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**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.

- 5.1 Approval of the Agenda for November 12, 2024
- 5.2 Approval of Minutes for the Special Board Meeting, Oct. 1, 2024
- 5.3 Approval of Minutes for the Special Board Meeting, Oct. 9, 2024
- 5.4 Approval of Minutes for the Regular Board Meeting, Oct. 15, 2024

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

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

- 7.1 Motion to approve October disbursements of **\$83,222.89** for operating invoices, and **\$139,942.55** for payroll related expenses, for a total disbursement of **\$223,165.44.**
- 7.2 Other

**8. Review of Board Policy Manual-Chapter 9: Other Policies (Angela Brummel)**

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

- 9.1 Building & Technology (*Closing Dates*)
- 9.2 Continuing Education & Meetings (*ALA Core-MN: \$1366; In-Service*)
- 9.3 Staff Resignations & Updates
- 9.4 Library Programs, Events, Outreach

- 9.5 Strategic Plan (*Mailings; In-Service*)
- 9.6 Trustee Notes (*Election*)

**10. President's Report**

- 10.1 Holiday Party Update
- 10.2 Building Design Project (*Tem Babayode*)

**11. New Business**

- 11.1 Motion to approve Tax Levy Ordinance No. 2024-4 for the fiscal year beginning July 2025 and ending June 2026.
- 11.2 Motion to amend Board Policy Manual 6.2 Accounting- *"All District disbursements shall be made with checks or electronic payments from the District Bank account and shall be approved by Board of Trustees. Transfers between District Bank accounts shall not be deemed as District disbursements requiring Board approval. The Library Director/Treasurer should inform the Board at the next regular Board Meeting of the date and the dollar amount of the transfer."*

**12. Closed Session**

Motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for *"the performance of a specific employee"* as mandated by Section 2.06 of the Open Meetings Act (21).

**13. Correspondence**

- 13.1 Communication from Richton Park Public Library District

**14. Next Month Meeting December 10 (Possible Agenda Items)**

- *Auditor Report*

**15. Adjournment**

**CHECK SIGNING SCHEDULE**

November 19	Jonathan Currin	Howard Hunigan	Andrea Williams
December 3	Temitope Babayode	Donna Brumfield	Angela Brummel

***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**  
Tuesday, October 15, 2024 at 7:00 PM  
Room A

1. **Call to Order by:** *Howard Hunigan at 7:01pm*

**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**

**Trustees Present:** *Andrea Williams, Beverly Coleman, Howard Hunigan, Donna Brumfield Temitope Babayode, Angela Brummel arrived at 7:39pm* **Absent:** *Jonathan Currin*

**Staff Present:** *Nikeda Webb, Thomas Webb, Susan Fulcher, Robin Covington*

3. **Pledge of Allegiance**

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

5. **Consent Agenda: ROLL CALL VOTE REQUIRED**

**Motion by:** HOWARD HUNIGAN

**2nd by:** DONNA BRUMFIELD

**Roll Call vote**

Howard Hunigan - YES	Temitope Babayode - YES
Beverly Coleman - YES	Donna Brumfield - YES
Andrea Williams - YES	

**Motion carried.**

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

7. **Youth Services Presentation** (*Susan Fulcher, YS Manager*) provided a informative presentation about the Youth Services Department. She introduced her team via powerpoint. Susan reviewed the goals and programs from last year and went over her goals for 2024/25.

Temitope Babayode asked Susan Fulcher what three things she would like to have done in her area? Susan replied:

- 1) Program room added in the youth area
- 2) Bathroom added in the youth area for parents with young children
- 3) Shorter shelves
- 4) Vehicle to transport materials

**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**

**Motion by: BEVERLY COLEMAN 2nd by: TEMITOPE BABAYODE**

**Discussion:** Nikeda Webb gave financial updates for September 2024 ACH transactions, checks issued and credit card activity.

Highlighting:

- Utica Insurance Group Workers' comp payment of (\$33,597.00) for the annual coverage.
- Outsource IT payment of (\$7,000.00)
- Credit card statement of (\$8,873.81)
- Two invoices from Studio GC totaling (\$12,714.00)

**Roll Call vote**

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

**Motion carried**

8.2 Other - Howard Hunigan asked the board to take a extra minute and go over ACH payments. Temitope Babayode asked questions regarding 4imprint payment. Nikeda explained that cost was for marketing items with the new logo when the team attends events.

8.3 Current Building Renovation Costs-Studio GC (\$12,714) this is the amount that has been paid to StudioGC. Board will get updates on what is being spent for the renovation as they come in.

**9. Introduce Tax Levy Request** - Nikeda Webb gave the board a copy of the Tax Levy Information 101 and the Ordinance No. 2024-4. Nikeda will make sure this gets printed in the newspaper. Howard Hunigan requested for the record to show that 4% percent is the first time in the last 9 years that the board did not Levy for the max amount. Howard Hunigan reminded the board that this is just an introduction of the tax levy request, and later in the agenda we will table it until our next meeting.

**10. Review of Board Policy Manual-Chapter 7: Public Communication & Chapter 8: Personnel** (Jonathan Currin) was not present but he sent in his updates to Nikeda. The changes were made in real time. 7.1, 7.2, 7.4 and in Chapter 8.3.,8.4 the board decided to get with Jonathan Currin about some of the changes for clarity.

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

11.1 Building & Technology - Nikeda, along with Jonathan Currin and Tem Babayode agreed more lights are needed outside. Nikeda will work on that.

Technology - next board meeting we will use tablets. We will have a few paper copies as well. We will need your feedback on what you think.

The website is being updated when you get a chance go see what has been completed so far. Howard Hunigan stated he would like to see the board meetings scheduled to be on the opening page.

- 11.2 Continuing Education & Meetings (*ALA Core/Minneapolis: \$1366*)  
Nikeda will not be attending that meeting in Minneapolis.  
Three staff members attended (ILA) Illinois Library Association in Peoria, IL  
Thom Webb, Susan Fulcher and Joseph Friedman.
- 11.3 Staff Resignations & Updates - Gregory Hunt is the new Digital Librarian.  
He will be responsible for all digital resources.
- 11.4 Library Programs, Events, Outreach - We had 21 outreach events this past month. We had 6459 visits last month. Programs we had a total of 47 in house programs and 1 outside program. We have partnered with the village for Halloween events.

They will have the haunted house next door and we will have the trunk or treat people will bring their cars, decorate them, pop open the truck and pass out candy. We will also have a haunted train ride. This event will held be Saturday October 26, 2024 from 5pm to 9pm. We will have Trick or Treat here in the library on Thursday October 31, 2024. We are working on the Winter Welcome program.

- 11.5 Strategic Plan - Library team in-service day is coming up soon each department will work on program service and goals as it relates to the Strategic Plan.
- 11.6 Trustee Notes-Workshops - Nikeda give a reminder to the board to visit the (ILA) Illinois Library Association website for trustee workshops.

## 12. **President's Report**

- 12.1 Next Special Board Meeting-Nov. 5 at 6:30 pm.  
Just a reminder this is election day.
- 12.2 Next Regular Board Meeting-Nov. 12 at 7:00 p.m.  
This is the 2nd Tuesday and not the 3rd Tuesday .
- 12.3 Finance Meeting-Updates from Oct. 9 Meeting (*Tax Levy*)  
Beverly Coleman would like the community to be informed that we did not levy for the max. Board will decide how that will be done.
- 12.4 Holiday Party - Angela Brummel volunteered to find the location. Board members will email Angela Brummel dates that will work for them.
- 12.5 Updated construction cost estimate for marketplace (*\$840,000*)  
This is only for information.

## 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.

**Motion by: BEVERLY COLEMAN 2nd by: TEMITOPE BABAYODE**

**Roll Call vote**

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

**Motion carried**

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.

**Motion by: DONNA BRUMFIELD 2nd by: ANDREA WILLIAMS**

**Roll Call**

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

**Motion carried**

13.3 Motion to approve the purchase, installation of a new server in the amount of \$26,400.00 (Ingram Micro/Outsource)

**Motion by: DONNA BRUMFIELD 2nd by: TEMITOPE BABAYODE**

**Roll Call**

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

**Motion carried**

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.

**Motion by: BEVERLY COLEMAN 2nd by: TEMITOPE BABAYODE**

**Roll Call**

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

**Motion carried**

**14. Correspondence - None**

**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**

**Motion by: HOWARD HUNIGAN 2nd by: ANGELA BRUMMEL**

Ayes 6 Nays 0 Motion carried

October 15, 2024 Board Meeting Minutes meeting adjourned at 9:13pm

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Andrea Williams, Board Secretary

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Robin Covington, Administrative Assistant

**Matteson Area Public Library District**  
**Board of Trustees Special Meeting Minutes**  
Wednesday, October 9, 2024 at 6:30 PM  
Room D

1. **Call to Order** by Beverly Coleman at 6:38pm.

**Members Present:** Angela Brummel, Howard Hunigan, Jonathan Currin, Beverly Coleman, Temitope Babayode, Andrea Williams arrived at 6:41pm.  
**Absent:** Donna Brumfield. **Staff present:** Nikeda Webb, Nikki Thomas

2. **Pledge of Allegiance** (only for Regular Meetings)
3. **Opportunity for Public Comment:** None

4. **First American Bank:** Beverly Coleman spoke with the First American Bank Representative Marlene Garcia-Bell about doing bank transfers on a regular basis. Howard Hunigan suggest the board consult with the attorney to ensure transfers can be done without board approval; and the need to update the policy on transfers.

Board discussed the need to have a backup person and the importance of having a clear policy for transfers.

5. **Discuss Renovations Budget** - Tem Babayode gave an update on the budget for the renovations including the cost for the canopy and other additions. Tem answered the question regarding SD column on the Studio GC construction cost printout. What does SD means-Schematic Design cost.

The board discussed dividing into three phases; Market Place, Youth Services, and Adult Services. Plans to submit a grant application for the entry ramp will be done by Nikeda. The deadline to submit is January 15, 2025. The board has decided to increase the budget for the entire project to \$2 million. A new motion will be prepared at the next meeting to increase the project.

6. **Technology Plan Budget** - Nikeda Webb explained the technology needs and costs.
  - Tech plan phases were discussed and the need for new computers and a server.
  - Motion will need to be approved to contract Outsourcing IT Management.
  - Cost of Outsourcing IT management is \$7,000 a month for 6 months.
  - Working budget for Computer Services was given-\$90,000..
  - The cost for installing a new server, fire wall, and migration will be \$26,000.
7. **Tax Levy** - Nikeda Webb reviewed the Tax Levy \$3,636.347 at 4.9%. The board agreed to not ask for the max amount but 4%. After a lengthy discussion, a motion will be at the November meeting. Suggestion to inform the general public that the library will be asking for a lower percentage was discussed.

8. **Other** - None

9. **Adjournment** meeting ended at 8:16pm. Andrea Williams moved to adjourn and was seconded by Angela Brummel

**MATTESON AREA PUBLIC LIBRARY DISTRICT**  
**Board of Trustees Special Meeting**  
Tuesday, October 1, 2024 at 6:30 PM  
Room D

1. Call to Order By: Ms. Nikeda Webb at 6:36pm

***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.*

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2. **Roll Call:**

Members Present: Howard Hunigan, Jonathan Currin, Beverly Coleman, Temitope Babayode, Angela Brummel and via zoom Donna Brumfield Absent: Andrea Williams  
Staff present: *Nikeda Webb, Thom Webb and Robin Covington*

3. Opportunity for Public Comment - *None*

4. Discuss Studio GC Presentation and Renovations:

The board discussed the scope and design of the renovation, focusing on the canopy, planter boxes, and wall coverings. The board emphasized the need for a cohesive design and specific artwork for the entryway. It was agreed that the original brick wall would not be painted. Discussion to consider expanding the project to include the adult section and addressing furniture and technology needs. The lights in the children area have already been decided on.

The next steps include:

- Finalizing the budget.
- Scheduling a meeting and confirming decisions with the architects
- Reach out to the vendor Midwest Office, LFI and Demco to get quotes for the shelving, removing the cost for labor to remove the existing shelves.
- Take a vote on the wall covering from the last meeting with focus on unity and diversity.
- Ask Studio GC for specific artwork that will go in the break out areas.
- Ask Studio GC to explain what SD costs mean on the construction cost sheet

5. Other - Schedule a separate finance committee meeting soon.  
Scheduled next special meeting for October 9th Wednesday at 6:30pm.
6. Adjournment - Motion to adjourn by Temitope Babayode at 8:05pm

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

**First American - Chash Account (2901)**

Beginning Balance	\$253,439.93	
Deposits	\$2,881.12	
Debits	\$2,987.56	
Interest	\$53.41	
Checks Issued/transfer out	\$0.00	
Ending Balance	<u>\$0.00</u>	<b><u>\$253,386.90</u></b>

**First American - License Stickers (4101)**

Beginning Balance	\$198.47	
Deposits	\$2,793.50	
Debits	\$1,735.52	
Interest	\$0.26	
Checks Issued/transfer out	\$0.00	
Ending Balance	<u>\$0.00</u>	<b><u>\$1,256.71</u></b>

**First American Money Market (9401)**

Beginning Balance	\$5,533,982.58	
Deposits	\$12,927.95	
Interest	\$20,065.34	
Checks Issued/Transfer Out/Fees	\$750,006.00	
Ending Balance	<u>\$0.00</u>	<b><u>\$4,816,969.87</u></b>

**First American Checking (0801)**

Beginning Balance	\$208,760.36	
Deposits	\$751,210.44	
Debits	\$223,165.44	
Interest	\$56.07	
Ending Balance	<u>\$0.00</u>	<b><u>\$736,861.43</u></b>

**Total of all Bank Accounts**

**\$5,808,474.91**

Tax Deposit

Date: October 2024

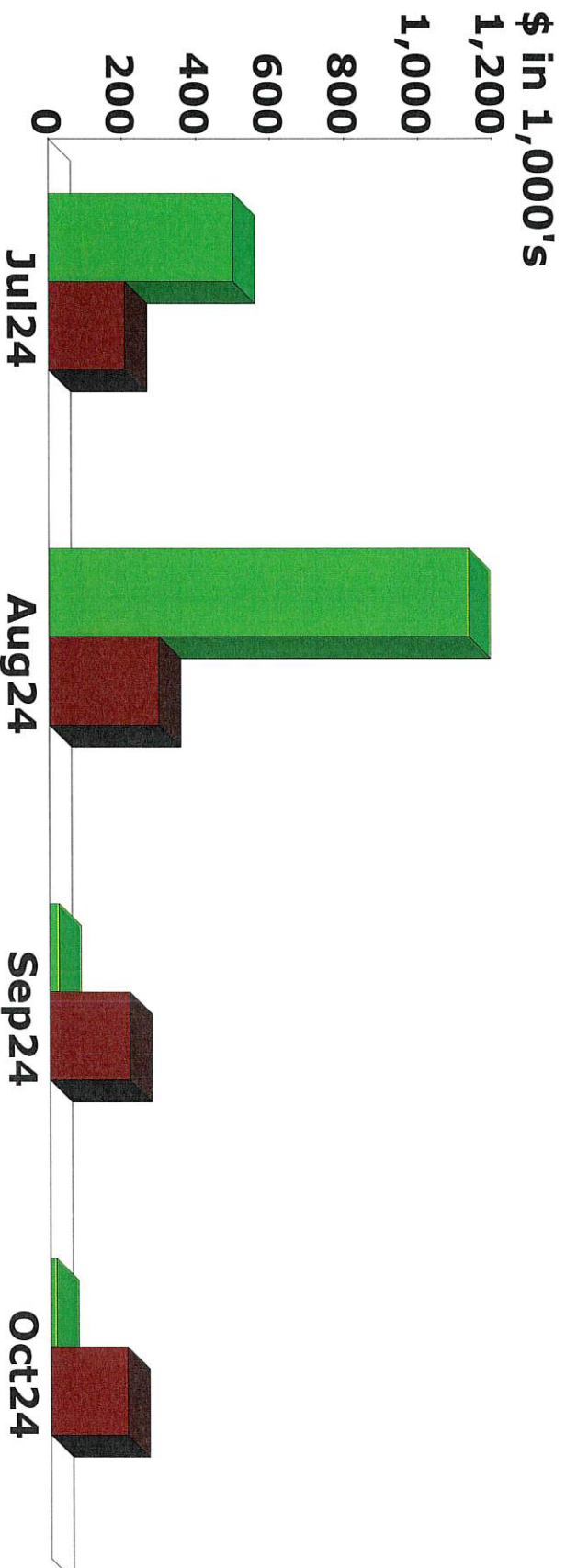
				refunds	deposits
<b>Total Deposit:</b>	\$	<b>12,927.95</b>			
Refunds	\$	21,022.02		303.62	33949.97
Other Funds	\$	1,648.86		7498.58	0.00
	\$	33,949.97		650.01	0.00
			Acct #	1070.26	0.00
General Fund:	\$	32,301.11	14001 2.498549	1414.36	0.00
<u>Other Funds</u>				1809.23	0.00
Audit Fund:	\$	50.95	74000 0.003941	595.95	0.00
IMRF Fund:	\$	546.22	54000 0.042251	2798.00	0.00
Insurance Fund:	\$	173.24	84000 0.013401	0.30	0.00
SS Fund:	\$	570.68	64000 0.044143	4881.71	0.00
Building Maint.	\$	307.76	94000 0.023806	0.00	
	\$	33,949.97	2.626091	0.00	
				0.00	
				0.00	
				21022.02	33949.97

**Matteson Area Public Library District  
October Transactions**

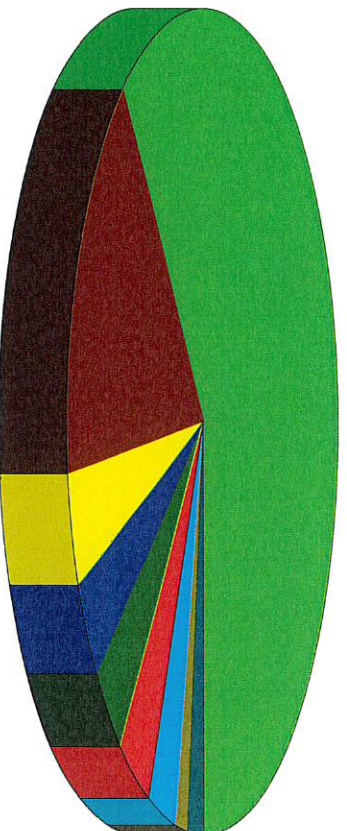
<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Freq</b>
10/10/2024	eft	Blue Cross Blue Shield of Illinois	Health Ins.	-17,526.93	
10/11/2024	eft	Aflac	Health Ins. Supl (EE)	-1,345.42	
10/11/2024	eft	Empower-457	Employee Retirement (Opt)	-65.00	
10/11/2024	eft	IL Dept. of Revenue	Taxes	-2,376.38	
10/11/2024	eft	EFTPS	Taxes	-11,595.82	
10/17/2024	eft	IMRF	Employee Retirement	-11,990.25	
10/25/2024	eft	Empower-457	Employee Retirement (Opt)	-115.00	
10/25/2024	eft	EFTPS	Taxes	-11,817.91	
10/25/2024	eft	IL Dept. of Revenue	Taxes	-2,411.74	
				<b>-59,244.45</b>	
10/11/2024	15537	Blitt and Gaines, P.C.	Garnishment	-41.79	
10/25/2024	15538	Gregory M Hunt	Payroll	-1,007.92	
10/25/2024	15539	Blitt and Gaines, P.C.	Garnishment	-41.79	
10/01/2024	3381	Alliance Entertainment	AV	-603.20	
10/01/2024	3382	Amazon.com	Supplies	-1,532.04	
10/01/2024	3383	AT & T	Monthly Internet	-381.36	M
10/01/2024	3384	Beaver Shredding, Inc.	Shredding Event	-525.00	
10/01/2024	3385	Charles Johnson	PNG-Grant	-4,500.00	A
10/01/2024	3386	Charmyne Taylor	PNG-Grant	-5,500.00	A
10/01/2024	3387	Colleen Vander Hye	Mileage	-27.47	
10/01/2024	3388	Cybor Fire Protection	Service Call (fire alarm/pipes)	-1,305.00	
10/01/2024	3389	Dave Herzog's Marionettes	YS Puppet Show	-300.00	
10/01/2024	3390	Enterprise Office Equipment	Toner Refill	-100.00	
10/01/2024	3391	Ervin Smith	Security	-180.00	
10/01/2024	3392	Gale/Cengage Learning	Books	-505.32	
10/01/2024	3393	Goldy Locks Inc.	Door Alarm	-1,650.00	
10/01/2024	3394	Juan Coleman	PNG-Grant	-4,500.00	A
10/01/2024	3395	Kenndra Barron	Security	-100.00	
10/01/2024	3396	Larry Wirtz	PNG-Grant	-500.00	
10/01/2024	3397	Lisa Fasano	Mileage	-12.73	
10/01/2024	3398	Manuel Garcia Jr.	Security	-80.00	
10/01/2024	3399	Mernards	Supplies	-479.82	
10/01/2024	3400	Midwest Tapes	Digital Content/Database	-3,000.00	Q
10/01/2024	3401	Mobile Beacon	Renewal 18 Hotspots	-2,160.00	A
10/01/2024	3402	NCPERS Group Life Ins.	Employee Life Ins	-96.00	
10/01/2024	3403	Nicor	Gas	-266.22	M
10/01/2024	3404	Otis Elevator Co.	Maintenance	-235.83	Q
10/01/2024	3405	Outsource IT Solutions Group	IT Maintenance (July-Sept)	-9,333.33	
10/01/2024	3406	Paula Dixon	Security	-480.00	

10/01/2024	3407	Penworthy	YS Books	-240.79	
10/01/2024	3408	Playaway Products	Audiobooks	-356.45	
10/01/2024	3409	Quality Alarm	Alarm Monitoring	-783.00	Q
10/01/2024	3410	Quill Corporation	Supplies	-2,080.82	
10/01/2024	3411	Susan Fulcher	YS Supplies Aug 3 - Sept 11	-640.11	
10/01/2024	3412	SWAN	SWAN Expo (CE-8)	-280.00	
10/01/2024	3413	T-Mobile	Cellphone	-106.40	M
10/01/2024	3414	Teshena Briggs	Teen Program	-100.00	
10/01/2024	3415	The Story of E	Marketing Training	-1,890.00	
10/15/2024	3416	Alliance Entertainment	AV	-221.22	
10/15/2024	3417	Amazon.com	Supplies	-679.98	
10/15/2024	3418	Baker & Taylor	Books	-2,724.61	
10/15/2024	3419	Blackstone Publishing	Audiobooks	-127.60	
10/15/2024	3420	Broadway in Chicago	Broadway in Chicago - Ali	-2,640.00	
10/15/2024	3421	Chicago Tribune Company	Publish Ord 2024-3	-1,323.00	
10/15/2024	3422	Cybor Fire Protection	Inspection & Repair	-2,386.00	A
10/15/2024	3423	Dave Herzog's Marionettes	YS Program	-300.00	
10/15/2024	3424	Ericka Moore	Breast Cancer Awareness	-300.00	
10/15/2024	3425	Ervin Smith	Security	-220.00	
10/15/2024	3426	Folding Partition Services, Inc.	Maintenance/Service Call	-565.00	
10/15/2024	3427	Gale/Cengage Learning	Books	-248.20	
10/15/2024	3428	Hayes Mechanical	Maintenance Agreement	-1,865.00	Q
10/15/2024	3429	Jalyn Edwards	Mileage & CE	-111.37	
10/15/2024	3430	Jared Day	PS Program	-450.00	
10/15/2024	3431	NCPERS Group Life Ins.	Employee Life Ins	-96.00	
10/15/2024	3432	Off-Site Business Solutions	Bookkeeping	-435.50	M
10/15/2024	3434	Paula Dixon	VOID: Security	0.00	
10/15/2024	3435	Petty Cash	Vending Machine	-311.10	
10/15/2024	3436	Playaway Products	Audiobooks	-63.74	
10/15/2024	3437	Quill Corporation	Supplies	-1,163.11	
10/15/2024	3438	Safeway Transportation	Transportation (PNG)	-399.64	
10/15/2024	3439	Semmer Landscaping	Lawn Maintenance	-1,370.00	M
10/15/2024	3440	Starlight Express Coach	Transportation Theatre	-281.50	
10/15/2024	3441	Tashena Briggs	Teen Program	-100.00	
10/15/2024	3442	Technology Management Fund	Internet	-450.00	M
10/15/2024	3443	Unique Management	Collection Services	-78.80	
10/15/2024	3444	Weblinx	Website Design Changes	-202.50	
10/15/2024	3445	Ervin Smith	VOID: Security	0.00	
10/15/2024	3446	Paula Dixon	Security	-700.00	
				<b>-65,736.26</b>	
				<b>-124,980.71</b>	

## Income and Expense by Month July through October 2024



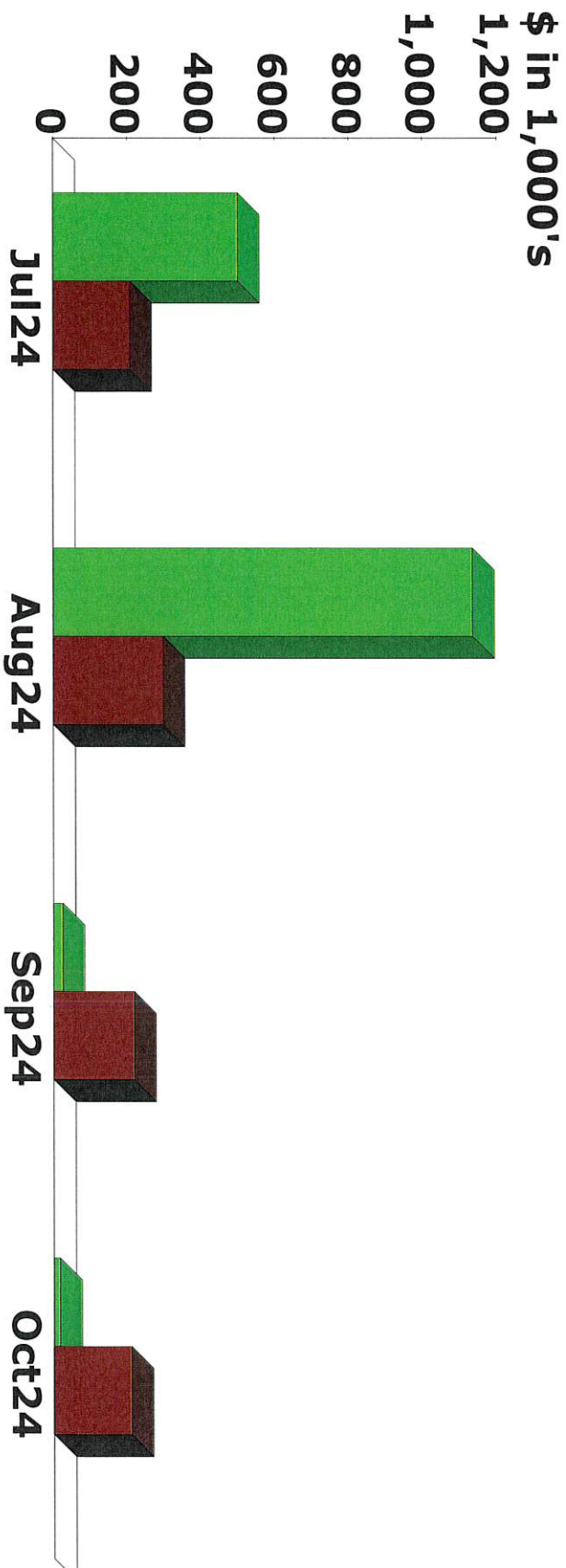
## Expense Summary July through October 2024



PERSONNEL	60.27%
OPER/SERV	17.02
MATERIALS	4.52
8 . UNEMP/LIABILITY INSURAN	4.02
55141 . IMRF FUND - EXPENSE	4.00
65161 . SOCIAL SECURITY FUND	3.88
SPECIAL ACCOUNTS	3.47
17100.1 . .1 Board Expense	1.48
OPERATING SUPPLIES	1.33
<b>Total</b>	<b>\$932,364.87</b>

By Account

## Income and Expense by Month July through October 2024



## Income Summary July through October 2024



Income Account	85.19%
64000 · R.E. TAXES - SS FUND	4.10
54000 · R.E. TAXES - IMRF FUND	3.92
94000 · R.E.Taxes -Building Mai	2.21
14600 · GRANTS	1.92
84000 · R.E.TAXES - INSURANCE	1.24
14620 · PATRON SALES/FEES	1.01
74000 · R.E.TAXES - AUDIT FUNI	0.37
2.0 · Special Reserve	0.02
14540 · DONATIONS	0.01
94500 · INTEREST WORKING CA	0.01
<b>Total</b>	<b>\$1,672,903.89</b>

By Account

**4,677**  
**Card Holders**

Active  
**711**

Unexpired  
**3,966**

**Delivery**

**Lockers/Curbside**  
Patrons 3 Items 190

**Homebound/Baby**  
Patrons 9 Items 66

**School**  
Teachers 7 Items 191

**Services**

Copies/Faxes **63**

Notary **25**

Passports **30**

L.P. Stickers **11**

**Visits**

In House  
**7,691**

Outreach  
Patrons **339**  
Events **3**

**Study Rooms**

189 Appts.  
242 Patrons

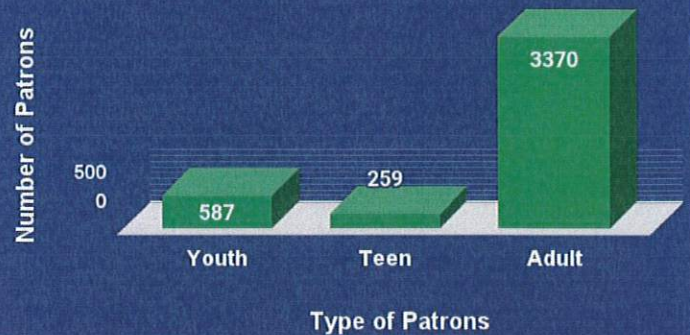
**Meeting Rooms**

6 Rentals



**October 2024**

**4,216 Patron Interactions**



**Computer Usage**

**Labs**

Sessions  
**52,344**

**Website**

Views **2952**  
Sessions **4057**

**WiFi**

**1133**  
Log-ins

**In House Programs 53**

Adult  
39

Teen  
4

Youth  
10

**Off-Site Programs 1**

Adult  
0

Teen  
0

Youth  
1

**2 Virtual/11 Passive Programs**

Adult  
3P 2V

Teen  
1P

Youth  
7P

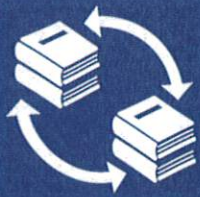
**Program Attendance**

**Adults**

On-Site 446  
Off-Site 0  
Passive 74  
Virtual 11

**Youth**

On-Site 1624  
Off-Site 0  
Passive 463  
Virtual 0



**Interlibrary Loans**

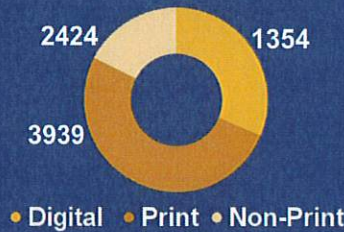
SWAN Sent  
**1,219**

SWAN Received  
**392**

OCLC Sent  
**14**

OCLC Received  
**19**

**Checkouts 7,717**



**Databases**

# Owed—58  
# Used—49  
Accessed—3899

## **CHAPTER 9: OTHER POLICIES**

### **9.1 DISTRICT COMMUNITY INVOLVEMENT**

The District shall participate actively in the life of the community. The District shall:

- Seek management and staff membership on community committees focused on community support and development.
- Offer our facilities for community activities that meet our facilities use policies.
- Participate in community celebrations and other events as may be practical.

### **9.2 CHARITABLE DONATIONS BY THE DISTRICT**

Because of the nature of the mission of the District, the District shall not make charitable contributions.

### **9.3 SAFETY AND LOSS CONTROL**

The District is committed to maintaining safety in its operations, on its property, and in the delivery of programs and services. The Library Director shall provide for and actively promote ongoing safety and loss control training for all employees. The Library Director shall institute procedures, where necessary, to ensure the safety of the work environment, and shall provide appropriate equipment to employees sufficient for the performance of their duties. Accidents and losses due to accidents shall be reported to the Board monthly.

When necessary, the Library Director shall review safety concerns and risk management plans with legal counsel to ensure legal compliance.

### **9.4 LIMITED USE OF DISTRICT FACILITIES BY OUTSIDE ORGANIZATIONS**

The Board recognizes the need by the community for adequate spaces for meetings and programs of various groups and organizations, and the responsibility of the District as a good community citizen to help meet this need. Therefore, it is the policy of the Board to allow limited use of the District's facilities by community organizations and groups.

The Board, through the provisions of this policy, authorizes the use of District facilities as outlined below:

- Individuals may request the use of facilities for and on behalf of a group or organization, but may not use any facilities for private or commercial use.
- Groups and organizations such as the following may be granted use of District facilities:
  1. Civic clubs such as Lions, Rotary, and Kiwanis.

- Any personal property having a unit value of more than \$1,000 but less than \$2500 shall be displayed at the District's library and public notice of its availability and the date and terms of the proposed sale shall be posted.

## 9.7 RECOGNITION FOR LONG-TERM EMPLOYEES, RETIRING STAFF, AND DEPARTING BOARD MEMBERS

The following policy is established to recognize employees who have served the Library for many years and to recognize library board members who have given of their time and talents as part of the Library's governing body.

- **Longevity recognition** - Full-time employees of the Library who have more than 10 years of service shall have their names included on the Employee Recognition Board which is to be displayed in a prominent area of the Library. Employees will be able to move through the categories of 10, 15, 20, and 25+ years of service. The Board in collaboration with the Library Director will establish suitable incremental recognition.
- **Retiring Employees** - Full-time employees retiring from service with the Library in excess of 10, 15, 20 and 25+ years shall receive a retirement recognition based on their years of service. The Board in collaboration with the Library Director will establish suitable recognition.
- **Departing Library Board Members.** Each departing Library Board member shall receive a plaque denoting his/her years of service. The presentation of the plaque shall be done at a regularly scheduled Board meeting

## 9.8 NAMING OF LIBRARY FACILITIES

The Library Board of Trustees shall have the sole responsibility for naming or renaming of library facilities and/or sub-units of facilities. (This will also include any commemorative items on behalf of the District) Naming opportunities within a facility may include such areas buildings, gardens, outdoor spaces, meeting rooms, special use areas, collections, vehicles, and other facilities.

Naming opportunities may be made available to donor individuals, foundations, or corporations that are consistent with the nature and mission of the library. The Board may also choose to approve naming a library facility after a person who must have dedicated a substantial amount of energy, time, resources, leadership, or volunteer service to improve and benefit the library. the depth and breadth of the contributions must be obvious and compelling as well as reflect a dedication and beneficence to the Library District over a great span of time, Naming opportunities do not extend beyond the useful life of spaces or facilities within which they are located. A named area within a facility shall bear a commemorative plaque citing the significant role of the donor or library supporter. The library will provide plaques or other commemorative items.

During their tenure, members of the staff, the Library Board, the Foundation Board, and elected officials are not eligible for naming.

# J.P.Morgan

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

<b>ACCOUNT NUMBER</b>	4485 9279 0004 9362
<b>PAYMENT DUE DATE</b>	11/22/2024
<b>AMOUNT DUE</b>	\$12,696.49
<b>CURRENT BALANCE</b>	\$12,696.49

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

448592790004936201269649012696493

PLEASE TEAR PAYMENT COUPON AT PERFORATION

## STATEMENT MESSAGES

## COMMERCIAL ACCOUNT SUMMARY

ORGANIZATION NAME: MATTESON AREA PLD  
 ACCOUNT NUMBER: 4485927900049362

CLOSING DATE	10-28-24	PREVIOUS BALANCE	10,484.38
CREDIT LIMIT	50,000	PURCHASES AND OTHER CHARGES	12,863.47
AVAILABLE CREDIT	37,304	CASH ADVANCES	.00
		CREDITS	166.98
FOR CUSTOMER SERVICE CALL: 1-800-316-6056		PAYMENTS	10,484.38-
FOR TTY/TDD SERVICE CALL: 1-800-955-8080		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		FINANCE CHARGES	.00
		<b>NEW BALANCE</b>	<b>12,696.49</b>
		TOTAL PAYMENT DUE	12,696.49
		DISPUTED AMOUNT	.00

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

**COMMERCIAL ACCOUNT ACTIVITY**

MATTESON AREA PLD  
4485-9279-0004-9362

**TOTAL COMMERCIAL ACTIVITY**  
\$10,484.38CR

ACCOUNTING CODE:

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-22	10-22		AUTO PAYMENT DEDUCTION	10,484.38 CR

**INDIVIDUAL CARDHOLDER ACTIVITY**

NIKEDA F WEBB  
4485-9200-4083-8125

**CREDITS** \$0.00    **PURCHASES** \$4,793.78    **CASH ADV** \$0.00    **TOTAL ACTIVITY** \$4,793.78

ACCOUNTING CODE:

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-21	10-18	24692164293101973076952	MICHAELS #9490 800-642-4235 TX P.O.S.: 3900107730045881 SALES TAX: 0.00	253.19
10-22	10-21	24445004296000947371520	DOLLAR TREE MATTESON IL	12.50
10-22	10-21	24445004296400188670400	WAL-MART #1497 MATTESON IL	270.34
10-28	10-26	24445004301400279274057	WM SUPERCENTER #5486 COUNTRY CLUB IL	256.03
10-28	10-25	24692164300105157442055	DISCOUNTSCH 8006272829 800-482-5846 CA P.O.S.: 0000000000000000 SALES TAX: 49.76	547.40
<b>Total Purchasing Activity</b>				<b>\$1,339.46</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-28	10-26	24445004300300578571503	FSP*CHICAGO MOONWALKS 312-330-0925 IL P.O.S.: 77cf3578-886f-4414-a1ad-c SALES TAX: 0.00	3,351.60
10-28	10-26	24445004301500700641210	DOMINO'S 2987 708-481-4780 IL P.O.S.: 10260017741 SALES TAX: 0.00	102.72
<b>Total Travel Activity</b>				<b>\$3,454.32</b>

NIKEDA F WEBB  
4485-9201-0278-7764

**CREDITS** \$16.98    **PURCHASES** \$5,857.12    **CASH ADV** \$0.00    **TOTAL ACTIVITY** \$5,840.14

ACCOUNTING CODE:

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-30	09-28	24055234272102861113029	WALMART.COM 800-925-6278 AR P.O.S.: 31120287 SALES TAX: 0.00	50.88
09-30	09-24	24445004272100245352798	WALMART.COM 8009256278 BENTONVILLE AR P.O.S.: 200012312219664 SALES TAX: 0.00	163.73
09-30	09-26	24445004272600210915032	WALMART.COM 8009256278 800-966-6546 AR P.O.S.: 200012334755858 SALES TAX: 0.00	20.98
09-30	09-26	74445004270300745730041	WALMART.COM 8009256278 BENTONVILLE AR P.O.S.: A4HCS331RVM SALES TAX: 0.00	16.98 CR

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

## INDIVIDUAL CARDHOLDER ACTIVITY

## Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-02	10-01	24692164275105997610805	STAMPS.COM 855-608-2677 TX P.O.S.: C538663187 SALES TAX: 0.00	19.99
10-02	10-01	24906414275210494098974	FREDPRYOR CAREERTRACK 800-5563012 KS P.O.S.: 050028129035 SALES TAX: 0.00	299.00
10-03	10-02	24013394276000303016785	CYTRACOM HTTPS://WWW.C TX P.O.S.: 392794 SALES TAX: 0.00	903.99
10-04	10-03	24431064278066976918624	FTD* FLOWERS UNLIMITED 708-799-2506 IL P.O.S.: 81800001 SALES TAX: 0.00	67.00
10-04	10-02	24789304277434601008543	OTC BRANDS *800-875-8480 800-2280475 NE P.O.S.: 733180690 SALES TAX: 0.00	93.40
10-10	10-09	24692164283103383501274	WALMART.COM 800-925-6278 AR P.O.S.: W6WQCYL3W3PR SALES TAX: 0.00	335.78
10-10	10-09	24765014283114181461800	DOG WASTE DEPOT 800-789-2563 CA P.O.S.: 0000218520 SALES TAX: 0.00	178.77
10-10	10-09	24801974283113948021379	GARVEYS OFFICE PRODUCTS 847-588-1315 IL P.O.S.: 10082024LF SALES TAX: 26.05	280.20
10-14	10-11	24445004286200140897659	WALMART.COM 8009256278 800-966-6546 AR P.O.S.: 200012544111997 SALES TAX: 0.00	61.42
10-14	10-10	24789304285480800858527	OTC BRANDS *800-875-8480 800-2280475 NE P.O.S.: 733339389 SALES TAX: 0.00	35.93
10-14	10-11	24789304287486702004464	OTC BRANDS *800-875-8480 800-2280475 NE P.O.S.: 733386894 SALES TAX: 0.00	718.37
10-16	10-15	24116414289744227135349	GRAMMARLY CO*ITJ8XKB GRAMMARLY.COM CA P.O.S.: 81056588 SALES TAX: 0.00	142.51
10-16	10-15	24632694289500577184911	ORKIN LLC 002 877-620-8282 GA P.O.S.: 68839017 SALES TAX: 0.00	127.99
10-17	10-16	24036294290716339854389	ADOBE *ADOBE 408-536-6000 CA P.O.S.: BL2903198049 SALES TAX: 1.25	21.24
10-17	10-15	24445004290200127597730	WALMART.COM 8009256278 800-966-6546 AR P.O.S.: 200012414155765 SALES TAX: 0.00	40.51
10-18	10-18	24138294292042482004077	LANDS END BUS OUTFITTERS 8003324700 WI P.O.S.: 29263474 SALES TAX: 0.00	1,810.25
10-21	10-18	24692164292101265307165	AMAZON MKTPL*CS19E3EV3 AMZN.COM/BILL WA P.O.S.: 112-7688088-93826 SALES TAX: 0.00	142.36
10-21	10-17	24789304292520601889956	OTC BRANDS *800-875-8480 800-2280475 NE P.O.S.: 733589426 SALES TAX: 0.00	14.94
10-28	10-26	24011344300000120716226	MEETUP ORG SUB 6M HTTPSWWW.MEET NY P.O.S.: in1QEFGcH7NTmagEaVRARyVb SALES TAX: 0.00	178.99
<b>Total Purchasing Activity</b>				<b>\$5,691.25</b>

## Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-04	10-03	24692164277107689274161	PUBLIC STORAGE 08065 800-567-0759 IL P.O.S.: 292250783 SALES TAX: 0.00	138.90
10-09	10-09	24011344283000015987032	DD *DOORDASHDASHPASS WWW.DOORDASH. CA P.O.S.: opsnztmuqxnmv SALES TAX: 0.00	9.99

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

**INDIVIDUAL CARDHOLDER ACTIVITY****Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
				<b>Total Travel Activity</b>
				\$148.89
<b>THOMAS E WEBB</b>			<b>CREDITS</b>	
4485-9201-7138-5995			\$150.00	
			<b>PURCHASES</b>	
			\$2,212.57	
			<b>CASH ADV</b>	
			\$0.00	
			<b>TOTAL ACTIVITY</b>	\$2,062.57

ACCOUNTING CODE:

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-30	09-27	24943014272010205322077	THE HOME DEPOT #1932 MATTESON IL P.O.S.: 0 SALES TAX: 0.00	375.87
10-02	09-30	24943014275010205137704	THE HOME DEPOT #1932 MATTESON IL P.O.S.: 1096890340 SALES TAX: 0.00	129.62
10-02	09-30	74943014275010205137717	THE HOME DEPOT #1932 MATTESON IL P.O.S.: 1096890340 SALES TAX: 0.00	150.00 CR
10-10	10-08	24198804283440675634805	PAYPAL *ISGS 4029357733 CA P.O.S.: 1b78f604cd896f SALES TAX: 0.00	75.00
10-10	10-09	24692164283103510277863	SQ *IREAD PEORIA IL P.O.S.: 00023058430207710 SALES TAX: 12.84	145.00
10-17	10-16	24445004291400227871683	WAL-MART #1497 MATTESON IL P.O.S.: 000000040038 SALES TAX: 0.00	57.75
10-22	10-22	24692164296101657335978	AMERLIBASSOC ECOMMERCE 866-746-7252 IL P.O.S.: AC0P5E325F66 SALES TAX: 14.41	155.00
10-28	10-25	24036294299718794199103	EB *MARKETING AND OUTR 801-413-7200 CA P.O.S.: 10873500933 SALES TAX: 0.00	228.84
				<b>Total Purchasing Activity</b>
				\$1,017.08

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-08	10-07	24269794282001118879312	JIMMY JOHNS - 4000 PONTIAC IL	14.36
10-09	10-08	24801974282113031039776	PEORIA CIVIC CENTER PEORIA IL P.O.S.: 62420049 SALES TAX: 0.83	10.00
10-10	10-09	24269794283300598287205	JIMMY JOHNS - 28 PEORIA IL	15.53
10-10	10-09	24435654284028329171356	HOOPS PUB & PIZZERIA PEORIA IL P.O.S.: 3096370525 SALES TAX: 0.00	25.15
10-10	10-08	24692164283103213784983	TST*OBED AND ISAACS PEOR PEORIA IL P.O.S.: 05aa8XKa4D9GpQYIE SALES TAX: 1.54	20.96
10-11	10-09	24431864284030035774688	THE PUBLIK HOUSE PEORIA HEIGHT IL	35.70
10-11	10-10	24801974284114976050305	PEORIA CIVIC CENTER PEORIA IL P.O.S.: 62460098 SALES TAX: 0.83	10.00
10-11	10-10	24943004285071196006968	HOLIDAY INN & SUITES 3096983333 IL 0012583096983333 ARRIVAL: 10-07-24	450.24
10-11	10-10	24943004285071196006976	HOLIDAY INN & SUITES 3096983333 IL 0012593096983333 ARRIVAL: 10-07-24	450.24
10-14	10-10	24269794285500768255092	JIMMY JOHNS # 1220 EAST PEORIA IL	13.31

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>\$1,045.49</b>