



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. 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.

- 4.1 Approval of the Agenda for October 15, 2024
- 4.2 Approval of Minutes for the Budget & Appropriation Hearing, Sept. 17, 2024
- 4.3 Approval of Minutes for the regular Board Meeting, Sept. 17, 2024

6. Items removed from the Consent Agenda

7. Youth Services Presentation (*Susan Fulcher, YS Manager*)

8. Consideration of Financial Reports and related Financial Concerns

- 8.1 Motion to approve September disbursements of **\$76,569.34** for operating invoices, and **\$144,783.38** for payroll related expenses, for a total disbursement of **\$221,352.72**
- 8.2 Other
- 8.3 Current Building Renovation Costs-StudioGC (\$12,714)

9. Introduce Tax Levy Request

10. Review of Board Policy Manual-Chapter 7: Public Communication & Chapter 8: Personnel (*Jonathan Currin*)

11. **Director and Assistant Director's Report**
 - 11.1 Building & Technology
 - 11.2 Continuing Education & Meetings (*ALA Core/Minneapolis: \$1366*)
 - 11.3 Staff Resignations & Updates
 - 11.4 Library Programs, Events, Outreach
 - 11.5 Strategic Plan
 - 11.6 Trustee Notes-Workshops

12. **President's Report**
 - 12.1 Next Special Board Meeting-Nov. 5 at 6:30 pm.
 - 12.2 Next Regular Board Meeting-Nov. 12 at 7:00 p.m.
 - 12.3 Finance Meeting-Updates from Oct. 9 Meeting (*Tax Levy*)
 - 12.4 Holiday Party
 - 12.5 Updated Construction Cost Estimate contract for Studio GC (*\$840,000*)

13. **New Business**
 - 13.1 Motion to approve to Introduce and Table Tax Levy Ordinance No. 2024-4 for the fiscal year beginning July 2025 and ending June 2026.
 - 13.2 Motion to approve a 6-month contract with Outsource IT Solutions Group to manage the IT needs of the Matteson Area Public Library District in the amount of \$42,000.
 - 13.3 Motion to approve the purchase, installation of a new server in the amount of \$26,4000 (Ingram Micro/Outsource)
 - 13.4 Motion to approve the **new** budget amount not-to -exceed \$2,000,000 for building renovations. (Special Reserves Fund). We will not increase our tax levy, borrow funds, or seek a referendum to fund the project. This project's budget has been a result of library saving funds for past several years.

14. **Correspondence**

15. **Next Month Meeting November 12 (Possible Agenda Items)**
 - Auditor's Report
 - Review of Chapter 9–Board Policy Manual (*Angela Williams-Brummel /Nov.*)
 - Vote to approve Tax Levy Request
 - Closed Session Evaluation of the Director (2024-2025 Fiscal Year)

16. **Adjournment**

CHECK SIGNING SCHEDULE

Oct. 1	Angela Brummel	Beverly Coleman	Jonathan Currin
Oct. 15	Howard Hunigan	Andrea Williams	Temitope Babayode

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

Matteson Area Public Library District
Budget & Appropriation Hearing Minutes
Tuesday, September 17, 2024 at 6:45 PM
Room A

1. **Call to Order:** Beverly Coleman called the meeting to order at 6:49 pm.
2. **Ordinance No. 2024-3**
Beverly Coleman, Read the Ordinance and stated the following: In Illinois, a budget and appropriation ordinance is a yearly ordinance that all Municipalities must adopt within the first quarter of the fiscal year. The ordinance must include an estimate of the cash on hand at the start of the fiscal year.
 - An estimate of the cash on hand at the start of the fiscal year (\$5,006,619.65)
 - An estimate of the expenditures for the fiscal year (\$3,322,500.00)
 - A statement of the of the estimated cash on hand at the end of the fiscal year (\$2,258,876.00)
3. **Public Comments on the Budget & Appropriation Ordinance**
No public was in attendance. Handouts were available for review and inspection. Notice was posted in the Daily Southtown newspaper on August 16, 2024.

4. **Trustee/Staff Comments on the Budget & Appropriation Ordinance**

Beverly Coleman asked for questions?

(Q)Tem Babayode asked, is the reserve fund included in the cash on hand amount?
(A) Nikeda Webb stated that's what we have in all accounts.

Beverly Coleman stated, the ordinance also specifies the amount appropriated For each purpose and the purpose for which the appropriations are made.

Howard Hunigan stated, that the budget itself is a financial plan that outlines expected revenues and expenditures, where the appropriation is actually the legal authorization granted by the legislative body to allow us to allocate funds. So this is for clarity of the difference between budget and appropriations.

Roll Call

Present: Howard Hunigan, Donna Brumfield, Temitope Babayode, Beverly Coleman, Donna Brumfield, Angela Williams - Brummel, Jonathan Currin,

Staff Present: Director Nikeda Webb, Assistant Director Thomas Webb and Administrative Assistant Robin Covington **Absent:** Trustee Andrea Williams

5. **Adjournment:** Motion by Beverly Coleman to adjourn the meeting at 6:55 pm.



Matteson Area Public Library District
Board of Trustees Meeting Minutes
Tuesday, September 17, 2024 at 7:00 PM
Room A

1. Call to Order

President Hunigan called the meeting to order at 7:01 pm.

***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

Present: Howard Hunigan, Donna Brumfield, Temitope Babayode, Beverly Coleman, Jonathan Currin, Angela Williams-Brummel, Andrea Williams arrived at 7:21 pm.

Staff: Nikeda Webb, Thom Webb, and Robin Covington

2. Pledge of Allegiance

3. Opportunity for Public Comment - None Present

4. Consent Agenda

Motion by: Howard Hunigan

Seconded by Donna Brumfield

Roll call vote

Howard Hunigan - Present	Tem Babayode - Present
Donna Brumfield - Present	Beverly Coleman -Present
Jonathan Currin - Present	Angela Brummel - Present

Motion carried.

5. Items removed from the Consent Agenda - None

6. Studio GC Renovation Presentation

Craig Meadows presented the renovation update:

- The Scope of Work needs to be confirmed
- Canopy Option 2 which was the shorter one and more cost effective (\$140,000) this includes updated lighting, signage may have to be on 2 lines to make it fit.
- 3D Wallcovering samples were left to review and decide on the top 3.
- Reception Desk wrap covering was selected.
- Shelves mixture of three, four and six shelving heights.

- Children area lighting option 1.1 was selected
- This presentation covered the estimated cost of the project.
- Confirmation of the Budget before proceeding with renovation.
- Explanation of design contingency and construction contingency.
- Explanation of special condition amount.
- Board will authorize Studio GC to put bids out for the General Contractor.
- The State requires that we put an advertisement in a local newspaper for the General Contractor
- Studio GC will recommend The General Contractor who is qualified.
- The General Contractor will select the sub-contractors.
- Studio GC will oversee the project with weekly check-ins.
- Studio GC will oversee that builders don't over charge for the work done.
- Studio GC and team will do the final walkthrough to make sure everything is correct.

Craig Meadows left samples for the board to review to decide on wall coverings. Studio GC will take about a month to come back with a contract, they will work aggressively to present a good start schedule. The cost for the shelves were not included with the proposal. Nikeda Webb stated we have an estimated cost for the shelves from a previous project. We just need to get the updated cost. Craig stated he will send a copy of the plans to LFI to determine the budget numbers.

7. Consideration of Financial Reports and Related Financial Concerns

- 7.1 Beverly Coleman made a motion to approve September disbursements of **\$95,371.83** for operating invoices, and **\$200,836.51** for payroll related expenses, for a total disbursement of **\$296,208.34**

Seconded by Tem Babayode

Roll call vote.

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes
Jonathan Currin - yes	Angela Williams-Brummel - yes
Andrea Williams - yes	

Motion carried.

- 7.2 Bank Transfer of \$49,735.61 from First American Bank (All Account Chase Bank accounts are now closed) - Howard Hunigan pass out A hand-out with information to the board with the amount transferred. Officially closed.

- 7.3 First American Bank Fee (FAB)
Nikeda Webb stated the fees were from 3rd party platform this has been taken care of so we should see no more fees. Explained why we were charged the fees and how to avoid them in the future.

- 7.4 Updated current Building Renovation costs - Nikeda Webb explained the process we get invoices from Studio GC they are given to the President and Vice-President to approve payment. We have made two payments so far in the amount of \$9,834.36 and \$2,880.00 a total of \$12,714.
8. **Review of Board Policy Manual-Chapter 4: Risk Management**
Beverly Coleman reviewed Chapter 4: Risk Management and explained there were no changes and stated a lot of work was done on the last review.
9. **Director and Assistant Director's Report**
 - 9.1 Building & Technology (Website) - Security Lights updated outside, contracted with Outsource IT Company and we are in phase 1 updating the website.
 - 9.2 Continuing Education & Meetings -ILA (Illinois Library Association) Conference coming up 3 staff members will be attending.
 - 9.3 Staff Resignations & Updates - Looking to hire a Computer Attendant, Digital Librarian and Youth Service has a open position. These are Pre-Covid positions and we had one resignation.
 - 9.4 Library Programs Events, Outreach - Library card, sign up month. We started Yoga for children program, Taco Tuesday, bring back the bus trips
 - 9.5 Trustee Notes - 10 Packets were made and 8 packets were given out.
10. **President's Report**
 - 10.1 Review of Board Policy Chapter 5 changes - Board went over the changes that were made
 - 10.2 Review of Board Policy Chapter 6 - There were no changes
 - 10.3 Special Bank Transfer Audit - The auditor will do it at the end of the Fiscal Year.
 - 10.4 Newsletter/Trustee statement regarding renovations - A email was sent out about the statement regarding renovations with feedback from one person. Howard Hunigan read the suggestion to the board.

11. New Business

11.1 Motion to approve the Budget & Appropriation for Fiscal Year 2024 - 2025 This is a tentative budget and appropriation ordinance as Such sums may be deemed necessary to defray all necessary expenses and liabilities of the library.

Motion by Beverly Coleman

Second by Tem Babayode

Roll call vote

Howard Hunigan - yes	Donna Brumfield - yes
Andrea Williams - yes	Beverly Coleman - yes
Tem Babayode - yes	Jonathan Currin - yes
Angela Williams-Brummel - yes	

Motion carried

11.2 Motion to approve the submission of the IPLAR (Illinois Public Library Annual Report) Illinois Public Libraries are statutorily required to prepare an annual report to be submitted to the State Library as a condition of system membership. This is done via online submission Of the IPLAR

Motion by: Tem Babayode

Second by Angela Williams-Brummel

Roll call vote.

Howard Hunigan - yes	Donna Brumfield - yes
Andrea Williams - yes	Beverly Coleman - yes
Tem Babayode - yes	Angela Williams-Brummel - yes
Jonathan Currin - yes	

Motion carried

11.3 Motion to accept the secretary records audit The secretary's audit By 2 other trustees approved by the president 75ILCS 16/30-65 (Jonathan Currin and Donna Brumfield)

Motion by: Jonathan Currin

Second by: Tem Babayode

Roll call vote

Howard Hunigan - yes	Donna Brumfield - yes
Andrea Williams - yes	Beverly Coleman - yes
Tem Babayode - yes	Jonathan Currin - yes
Angela Williams-Brummel - yes	

Motion carried

12. Committee Updates/upcoming Meetings

- 12.1 Special Board Meeting - Update from August 27 was given by Tem Babayode next meeting will be on September 24 at 6:30pm (Renovations-Studio GC) will present a rough estimate of the project.
- 12.2 Finance Meeting -Updates from September 16 Meeting Tax Levy just need to pick a date.

13. Correspondence - A thank you note was read

14. Next Month Meeting October (Possible agenda Items)

- Review of Chapter 7 &8 Board Policy Manual (Jon Currin)
- Review of Chapter 9 - Board Policy Manual (Angel Williams-Brummel)
- Youth Services presentation

15. Adjournment Motion by Howard Hunigan Second by Donna Brumfield

Ayes 7. Nays 0. Motion carried.

The Board meeting adjourned at 8: 45 pm.

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant

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

Chase Operating Checking (3159)

Beginning Balance	\$0.00	
Deposits	\$0.00	
Checks & Payments	\$0.00	
Transfer Out	\$0.00	
Fees	\$0.00	
Ending Balance	\$0.00	<u>\$0.00</u>

Chase Payroll Checking (8526)

Beginning Balance	\$0.00	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$0.00	
Transfer Out	\$0.00	
Ending Balance	\$0.00	<u>\$0.00</u>

Corporate Fund (4773)

Beginning Balance	\$0.06	
Deposits	\$0.00	
Interest	\$0.00	
Checks Issued/transfer out	\$0.06	
Ending Balance	\$0.06	<u>\$0.00</u>

First American - Chash Account (2901)

Beginning Balance	\$248,604.26	
Deposits	\$4,775.95	
Debits	\$0.01	
Interest	\$59.73	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$253,439.93	<u>\$253,439.93</u>

First American - License Stickers (4101)

Beginning Balance	\$659.37	
Deposits	\$160.50	
Debits	\$621.40	
Interest	\$0.00	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$198.47	<u>\$198.47</u>

First American Money Market (9401)

Beginning Balance	\$5,514,665.04	
Deposits	\$0.00	
Interest	\$19,339.17	
Checks Issued/Transfer Out/Fees	\$21.63	
Ending Balance	\$5,533,982.58	<u>\$5,533,982.58</u>

First American Checking (0801)

Beginning Balance	\$430,035.35	
Deposits	\$0.00	
Debits	\$221,352.72	
Interest	\$77.73	
Ending Balance	\$208,760.36	<u>\$208,760.36</u>

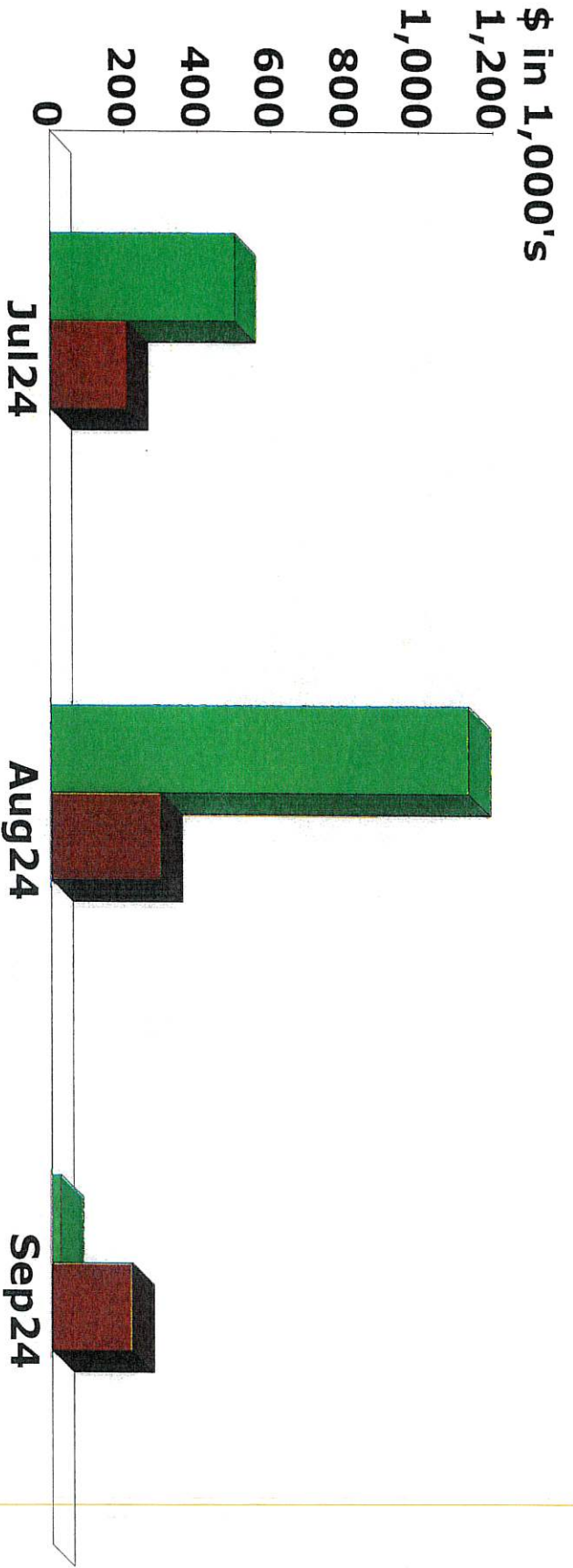
Total of all Bank Accounts **\$5,996,381.34**

**Matteson Area Public Library District
September 2024 ACH and Checks Issued**

Date	Num	Name	Memo	Amount	Freq
09/06/2024	ACH	Marlin Leasing Corpl	Monthly copier	-401.56	M
09/11/2024	ACH	Homewood Disposal	Monthly disposal sept	-196.54	M
09/17/2024	ACH	CINTAS	3 AED Maintenance	-378.00	M
09/25/2024	ACH	Smitty's Tree Service, Inc.	Fall Deep Root Fertilization	-458.35	
09/25/2024	ACH	Chase Card Services (2 cards)	Chase Statement 8.27.24	-8,873.81	M
09/03/2024	3326	Alliance Entertainment	AV	-376.74	
09/03/2024	3327	Amazon.com	Supplies	-448.42	
09/03/2024	3328	AT & T	Internet	-381.36	M
09/03/2024	3329	Blackstone Publishing	Books	-1,060.78	
09/03/2024	3330	Daily Southtown	Newspaper Renewal	-301.98	Q
09/03/2024	3331	E.V.E Inc.	Girls with Dreams (PNG)	-1,500.00	
09/03/2024	3332	Gale/Cengage Learning	Books	-143.20	
09/03/2024	3333	Hayes Mechanical	Air Purification Maintenance	-662.00	Q
09/03/2024	3334	Lisa Butler	Mileage	-54.87	
09/03/2024	3335	Menards	Building Supplies	-148.35	
09/03/2024	3336	Motion Picture Licensing Corpora	Movie License Renewal	-284.07	A
09/03/2024	3337	Nicor	Gas	-221.86	M
09/03/2024	3338	Outsource IT Solutions Group	IT Services	-7,000.00	M
09/03/2024	3339	Overdrive	eBooks	-20.99	
09/03/2024	3340	Peerless Network	Telephone	-874.56	M
09/03/2024	3341	Penworthy	Books	-478.53	
09/03/2024	3342	Petty Cash	Mileage	-21.17	
09/03/2024	3343	Playaway Products	Audiobooks	-382.44	
09/03/2024	3344	T-Mobile	Cellphone	-106.40	M
09/03/2024	3345	The Story of E	Marketing Training	-150.00	
09/03/2024	3346	U.S. Post Office	Mailing Permit	-350.00	
09/03/2024	3347	Utica Insuranc Group	Workers' Comp. Ins.	-33,597.00	A
09/03/2024	3348	Warehouse Direct	Building Supplies	-808.71	
09/03/2024	3349	Melanie Holmes	PS Program Roadtrip	-250.00	
09/03/2024	3350	Tashena Briggs	YS Program/Life Skills	-100.00	
09/17/2024	3351	Alphagraphics	Bus. Cards & Letterhead	-1,185.50	
09/17/2024	3352	Amazon.com	Supplies	-316.80	
09/17/2024	3353	Baker & Taylor	Books	-1,456.68	
09/17/2024	3354	Barrette Seibert	PS Program/Yoga	-650.00	
09/17/2024	3355	Blackstone Publishing	Audiobooks	-75.80	
09/17/2024	3356	C.L.A.S.S.	Dues	-50.00	A
09/17/2024	3357	Colleen Vanderhye	Mileage SWAN Expo	-31.49	
09/17/2024	3358	Dane Matthews	Patron Refund	-101.25	
09/17/2024	3359	Demco	Supplies	-267.81	
09/17/2024	3360	EBSCO	NoveList Online	-750.00	A

09/17/2024	3361	Enterrprise Office Equip.	5 Toner Refills	-220.00	
09/17/2024	3362	Ervin Smith	Security	-400.00	
09/17/2024	3363	Hayes Mechanical	Service WT Controller	-291.25	
09/17/2024	3364	Jalyn Edward	Mileage	-57.49	
09/17/2024	3365	Kalea Phillips	Milage	-14.81	
09/17/2024	3366	Kenndra Barron	Security	-100.00	
09/17/2024	3367	Manuel Garcia Jr	Security	-160.00	
09/17/2024	3368	Matteson Rotary Club	ues	-200.00	Q
09/17/2024	3369	New Lenox PLD	Mini Golf-Rental	-300.00	
09/17/2024	3370	Off-Site Business Solutions	Bookkeeper	-452.25	M
09/17/2024	3371	Paula Dixon	Security	-1,200.00	
09/17/2024	3372	Playaway Products	Audiobooks	-272.60	
09/17/2024	3373	Proven IT	Copier Repairs (Old)	-575.96	
09/17/2024	3374	Quench USA	Water Cooler	-102.87	Q
09/17/2024	3375	Semmer Landscape	Landscape Maintenace	-1,370.00	M
09/17/2024	3376	Starlight Express	County Line Orchard	-990.00	
09/17/2024	3377	Technology Mgmt Fund	Internet	-450.00	M
09/17/2024	3378	The Hanover Ins. Co.	Crime Policy	-1,124.00	
09/17/2024	3379	Unique Mgmt Service	Collection Service	-98.50	
09/17/2024	3380	Village of Matteson	Water	-1,005.76	M
				-74,302.51	

Income and Expense by Month July through September 2024



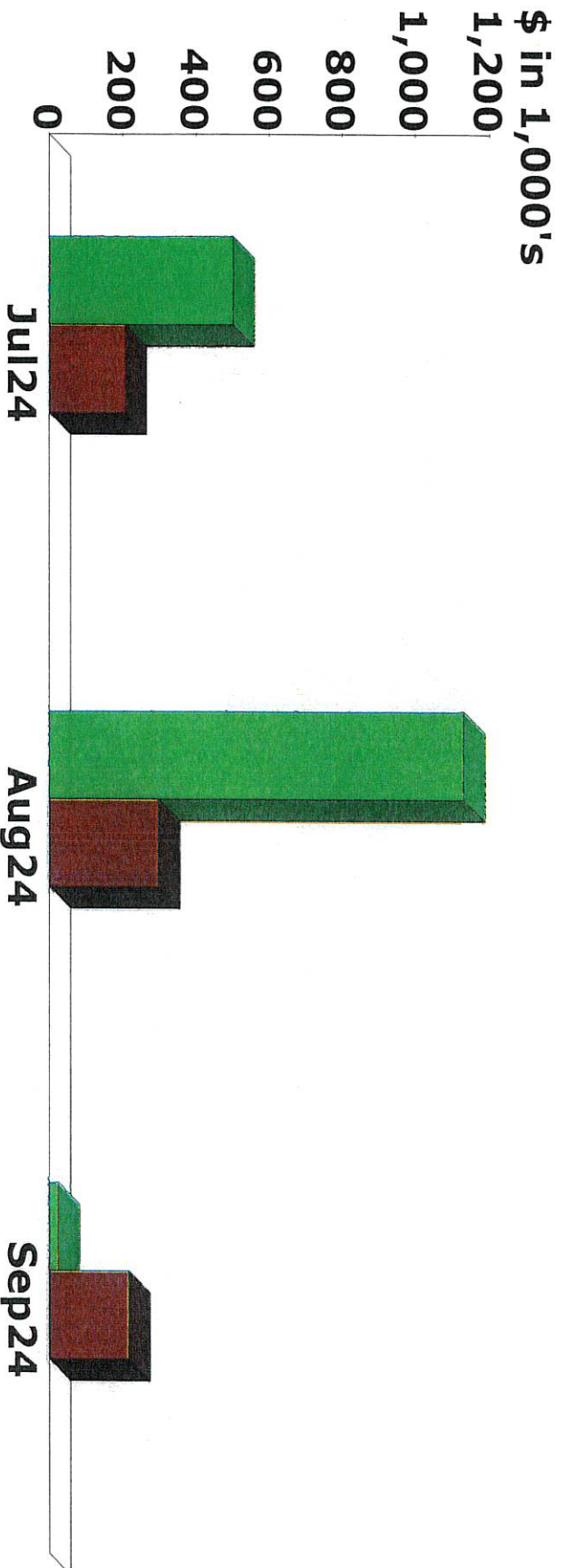
Income Summary July through September 2024



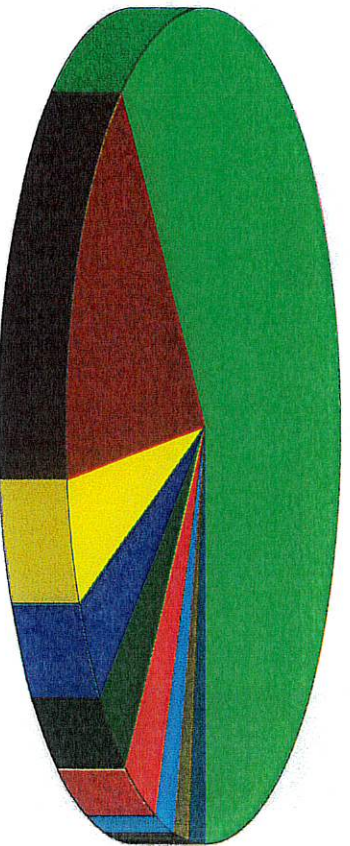
Income Account	85.32%
64000 · R.E. TAXES - SS FUND	4.10
54000 · R.E. TAXES - IMRF FUND	3.93
94000 · R.E. Taxes - Building Mai	2.21
14600 · GRANTS	1.94
84000 · R.E. TAXES - INSURANCE	1.25
14620 · PATRON SALES/FEES	0.86
74000 · R.E. TAXES - AUDIT FUNI	0.37
2.0 · Special Reserve	0.02
14540 · DONATIONS	0.01
94500 · INTEREST WORKING CAI	0.01
Total	\$1,657,110.94

By Account

Income and Expense by Month July through September 2024



Expense Summary July through September 2024



PERSONNEL	60.42%
OPER/SERV	16.74
8 . UNEMP/LIABILITY INSURAN	4.96
MATERIALS	4.44
55141 . IMRF FUND - EXPENSE	4.01
65161 . SOCIAL SECURITY FUND	3.89
SPECIAL ACCOUNTS	2.27
17100.1 . .1 Board Expense	1.91
OPERATING SUPPLIES	1.37
Total	\$723,286.97

By Account

J.P.Morgan

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

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER 4485-9201-0278-7764

STATEMENT DATE 08-27-24

NET CHARGES \$8,198.86

NIKEDA F WEBB
801 SCHOOL AVE
MATTESON IL 60443-1849

** 0000000

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: NIKEDA F WEBB

CYCLE LIMIT: \$25,000

ACCOUNTING CODE:

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-01	07-31	24116414213712074799898	GRAMMARLY CO2RGVEZR GRAMMARLY.COM CA P.O.S.: 78561082 SALES TAX: 0.00	540.00
08-02	08-01	24055234214045889197790	WALMART.COM 800-925-6278 AR P.O.S.: 35035970 SALES TAX: 0.00	169.73
08-02	08-01	24055234214045889686388	WMT PLUS 2024 800-966-6546 AR P.O.S.: 71675888 SALES TAX: 0.00	98.00
08-02	08-01	24692164214106790997377	STAMPS.COM 855-608-2677 TX P.O.S.: 0531837902 SALES TAX: 0.00	19.99
08-05	08-02	24011344215000052570803	AMAZON RETA* RF6YG6NY0 WWW.AMAZON.CO WA P.O.S.: LB0802 SALES TAX: 0.00	100.00
08-05	08-02	24013394215000289910864	CYTRACOM HTTPS://WWW.C TX P.O.S.: 379187 SALES TAX: 0.00	903.05

FOR CUSTOMER SERVICE CALL:
1-800-316-6056

FOR LOST/STOLEN CARDS CALL:
1-800-316-6056

FOR TTY/TDD SERVICE CALL:
1-800-955-8060

ACCOUNT NUMBER

XXXX-XX01-0278-7764

STATEMENT DATE:

08/27/24

ACCOUNT SUMMARY

PURCHASES &
OTHER CHARGES 8,250.86

CASH ADVANCES .00

CREDITS 52.00

CASH ADVANCE FEE .00

NET CHARGES \$8,198.86

DISPUTE AMOUNT .00

SEND BILLING INQUIRIES TO:
 JPMORGAN CHASE BANK NA
 COMMERCIAL CARD SOLUTIONS
 P.O. BOX 2015
 MAIL SUITE IL1-6225
 ELGIN, IL 60121

NIKEDA F WEBB
801 SCHOOL AVE
MATTESON IL 60443-1849

ACCOUNT NUMBER
4485-9201-0278-7764

STATEMENT DATE: 08/27/24

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-05	08-02	24445004216600233417163	USPS STAMPS ENDICIA 888-434-0055 DC P.O.S.: 532142047 SALES TAX: 0.00	200.00
08-05	08-02	24692164215107579644692	MEIJER280 *PRODUCT 877-363-4537 IL P.O.S.: 0000000000000000 SALES TAX: 7.64	84.14
08-05	08-01	24789304215078800990764	OTC BRANDS *800-875-8480 800-2280475 NE P.O.S.: 732148567 SALES TAX: 0.00	59.98
08-06	08-05	24011344218000074361228	OTTER.AI HTTSPOTTER.AI CA P.O.S.: In1PeHboFgh02vnRc7ujW2XG SALES TAX: 0.00	720.00
08-07	08-07	24011344220000034582570	OTTER.AI HTTSPOTTER.AI CA P.O.S.: In1PI2wkFgh02vnRc7zJK5tO SALES TAX: 0.00	228.17
08-07	08-06	24692164219101760991661	4IMPRINT, INC 4IMPRINT.COM WI P.O.S.: 27754130 SALES TAX: 0.00	1,323.60
08-08	08-06	24323004220022341028934	BECKERS SCHOOL SUPPLIES 800-523-1490 NJ P.O.S.: VF0731 SALES TAX: 3.02	37.71
08-09	08-09	24692164222103636700503	AMAZON MKTPL*RM3PH2172 AMZN.COM/BILL WA P.O.S.: LF080524 SALES TAX: 0.00	219.80
08-12	08-09	24431064222033591355779	AMAZON.COM*RM4QN2L1 SEATTLE WA P.O.S.: SF0806 SALES TAX: 0.00	184.89
08-12	08-09	24431064223034090561288	FTD* FLOWERS UNLIMITED 708-799-2506 IL P.O.S.: 81300001 SALES TAX: 0.00	52.00
08-12	08-09	24692164222103857979117	CHICAGO BOTANIC GARDEN 847-835-6800 IL P.O.S.: 20240808605624 SALES TAX: 0.00	135.00
08-12	08-09	24692164222103884472763	AMAZON MKTPL*RM50U4NC0 AMZN.COM/BILL WA P.O.S.: 08072024cp SALES TAX: 0.00	23.68
08-12	08-10	24692164223105070476721	DROPBOX*6WXJCZHT1X48 DROPBOX.COM CA P.O.S.: 567400572 SALES TAX: 0.00	119.88
08-13	08-12	24492164225000024577718	MUSEUM OF SCIENCE AND MSICHICAGO.OR IL P.O.S.: opsnte5bas45h SALES TAX: 0.00	145.00
08-13	08-12	74431064226035788035495	FTD* FLOWERS UNLIMITED COUNTRY CLUB IL P.O.S.: 81500001 SALES TAX: 0.00	52.00CR
08-14	08-13	24445004227600167859379	USPS STAMPS ENDICIA 888-434-0055 DC P.O.S.: 533383734 SALES TAX: 0.00	200.00
08-14	08-12	24755424226172268338542	HDS DISPOSAL SERVICE 708-7981004 IL P.O.S.: 11 0001714 SALES TAX: 14.78	197.05

NIKEDA F WEBB
 801 SCHOOL AVE
 MATTESON IL 60443-1949

ACCOUNT NUMBER
 4485-9201-0278-7764

STATEMENT DATE: 08/27/24

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-15	08-14	24692164227108457185804	WALMART.COM 800-925-6278 AR P.O.S.: WOXNLPYX24GY SALES TAX: 0.00	42.11
08-16	08-15	24431054228026110000319	TRIBUNE PUBLISHING COMP 844-348-2439 IL P.O.S.: 435217180ZRT00X84 SALES TAX: 4.60	49.50
08-19	08-18	24632694231500762837744	ORKIN LLC 002 877-620-8282 GA P.O.S.: 67251701 SALES TAX: 0.00	127.99
Total Purchasing Activity				5,929.27

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-31	07-30	24692164212105418816722	SQ *KRAZY HOG BBQ MATTESON IL P.O.S.: 00023058430202820 SALES TAX: 66.45	750.00
08-02	08-01	24941684214019998066836	ART INST CHGO-ONLINE 312-499-4111 IL P.O.S.: 8532161703 SALES TAX: 0.00	115.00
08-05	08-02	24551934217017037759566	BIG APPLE PANCAKE- CHICAG CHICAGO HEIGH IL	200.00
08-05	08-03	24692164216108529315887	PANERA BREAD #600838 O 708-679-0181 IL P.O.S.: 000000000000000000 SALES TAX: 0.00	608.08
08-07	08-05	24943004219031757010834	RED LOBSTER 0139 MATTESON IL	101.77
08-09	08-08	24011344222000012266244	DD *DOORDASHDASHPASS WWW.DOORDASH. CA P.O.S.: opsntcw@hen5ryw SALES TAX: 0.00	9.99
08-14	08-14	24692164227107892150241	PUBLIC STORAGE 08065 800-567-0759 IL P.O.S.: 287452846 SALES TAX: 0.00	174.89
08-16	08-15	24692164228108965540754	BROOKFIELD ZOO WEB 708-688-8331 IL P.O.S.: 000000000000000000 SALES TAX: 13.45	148.00
08-16	08-15	24692164228108965540762	BROOKFIELD ZOO WEB 708-688-8331 IL P.O.S.: 000000000000000000 SALES TAX: 13.45	148.00
08-22	08-21	24022684234900018400220	BLISSFUL BANANA CAFE 708-3499600 IL P.O.S.: 72050 SALES TAX: 1.07	13.86
Total Travel Activity				2,269.59

4,333
Card Holders

Active
772

Unexpired
3,976

Delivery

Lockers
Patrons 6 Items 19

Homebound
Patrons 3 Items 25

Curbside
Patrons 1 Items 1

Services

Copies/Faxes **65**

Notary **35**

Passports **29**

L.P. Stickers **4**

Visits

In House
6,459

Outreach
Patrons **4690**
Events **21**

Study Rooms

171 Times
228 Patrons

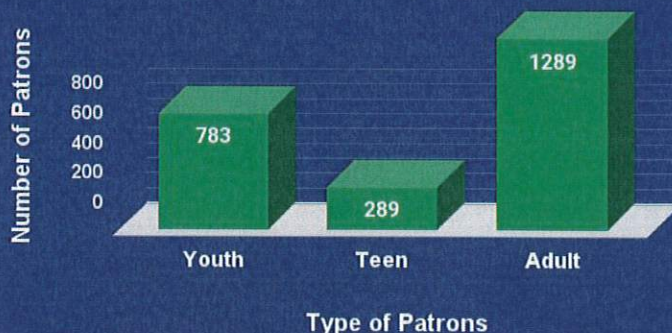
Meeting Rooms

8 Rentals



September 2024

2,361 Patron Interactions



Computer Usage

Labs

Sessions
3088

Website

Views **447,982**
Sessions **3063**

WiFi

1434
Log-ins

In House Programs 47

Adult **35** Teen **1** Youth **11**

Off-Site Programs 1

Adult **0** Teen **0** Youth **1**

Virtual/Passive Programs

Adult **1** Teen **0** Youth **0**

Program Attendance

Adults		Youth	
On-Site	506	On-Site	361
Off-Site	0	Off-Site	15
Passive	5	Passive	463
Virtual	11	Virtual	0



Interlibrary Loans

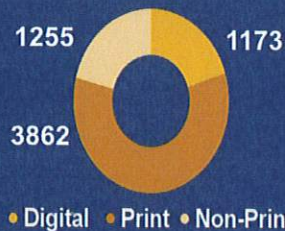
SWAN Sent
1,288

SWAN Received
398

OCLC Sent
18

OCLC Received
19

Checkouts 4,968



Databases

Owed—**63**
Used—**54**
Accessed—**1903**

Tax Levy 101

What is a Levy?

The amount of money a library district requests from the total property tax. A levy increase or decrease does not necessarily mean your taxes are changing.

What is EAV?

EAV refers to the Equalized Assess Value of properties as determined by the local and county assessors and used for determining and allocating the extended property taxes.

What is CPI?

The Consumer Price Index (CPI) is an index published by the federal government as a measure of annual inflationary impact on a district. The CPI factor used for computing the amount of property taxes and related revenue for the district is the rate fixed at the beginning of the tax year, not the end of the tax year. Due to "Tax Cap" legislation, the CPI percentage increase cannot exceed 5% in any year.

What is New Property?

New Property is property within the district boundaries that has been newly developed and initially assessed during the tax year. New property may cause a levy to increase from the previous year.

What is an extension?

The total extension is the product of the district's EAV multiplied by a calculated tax rate and is equal to the total property tax billings on the district's behalf. The County Clerk calculates the tax rate needed to raise the revenue (Levy) certified by each district in the County.

What is The Truth in Taxation Act?

Legislation that provides procedures for Public Notice and Public Hearings on the Tax Levy Increase requests greater than 105% of the prior year's extension.

What is The Property Tax Extension Limitation Law?

The Property Tax Extension Limitation Law, commonly referred to as "TAX CAP," limits the increase in property Tax Extensions to 5% or the Consumer Price Index (CPI), whichever is less, not counting new construction or Bond & Interest Obligations.



**Matteson Area Public Library District
Ordinance No. 2024-4**

ORDINANCE LEVYING AND ASSESSING PROPERTY TAX FOR
MATTESON AREA PUBLIC LIBRARY DISTRICT OF THE
STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING
THE 1st DAY OF JULY, 2025 AND ENDING THE 30th DAY OF JUNE, 2026

WHEREAS, the President and Board of Trustees of the Matteson Area Public Library District, in the County of Cook and the State of Illinois, did on the 17th day of September 2024 pass the Annual Budget and Appropriation Ordinance for said Library District for the fiscal year commencing on July 1, 2025, and ending June 30, 2026; and

WHEREAS, said Annual Budget and Appropriation Ordinance was duly published as provided by law after its passage;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE MATTESON AREA PUBLIC LIBRARY DISTRICT, IN THE COUNTY OF COOK AND STATE OF ILLINOIS, as follows:

Section 1: That the total sum of three million three hundred twenty-nine thousand nine hundred ninety DOLLARS (**\$3,329,986**) composed as follows: The sum of three million eighty-three thousand two hundred thirty-six DOLLARS (\$3,083,226) being the amount deemed required for the necessary corporate purposes of Matteson Area Public Library District, Cook County, Illinois, the sum of fifty-six thousand six hundred ten DOLLARS (**\$56,610**) being required for the payment of employer contributions of Matteson Area Public Library District to the Social Security Fund; the sum of seventy-four thousand five hundred ninety-two DOLLARS (**\$74,592**) being required for the payment of employer contributions of Matteson Area Public Library District to the Illinois Municipal Retirement Fund; the sum of fifty-one thousand six hundred fifteen DOLLARS (**\$51,615**) for the purpose of payments of premiums due for the purchase of liability insurance, crime coverage, workers' compensation and unemployment insurance, property damage (fire) insurance and legal fees for defending or otherwise protecting itself against liability from a Liability Fund; the sum of twelve thousand nine hundred seventy-four DOLLARS (**\$12,974**) being required for the payment of the professional opinion of an accountant and other auditing expenses from an Audit Fund; the sum of fifty thousand nine hundred forty-nine DOLLARS (**\$50,949**) being required for the maintenance, repairs and alterations of library buildings and equipment from a Maintenance Fund, be and the same is hereby levied and assessed upon and against all taxable property within this Library District according to the full fair value as established and ascertained for State and County purposes for the fiscal year

beginning July 1, 2025 and ending June 30, 2026 and the Board of Trustees of the Matteson Area Public Library District having on the 17th day of September 2024 duly passed and

adopted the Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2025, and ending June 30, 2026, and said Ordinance having been duly published in a newspaper of general circulation within this Public Library District, this Board finds that the specific purposes and the specific amounts provided for in said Annual Budget and Appropriation Ordinance, a copy of which is attached hereto and by this reference made a part hereof, are required to be levied for the necessary purposes of the Matteson Area Public Library District.

Section 2: The Secretary of the Board of Trustees of Matteson Area Public Library District is hereby directed to file a duly certified copy of this Ordinance with the County Clerk of Cook County, Illinois, in accordance with the laws of the State of Illinois, on or before the last Tuesday of December 2024; and said County Clerk is hereby authorized and directed to extend the said tax so levied by this Ordinance, according to law, against all taxable property within the Matteson Area Public Library District. The Secretary of Matteson Area Public Library District shall also file on or before the last Tuesday of December 2024, duly certified copies of the Annual Budget and Appropriation Ordinance and this Ordinance with the Matteson Area Public Library, where they shall be available for public inspection as provided by law.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Board of Trustees of the Matteson Area Public Library District and approved by the President thereof this 12th day of November, 2024.

**BOARD OF TRUSTEES OF MATTESON
AREA PUBLIC LIBRARY DISTRICT**

By:

President Board of Trustees

ATTEST:

Secretary

CHAPTER 7: PUBLIC COMMUNICATIONS

7.1 AUTHORIZED SPOKESPERSONS

In most instances, the Library Director or the Library Director's staff designee shall serve as the authorized spokespersons of the District. The President serves as the spokesperson of the Board.

Individual trustees may not speak to the public or the media on behalf of the Board unless authorized by the Board to do so. When speaking about the District or about Board action, Trustees should be careful to define when their remarks represent personal opinion and when their remarks represent official Board position. Trustees must be aware that they are always seen as Trustees even when they designate comments as personal.

7.2 REQUESTS FOR INFORMATION FROM THE DISTRICT

The District shall comply with all Laws regarding requests for information and documents, including the Illinois Freedom of Information Act. [5 ILCS 140/1. et. Seq.]

- All requests for documents and information made to the District, other than routine public information, about the District shall be channeled to the Library Director for a decision about releasing that information. If there is a question about the appropriateness of releasing any information, the Library Director shall seek advice from the Board.
- Information discussed in a closed session or executive session of the Board shall not be revealed.
- Matters considered confidential under Laws shall not be released.
- Information about legal matters that might have an adverse effect on the District shall not be released.
- The District's mailing list and email list shall not be revealed, distributed, released, or used except for proper District business purposes.

7.3 BOARD CORRESPONDENCE

Correspondence on behalf of the Board shall be approved by the Board or its President. Except when otherwise designated by the Board, or legally required to be sent out over the Treasurer's name, all correspondence from the Board shall be over the President's name.

Correspondence from the Board shall be prepared by the Library Director or his or her staff designee as directed by the Board.

7.4 RESPONSE TO COMPLAINTS

8.1 PERSONNEL POLICIES

The personnel policies of the District are to be developed in accordance with State statutes, with input from the Library Director, the District Personnel & Policy committee, and staff. Policies shall be reviewed annually. It is the expectation of the Board that the Library Director implement and administer all personnel policies in a fair and equitable manner. All policies require Board review and approval.

8.2 PROFESSIONAL MEMBERSHIPS FOR TRUSTEES

The Board recognizes the importance of staying current in the library field. Therefore, the District may pay for the cost of professional memberships for trustees within the limits of the budget and provided such membership is in the best interest of the District. The District may also pay the cost for trustees to attend meetings related to their professional memberships if the meeting is judged to be in the best interest of the District.

Requests for reimbursement must be made to the Board President and be given prior approval by the Board President.

8.3 EMPLOYEE GRIEVANCE PROCEDURE

The definition of a grievance is: "A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions. Probationary employees may not grieve termination from their positions."

The employee grievance process shall follow these steps:

- Step One:** First discuss the situation with your immediate manager as soon as possible. You should give your manager an opportunity to investigate and then get back to you.
- Step Two:** If you are not satisfied with your manager's response or feel the problem is not resolved; you can present your problem to the Library Director. This should be done in writing and, again, as soon as possible. You should then allow the Library Director to investigate and get back to you in writing.
- Step Three:** If you are still not satisfied that the problem is resolved; you can present your problem to the Board of Trustees. As before, this should be done in writing and as soon as possible. The Board will investigate and make a decision, which will be final.

The Library Director's written response shall be the final disposition of the grievance. Staff grievances may not be appealed to the Board unless the grievance is against the Library Director directly

computer system. The District's telephone and computer systems are not to be used for the transmission of personal or commercial advertisements, solicitations, or any other unauthorized personal use. Proper personal use of computer equipment, software, and the telephone is permitted when personal use does not interfere with expected work performance or violate any applicable policy, rule, or law.

The District has the right to monitor, view, handle, store, manage, or use for any purpose email, voicemail, or any other electronic information processed on the District's equipment. Derogatory, explicit, obscene, sexual, or any other inappropriate material is expressly prohibited on the District's equipment, and employees who violate this policy are subject to discipline, including termination of employees.

Trustees and employees who use their own computer devices for District purposes may not transfer any document to that personal computer that contains any personnel information, patron records, or financial records. This shall apply to all devices such as portable computers, tablets, and smartphones.

Trustees and employees using their personal telephones for District purposes may find that telephone subject to search specific to District-related matters. When personal phone calls, texts or emails are made using District-owned phones, the right to privacy is forfeited. All phone, text and emails made on a District-owned phone are subject to search and viewing by supervisors or designated agents of the District.

In the course of their duties, trustees and employees are strictly prohibited from operating any computer device while in the act of operating a motor vehicle. This includes texting.