIVITY**  
\$7,275.29CR

ACCOUNTING CODE:

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-21	06-21		AUTO PAYMENT DEDUCTION	7,275.29CR

**INDIVIDUAL CARDHOLDER ACTIVITY**NIKEDA F WEBB  
4485-9201-0278-7764CREDITS  
\$0.00PURCHASES  
\$5,668.50CASH ADV  
\$0.00**TOTAL ACTIVITY**  
\$5,668.50

ACCOUNTING CODE:

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-29	05-28	24692164149104504338418	AMZN MKTP US*Z31BJOH23 AMZN.COM/BILL WA P.O.S.: 112-9489812-99266 SALES TAX: 0.00	57.00
05-29	05-28	24692164149104820749712	AMZN MKTP US*313MR4A43 AMZN.COM/BILL WA P.O.S.: 112-4753444-35090 SALES TAX: 0.00	48.97
05-29	05-28	24801974149286488901194	GARVEYS OFFICE PRODUCTS 847-588-1315 IL P.O.S.: PINV2574695 SALES TAX: 34.74	373.60
05-30	05-29	24226384151360734892277	SAMS CLUB#6485 TINLEY PARK IL P.O.S.: 73489227 SALES TAX: 0.00	398.37
05-31	05-30	24692164151106175292803	AMZN MKTP US*EL8VU3603 AMZN.COM/BILL WA P.O.S.: 112-5282808-71042 SALES TAX: 0.00	649.93
05-31	05-30	24692164151106313751140	AMZN MKTP US*HZ66P6HO3 AMZN.COM/BILL WA P.O.S.: 114-5228280-24594 SALES TAX: 0.00	91.77
06-03	06-02	24013394154000313421931	CYTRACOM HTTPS://WWW.C TX P.O.S.: 365383 SALES TAX: 0.00	901.75
06-03	06-01	24055234153083185525771	WMT PLUS JUN 2024 800-966-6546 AR P.O.S.: 18552577 SALES TAX: 0.00	12.95
06-03	05-31	24692164152106845153855	AMZN MKTP US*338HN50T3 AMZN.COM/BILL WA P.O.S.: NW52924 SALES TAX: 0.00	207.22
06-03	05-31	24692164152106849227754	AMZN MKTP US*NA6Y22NB3 AMZN.COM/BILL WA P.O.S.: NW52924 SALES TAX: 0.00	37.37
06-03	06-01	24692164153107707453390	STAMPS.COM 855-808-2677 TX P.O.S.: O525053508 SALES TAX: 0.00	19.99
06-10	06-07	24445004160200157437820	GFS STORE #0570 BOURBONNAIS IL	281.83
06-10	06-08	24445004161200067634507	GFS STORE #0570 BOURBONNAIS IL	112.76
06-10	06-07	24692164159102734804289	AMZN MKTP US*LQ56K1ET3 AMZN.COM/BILL WA P.O.S.: 06032024LF SALES TAX: 0.00	75.62
06-10	06-09	24692164161104783783428	WALMART.COM 800-925-6278 AR P.O.S.: W3QFZMMB37WP SALES TAX: 0.00	60.42
06-12	06-10	24137464163500787155676	FIVE BELOW 702 BOURBONNAIS IL	39.50
06-12	06-11	24428064164001655198448	BERKOT SUPER FOODS KANKAKEE IL	38.71

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

**INDIVIDUAL CARDHOLDER ACTIVITY****Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-12	06-11	24445004163300592844528	FOOD4LESS #0568 CHICAGO HEIGH IL	108.79
06-12	06-11	24632694163500524566591	ORKIN LLC 002 877-620-8282 GA P.O.S.: 65373165 SALES TAX: 0.00	127.99
06-12	06-10	24755424163261630284834	HDS DISPOSAL SERVICE 708-7981004 IL P.O.S.: 11 0001714 SALES TAX: 14.08	187.67
06-13	06-12	24137464165001578328745	USPS PO 1649440443 MATTESON IL P.O.S.: None SALES TAX: 0.00	23.85
06-14	06-13	24011344165000055485205	AMAZON RETAIL* LF0606 WWW.AMAZON.CO WA P.O.S.: opsnta1xwwnd SALES TAX: 0.00	100.00
06-17	06-15	24226384168360831239993	WAL-MART #4323 KANKAKEE IL P.O.S.: 83123999 SALES TAX: 0.00	190.26
06-17	06-15	24445004168001003242014	DOLLAR TREE KANKAKEE IL	15.79
06-17	06-14	24688074168017016745792	FAIR OAKS FARMS FAIR OAKS IN	100.00
06-19	06-18	24445004171600158587357	USPS STAMPS ENDICIA 888-434-0055 DC P.O.S.: 527163795 SALES TAX: 0.00	250.00
06-19	06-18	24692164170102457780620	AMAZON.COM*QG48Z9153 AMZN.COM/BILL WA P.O.S.: RC0618 SALES TAX: 0.00	50.00
06-20	06-18	24445004171200166257075	GFS STORE #0162 OLYMPIA FIELD IL	23.27
06-21	06-20	24692164172103935417551	AMAZON MKTPL*RG3EA18K0 AMZN.COM/BILL WA P.O.S.: RC0618 SALES TAX: 0.00	83.19
06-21	06-20	24692164172104181787366	AMAZON MKTPL*6A9AU8K43 AMZN.COM/BILL WA P.O.S.: RC0618 SALES TAX: 0.00	29.95
06-24	06-22	24692164175106216151382	MICHAELS STORES 9834 BOURBANNAIS IL P.O.S.: 2000 SALES TAX: 8.66	113.59
06-26	06-25	24445004178000939387511	DOLLAR TREE MATTESON IL	76.75
06-26	06-25	24692164177108451220177	MEIJER # 280 FLOSSMOOR IL P.O.S.: 97 SALES TAX: 2.61	28.77
06-27	06-26	24692164178108886450661	AMAZON MKTPL*RC1L08FP1 AMZN.COM/BILL WA P.O.S.: NW62525 SALES TAX: 0.00	192.87
<b>Total Purchasing Activity</b>				<b>\$5,108.60</b>

**Telecommunication Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-18	06-18	24011344170000009798060	ZOOM.US 888-799-9666 WWW.ZOOM.US CA P.O.S.: A07223314 SALES TAX: 0.00	559.90

**Total Activity** \$559.90THOMAS E WEBB  
4485-9201-7138-5995**CREDITS**  
\$225.00**PURCHASES**  
\$8,058.70**CASH ADV**  
\$0.00**TOTAL ACTIVITY**  
\$7,833.70

ACCOUNTING CODE:

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

**INDIVIDUAL CARDHOLDER ACTIVITY****Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-10	06-07	24692164159103227052899	SG *WOLDHUIS FARMS SUNRIS GRANT PARK IL P.O.S.: 00023058430199002 SALES TAX: 1.71	19.38
06-11	06-10	24445004163000981180522	DOLLAR TREE MATTESON IL	39.50
06-14	06-13	24445004166001000956030	DOLLAR TREE MATTESON IL	10.00
06-14	06-13	24692164165108362785130	MEIJER # 280 FLOSSMOOR IL P.O.S.: 52 SALES TAX: 9.81	107.93
06-18	06-13	74717054169121664654602	UW MADISON SOE PLACE 608-2635140 WI P.O.S.: 4710950 SALES TAX: 0.00	225.00CR
<b>Total Purchasing Activity</b>				<b>\$48.19CR</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-14	06-13	24269794166001155997309	JETS PIZZA IL029 MATTESON IL	188.77
06-25	06-25	24692164177107844355328	RELIABLE TRANSPORTATIO 619-246-2539 CA P.O.S.: 0000000000000000 SALES TAX: 39.27	546.00
06-26	06-25	24755424177261773351915	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707393 ARRIVAL: 06-24-24	1,684.78
06-26	06-25	24755424177261773351923	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707423 ARRIVAL: 06-24-24	1,684.78
06-26	06-25	24755424177261773351931	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707462 ARRIVAL: 06-24-24	1,684.78
06-27	06-26	24692164178109275926790	IN *MAHOGANY LIMOUSINE SE 708-7253116 IL P.O.S.: VBMKRRI2NTQBJKQ2W SALES TAX: 0.00	198.00
06-27	06-25	24717054178871782696083	AMERICAN AI 0014437301955 800-433-7300 TX WEBB/NIKEDA DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
06-27	06-25	24717054178871782696091	AMERICAN AI 0014437301956 800-433-7300 TX BABAYODE/TEMITO DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
06-27	06-25	24717054178871782696109	AMERICAN AI 0014437301957 800-433-7300 TX WILLIAMS/ANDREA DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
06-27	06-25	24717054178871782696117	AMERICAN AI 0014437301958 800-433-7300 TX BRUMFIELD/DONNA DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
06-27	06-25	24717054178871782696125	AMERICAN AI 0014437301959 800-433-7300 TX COLEMAN/BEVERLY DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
06-27	06-25	24717054178871782696133	AMERICAN AI 0014437301960 800-433-7300 TX HUNIGAN/HOWARD DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
06-27	06-26	24755424178261786200462	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707439 ARRIVAL: 06-26-24	1,684.78

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

**INDIVIDUAL CARDHOLDER ACTIVITY**

**Travel Activity**

<b>Post Date</b>	<b>Tran Date</b>	<b>Reference Number</b>	<b>Transaction Description</b>	<b>Amount</b>
			<b>Total Travel Activity</b>	<b>\$7,881.89</b>

## **CHAPTER 5: LIBRARY DIRECTOR**

### **5.1 POSITION DESCRIPTION AND ROLE IN THE ORGANIZATION**

Under the powers granted to it in the Act and the District's bylaws, the Board may hire a Library Director to serve as the paid chief executive officer of the District. [75 ILCS 16/30- 55.35] The Library Director is subject to the Laws and the District's by-laws and policies. He or she is an employee of the Board. The Library Director is accountable to the Board as a whole. The Library Director shall, at the direction and under the supervision of the Board be responsible for the active administration of all daily affairs and business operations of the District including:

- Working with the Library Board and staff to plan and develop library services to meet the needs of the Matteson community
- Devote time and energy effectively to the position and, in doing so, maintain high standards of ethics, honesty, and integrity in personal and professional relationships.
- Professionally implement the District's mission and the Board's policies to ensure that all government and legal requirements of the District are met.
- Ensure that the library's communication and actions reflect our commitment to Diversity, Equity, and Inclusion.
- Lead teams in the use of technology to help strengthen programs and facilities in ways that foster better services, higher patron satisfaction and seek out strategies that promote stronger engagement with our community.
- Write or provide leadership in grant applications to improve library services.
- Provide staff support to the Library Board of Trustees by assisting with meetings, preparing reports, and implementing policy decided by the Board.
- Lead teams in the development of long-range strategic and operational plans. Execute short and long-term objectives within the context of the District Strategic Plan.
- Understand the financial needs of the District and provide quality day-to-day management of all assets. Prepare annual budgets and be accountable for control of those resources once approved.
- The Library Director shall ensure that District funds are spent appropriately, always in the best interest of those served. Furthermore, the Library Director shall provide the Board with accurate, understandable financial reports regularly.

- Hire, train, direct, evaluate, discipline, and terminate employees; furthermore, oversee and keep a healthy and diverse workforce.
- Assist with orientation and training programs for the Board.
- Supervise building and grounds maintenance, repairs, and improvements
- Create sound working relationships with related leaders and organizations, or applicable government bodies.

Acting with the authority granted above, the Library Director may not perform, allow or cause to be performed any act which is unlawful, insufficient to meet commonly accepted business and professional ethics, in violation of funding source requirements or regulatory bodies, or contrary to explicit Board constraints on executive authority.

## **5.2 BOARD-LIBRARY DIRECTOR RELATIONSHIP**

The Board recognizes and maintains the following guidelines in its relationship with the Library Director:

- The Board shall approve policies and long-range plans and programs for the District, and delegate authority to the Library Director to execute and carry out the policies, plans, and programs. The Library Director shall be responsible for hiring capable personnel within the limitations of Board policy and budget constraints, determining the appropriate training, supervision, discipline, and termination if necessary.
- Trustees shall refrain from individually discussing management and personnel issues with personnel other than the Library Director.
- Authority for management of the District shall be through the Board to the Library Director, then to other personnel. The Board recognizes that efficient management can exist only through mutual understanding and cooperation between the Board and the Library Director. The Board also recognizes that the Library Director is accountable to the Board to show results, but the Library Director cannot perform well and show good results if not given latitude to exercise independent judgment in executing Board policy. Therefore, the Board grants that latitude of judgment and discretion and expects full accounting of performance from the Library Director.
- No individual Trustee, officer, or committee has any authority over the Library Director
- The Board recognizes its position as the employer of the Library Director and shall be responsible for an annual evaluation of his or her performance. The evaluation shall be to improve the Library Director's performance and to provide a basis for consideration of the Library Director's salary for the next fiscal year.

- The Library Director's employment with the District may be terminated for cause upon written notice to the Library Director.

### **5.3a PERFORMANCE EVALUATION OF THE LIBRARY DIRECTOR**

As the employer of the Library Director, the Board shall regularly evaluate the work performance of the Library Director.

- A. The Board empowers the Personnel Committee to facilitate the evaluation of the Library Director, but the entire Board shall have an opportunity for input on the evaluation.
- B. Compensation of the Library Director shall be determined after completion of the evaluation. Any increase in compensation shall be effective beginning with the pay period in the next fiscal year.
- C. The evaluation process shall begin with a review of the Library Director's current job description to determine accuracy and appropriateness. At the beginning of each fiscal year, the Board and Library Director should set goals for performance and areas for evaluation. The performance goals should be achievable and should be determined in consultation with the Director.

Areas to be addressed in setting goals may include:

- Staff relationship and management
  - Board relationships
  - Accomplishment of goals and objectives outlined in the library's strategic plan
  - Financial responsibility and oversight
  - Overall quality of library services
  - Community relations
  - Facilities management
- D. The Library Director shall complete a self-evaluation.
  - E. From the input of all participating in the review, a consensus opinion shall be compiled. A single joint review shall be presented to the Library Director. The Library Director has the right to respond to the review verbally and/or in writing. The Library Director has the right to discuss the results of the review with the

Board. Dialogue between the Board and the Library Director is encouraged to help address any problems candidly and professionally.

F. The final agreed-upon evaluation shall be signed by both the Library Director and the Board Secretary and President. A copy of the evaluation shall be given to the Library Director, and the original evaluation shall be kept on file.

### **5.3b COMPENSATION OF THE LIBRARY DIRECTOR**

The Library Director's compensation and adjustments to that compensation shall be:

- Determined by the Board acting upon a recommendation of the Personnel Committee. The process and justification for the compensation and adjustments shall be documented in the minutes of the Personnel Committee. The financial condition of the Library District is also a factor in determining compensation and adjustments.
- Based upon objective data for similarly qualified persons in comparable positions; determined in part through a study of resources from entities such as the Illinois Library Association and the American Library Association.

## **CHAPTER 6: FINANCES**

### **6.1 FISCAL YEAR**

The District fiscal year shall be from the first day of July to the last day of June.

### **6.2 ACCOUNTING**

The District shall utilize generally accepted accounting practices that are required and/or recommended by regulatory or lending agencies and the District's auditor. The accounting practices and procedures used shall allow for adequate management of the District's revenues and expenses, and shall provide adequate systems of monitoring by the Board as well as outside auditors.

All records shall accurately reflect the District's revenues, expenses, assets, and liabilities.

The Library Director shall create and implement a policy of internal controls and segregation of duties that is satisfactory to both the Board and the qualified certified public accounting firm which performs the annual audit of the District's financial records.

### **6.3 BUDGET**

The District's budget shall be adopted and comply with the Laws, including the Illinois Municipal Budget Law [50 ILCS 330/1, *et seq.*] An annual operating budget shall be prepared by the Library Director and presented to the Board for approval at least sixty (60) calendar days before the beginning of the next fiscal year. The budget shall

reflect the cost of carrying out the programs and services of the District for the next fiscal year and the anticipated revenues of the District.

The budget shall be viewed by the Board as its financial plan for the District. Approval of the budget by the Board shall provide authority to the Library Director to manage the District's finances according to the plan without seeking further approval from the Board. However, the Library Director shall keep the Board well informed of the ongoing status of the financial plan, and shall not make significant expenditures outside of the Budget plan without seeking Board approval to amend the budget.

#### **6.4 AUDIT**

The District's audit shall comply with the Laws, including the Illinois Governmental Account Audit Act, [50 ILCS 310/0.01. *et seq.*] An annual audit of finances shall be conducted by an independent auditor appointed by the Board. The Board and staff working together shall:

- Seek competitive bids for auditing services at least every three (3) years
- Work with the auditor to determine the scope of the annual audit.
- Review the independent auditor's management letter regarding the audit.
- Ensure that the outside auditor reports to the full Board after the annual audit.
- Define areas of risk, and recommend financial policies to prevent fraud in those areas of risk.
- Ensure that controls are in place so that assets are protected, transactions are authorized and appropriately recorded, and that management and staff are in compliance with regulations and the Laws.

#### **6.5 FINANCIAL REPORTS**

Reports reflecting the District's financial condition shall be presented to the Board no less than quarterly. These financial reports shall include:

- A statement of financial condition
- A statement of revenue and expense which shall include a year-to-date comparison with the previous year and the budget.
- A statement of cash flow.

#### **6.6 CHECK SIGNING**

Checks and other drafts of the District shall be signed by designees with signatory power as outlined in Article V Section 8 of the by-laws.

It is the responsibility of the Library Director to ensure that signatures may be obtained from appropriate signatories so that payment can be made on obligations of the District. It is also the responsibility of the Library Director to ensure that adequate controls and safeguards have been established to ensure the disbursement of funds only for proper purposes.

It is the responsibility of all check signers to ensure that there is adequate documentation, consistent with good internal control, for valid payment of checks they sign.

## **6.7 CONTRACTS**

Subject to limitations in the Laws, and Section 4.3 of this Manual, the Library Director may approve service agreements and contracts that cost less than \$25,000 annually or over the contract life. The Library Director may also approve agreements that continue the same service level and cost from a prior contract. These agreements must be executed within the approved budget line item spending limits.

All other contracts must be approved by the Board before becoming valid. New contracts which cost more than \$100,000 annually or over the contract life shall require an attorney review and opinion to assure the agreement is legally sound and that the District's interests are protected.

All service agreements and service contracts shall be awarded based on cost, experience, merit, and references. No contracts may be written or awarded to employees, Trustees, or their immediate families. At a minimum, all contracts must contain the purpose, effective dates, authorized signatures, amount to be paid, how liability risks are covered or met, and services to be provided to the District.

## **6.8 BAD DEBTS OWED TO THE DISTRICT**

If the total receivable from any one individual or organization is \$300.00 or less, the Library Director may authorize the debt to be written off if he/she believes the debt is uncollectable.

Write-offs of debts over \$300.00, which the Library Director believes are not collectible, may be authorized only by a majority vote of the Board.

Delinquent accounts may be assigned for collection to either legal counsel or a collection agency, or taken to small claims court, as the Library Director deems appropriate. Collection efforts shall continue even after write-off until actually collected or the attorney, collection agency, or small claims court deems further efforts shall be futile or not cost-effective.

## **6.9 INVESTMENT POLICY STATEMENT**

The District is a 170 (c) (2) non-profit entity with access to a 501(c) (3) and shall be operated exclusively for charitable and educational purposes as provided for in the

Internal Revenue Code. The District's public funds shall be invested in compliance with the Laws, including the Illinois Public Funds Investment Act [30 ILCS 235/0.01, *et seq.*]

The purpose of this investment policy statement (IPS) is to assist the Board in effectively supervising, monitoring, and evaluating the investment of the District's assets. The Finance Committee shall review this IPS annually and shall monitor investment performance every quarter; and subsequently make recommendations to the Board for any necessary modifications.

***Statement of Objectives***

The Board has adopted this formal policy for investing its reserves to protect the principal amount while producing growth consistent with the Board's tolerance for risk. The primary investment objectives are to preserve and protect assets by earning total return appropriate to the District's time horizon, liquidity needs, and risk tolerance; while at the same time providing liquid reserves adequate to meet the District's cash flow.

The Finance Committee may recommend contracting with a qualified investment professional or firm to advise and assist with the implementation of this IPS. Care shall be taken to incur investment fees that are reasonable in relation to the assets. As it monitors the investment of funds, the Finance Committee shall consider factors such as general economic conditions and trends, tax ramifications, and cash flow requirements.

***Insurability***

Assets shall be monitored and transferred within the District's bank and investment accounts in such a way as to avoid or minimize balances that exceed applicable FDIC, SIPC, or bank insurance limits. When maintaining balances above applicable FDIC insurance limits, the District shall require financial institutions to purchase Treasury Bonds to cover any amounts that exceed the FDIC insurance limit.



## MATTESON AREA PUBLIC LIBRARY DISTRICT

### Summary of Insurance

2024-2025 Term

Type of Coverage	Description of Coverage	Amount of Coverage
<b>General Liability</b>	Provides coverage in the event of a bodily injury and/or property damage claim.	<ul style="list-style-type: none"> <li>• Each Occurrence - \$1,000,000</li> <li>• General Aggregate - \$2,000,000</li> <li>• Medical Expense Limit - \$10,000</li> <li>• Advertising/Personal Injury - \$1,000,000</li> <li>• Damage to Rented Premises - \$100,000</li> <li>• Employee Benefit Liability - \$1,000,000</li> <li>• Abuse &amp; Molestation - \$1,000,000</li> <li>• Cyber Security Breach - \$250,000</li> </ul>
<b>Umbrella Liability</b>	Provides an additional layer of liability coverage to the General Liability policy.	<ul style="list-style-type: none"> <li>• \$5,000,000</li> <li>• Retention: \$10,000</li> </ul>
<b>Property Coverage</b>	Provides coverages in the event of a loss of property due to fire, theft, etc.	<ul style="list-style-type: none"> <li>• Building - \$18,133,434</li> <li>• Deductible: \$10,000</li> <li>• Business Personal Property - \$657,064</li> <li>• Deductible: \$10,000</li> <li>• Property in the Open - \$15,832</li> <li>• Sign - \$45,478</li> <li>• Flag Pole - \$3,722</li> <li>• Fence - \$10,719</li> <li>• Light Poles - \$48,985</li> <li>• Vacant Land - 5100 W. 205th St., Matteson, IL 60443</li> <li>• Storage (Shed) - \$5,211</li> <li>• Business Personal Property - \$3,678</li> <li>• Storage (Shed) - \$5,211</li> <li>• Backup of Sewers or Drains - \$50,000</li> <li>• Electronic Data Processing/Computers - \$694,613</li> <li>• Library Collection - \$2,180,002</li> <li>• Business Income - ALS</li> <li>• Flood - \$100,000</li> </ul>
<b>Automobile Liability</b>	Provides coverage in the event of an injury to an employee traveling in an owned, rented or personal automobile on company business.	<ul style="list-style-type: none"> <li>• Hired &amp; Non-Owned - \$1,000,000</li> </ul>
<b>Directors &amp; Officers</b>	Provides protection for the "decisions" made by Directors, Officers, Volunteers, Trustees, Committee Members & The Entity also includes Employment Practices Liability.	<ul style="list-style-type: none"> <li>• D&amp;O - \$1,000,000</li> <li>• Employment Practices Liability - \$1,000,000</li> <li>• Retention: \$5,000</li> </ul>
<b>Government Crime</b>	Provides coverage in the event there is a theft of funds. This is a 3 year policy.	<ul style="list-style-type: none"> <li>• \$2,000,000</li> <li>• Retention: \$25,000</li> </ul>
<b>Workers Compensation</b>	Provides coverage for employees who suffer accidents or injuries that during working hours	<ul style="list-style-type: none"> <li>• Subject to State Statue</li> <li>Payrolls Rated On:</li> <li>8810 (Clerical) - Payroll - \$1,287,508</li> <li>9101 (Other) - Payroll - \$94,420</li> </ul>



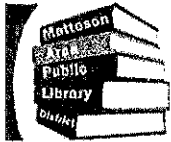
**MATTESON AREA PUBLIC LIBRARY DISTRICT**

Premium Summary Breakdown

2023-2024 vs. 2024-2025

Coverage	Carrier	Effective Dates	Expiring Premium (2023-2024)	Renewal Premium (2024-2025)
<b>Package</b>	Utica	09/01/24-09/01/25	\$18,303	\$22,863
<b>Business Auto</b>	Utica	09/01/23-09/01/25	\$303	\$303
<b>Umbrella</b>	Utica	09/01/24-09/01/25	\$4,879	\$4,629
<b>D&amp;O/EPL</b>	Utica	09/01/24-09/01/25	Included in Package	Included in Package
<b>Workers Comp</b>	Utica	09/01/24-09/01/25	\$5,849	\$5,802
<b>Crime</b>	Hanover	09/01/24-09/01/25	\$1,906	
<b>TOTAL</b>			<b>\$31,240</b>	<b>\$33,597</b>

- The expiring Building Limit was \$17,269,937 and the deductible was \$1,000.
- The expiring Business Personal Property Limit was \$625,775 and the deductible was \$1,000.



**Matteson Area Public Library District**

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

I, Andrea Williams, 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. 2024-3  
ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF  
MATTESON AREA PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2025  
AND ENDING JUNE 30, 2026**

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 17th day of September 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 17th day of September 2024.

\_\_\_\_\_  
Secretary, Board of Library Trustees

**ORDINANCE NO. 2024-3**

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF MATTESON AREA PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026**

**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 17th day of September 2024, 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, 2025 and close June 30, 2026. 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 **\$3,977,500.00** 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, 2024	\$5,006,619.65
Revenue from sources other than tax levy	\$140,000.00
Amount to be raised by tax levy	\$3,463,500.00
<b>TOTAL ESTIMATED REVENUE</b>	<b><u>\$8,610,119.65</u></b>

**PART II**  
**Estimated Expenditures – Library (Corporate) Fund**

Account	Personnel	Amount Appropriated
15000	Salaries	1,155,000.00
15020	Wages	550,000.00
15170	Payroll Fees	8,000.00
15180	Health Insurance	275,000.00
18020	Continuing Education	22,000.00
55141	IMRF	122,100.00
65161	FICA	118,000.00
85101	Unemployment Compensation	1,500.00
88202	Workers' Compensation	5,500.00
	<b>Total Personnel</b>	<b>2,257,000.00</b>

Account	Patron Services	Amount Appropriated
16185	Library of Things	3,500.00
18100	Public Services Programs	16,500.00
16150	Youth Non-Print	11,000.00
18120	Youth Programs	22,000.00
18140	Special Programs	33,000.00
16000	Public Services Materials	33,000.00
16060	Youth Materials	33,000.00
16180	Public Services Non-Print	38,500.00
16050	Databases	38,500.00
	<b>Total Patron Services</b>	<b>229,000.00</b>

Account	Library Administration	Amount Appropriated
16045	Professional Collection	1,500.00
16200	Per Capita Grant	32,000.00
16210	Staff Reimbursements	500.00
16215	Contingency	33,000.00
16216	Library & Staff Events	5,500.00

16217	Vending Machines	3,500.00
16230	Reciprocal Borrowers/ILL	500.00
16250	Project Next Generation	26,400.00
17020	Supplies	33,000.00
17080	Postage	11,000.00
17100	Board	16,500.00
17185	Accounting Expenses	12,100.00
18025	Staff Travel	11,000.00
18027	Networking Groups/Meetings	2,500.00
18030	Computer Services	22,000.00
18031	Staff Electronic Resources	22,000.00
18034	Computer Supplies	33,000.00
18035	Computer Hardware	99,000.00
18040	Staff Dues & Membership	3,000.00
18080	SWAN	40,500.00
18130	Public Relations/Promotions	44,000.00
18160	Legal Fees	11,000.00
18170	Professional/Contractual Services	38,500.00
18300	Equipment Repairs/Services	2,000.00
18305	Equipment	2,000.00
18330	Patrons Refunds	500.00
66900	Reconciliation Discrepancies	500.00
74001	Audit	13,500.00
85120	Tuition Reimbursement	5,500.00
	<b>Total Library Administration</b>	<b>526,000.00</b>

<b>Account</b>	<b>Building Operations</b>	<b>Amount Appropriated</b>
18060	Telecommunications	56,000.00
<b>18250</b>	Utilities	27,500.00
18315	Building/Grounds Supplies	77,000.00
18320	Building/Grounds Repairs/Services	150,000.00
	<b>Total Building Operations</b>	<b>310,500.00</b>

**TOTAL CORPORATE EXPENDITURES** **\$3,322,500.00**

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	\$155,000.00
<b>TOTAL</b>	<u><b>\$155,000.00</b></u>

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	\$150,000.00
<b>TOTAL</b>	<b><u>\$150,000.00</u></b>

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	\$47,000.00
Commercial Crime	\$5,500.00
Workers' Compensation	\$25,500.00
Unemployment Compensation	\$137,500.00
<b>TOTAL</b>	<b><u>\$215,500.00</u></b>

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	\$14,500.00
<b>TOTAL</b>	<b><u>\$14,500.00</u></b>

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	\$120,000.00
<b>TOTAL</b>	<b><u>\$120,000.00</u></b>

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**

<b><u>Fund</u></b>	<b><u>Total Amount Appropriated</u></b>
Library (Corporate) Fund	\$3,322,500.00
Social Security (FICA) Fund	\$155,000.00
Illinois Municipal Retirement Fund	\$150,000.00
Liability Insurance Funds	\$215,500.00
Audit Expense Fund	\$14,500.00
Building, Repair, and Maintenance Fund	\$120,000.00
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$3,977,500.00</u></b>

**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 15<sup>th</sup> day of August 2023, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_ **NAYS:** \_\_\_\_\_ **ABSENT:** \_\_\_\_\_

**APPROVED** by the President and Board of Trustees this 17th day of September 2024..

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President, Board of Library Trustees

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Secretary, Board of Library Trustees