

Agenda
Budget & Appropriation Ordinance Hearing
Tuesday, September 17, 2024 at 6:45 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.

Legal Notice: Public Hearing will be held in connection with the Tentative Budget and Appropriation Ordinance No. 2024-3 for Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026 at 6:45p.m.

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

1. Call to Order

2. Ordinance No. 2024-3

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 expected to be received during the fiscal year
- An estimate of the expenditures for the fiscal year
- A statement of the estimated cash on hand at the end of the fiscal year

The ordinance also specifies the amount appropriated for each purpose and the purpose for which the appropriations are made.

3. Public Comments on the Budget & Appropriation Ordinance

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

5. Adjournment



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 September 17, 2024
- 4.2 Approval of Minutes for the Special Board Meeting, August 15, 2024
- 4.3 Approval of Minutes for the regular Board Meeting, August 20, 2024

5. Items removed from the Consent Agenda

6. Studio GC Renovation Presentation (*Scott Delano & Craig Meadows*)

7. Consideration of Financial Reports and related Financial Concerns

- 7.1 Motion to approve August disbursements of **\$95,371.83** for operating invoices, and **\$200,836.51** for payroll related expenses, for a total disbursement of **\$296,208.34**
- 7.2 Bank Transfer of \$49,735.61 from to First American Bank (All Account Chase Bank accounts are now closed)
- 7.3 First American Bank Fee (FAB)
- 7.4 Updated current Building Renovation costs

8. Review of Board Policy Manual-Chapter 4: Risk Management (*Bev. Coleman*)

9. Director and Assistant Director's Report

- 9.1 Building & Technology (Website)

- 9.2 Continuing Education & Meetings-Library Sign Up
- 9.3 Staff Resignations & Updates
- 9.4 Library Programs, Events, Outreach-*Slideshow*
- 9.5 Trustee Notes-Packets

10. President's Report

- 10.1 Review of Board Policy Chapter 5 changes
- 10.2 Review of Board Policy Chapter 6 changes
- 10.3 Special Bank Transfer Audit
- 10.4 Newsletter/Trustee statement regarding renovations.

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

12. Committee Updates/Upcoming Meetings

- 12.1 Special Board Meetings-Update from August 27
Next meeting Sept. 24 at 6:30 p.m. (*Renovations-Studio GC*)
- 12.2 Finance Meeting-Updates from Sept. 16 Meeting (*Tax Levy*)

13. Correspondence

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 (*Angela Williams-Brummel /Nov.*)
- Youth Services Presentation

15. 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.

Board of Trustees Special Meeting
Thursday, August 15, 2024 at 6:30 PM
Room A

1. Call to Order Howard Hunigan at 6:38pm

Present: Howard Hunigan, Tem Babayode, Jonathan Currin, Angela Williams-Brummel, Donna Brumfield, Director Nikeda Webb, Ast. Director Thom Webb, Facilities Manager Lisa Fasano, Admin Assistant Robin Covington, Admin Support Staff Nikki Thomas and guest from Studio GC Company.

Zoom: Beverly Coleman **Absent:** Andrea Williams

2. Opportunity for Public Comment - No public present

3. Studio GC Presentation/Construction Project: Craig Meadows/Studio GC

- Canopy Design
 1. Option 2 estimate quote (\$90,000 - \$110,000) Craig will come back with estimate quote for adding lights, benches and bollards in front of building for this option
 2. Option 2.1 estimate quote (\$190,000)
9' feet projection, recessed lighting, New Signage, book locker covering, 2 benches added, 3 bollards all are in this design
 3. Option 2.2 estimate quote (\$300,000) 15' feet projection, recessed lighting, New Signage, book locker covering, 2 benches added, 3 bollards more pillars all are in this design
- Entry design 3D Shadow Artwork
 1. Option 1 with stain glass on the top windows, lighting would have to be added and a third party would design.
 2. Option 2 wall covering using African American elements in the vestibule. This would be done by a third party. This would be the most cost effective. The wall covering could wrap around to draw attention to the design.
- Front Desk Design
 1. Option 1 is a wear resistant wall covering on the bottom of the desk.
 2. Option 2 is a wood planks look. The cost of the two is minor so it would be more important to just pick the one you think will best work for you.

- Main Stacks view the existing shelves are 7ft high, new proposal is either 4 or 5 foot high this is the market place area we will send the rendering before the next meeting.
- Children's Lighting primary in the center space as you walk through the opening.
 1. Option 1 is globes on rods at different heights.
 2. The globes could be in different colors or the same color. It depends on the plans for that space. The estimate quote is (\$60,000).
 3. Option 2 is sculpture lighting effect hanging a lot of tubes that come in a variety of colors, estimated quote is (\$180,000).
 4. Option 3 are acoustic rings that come in different colors, estimated quote is (\$110,000).

4. Studio GC Questions & Answers

Q: What material are the baffles made of?

A: It's a felt like product that absorbs sound.

Q: How far apart are the baffles in the ceiling?

A: They will be spaced out about 3 to 4 inches apart.

Q: Will the entry way be wider than it is right now?

A: Yes, fully ADA accessible all the way around.

In conclusion review more wall covering options, canopy options 1 which is the smaller version. Studio GC will bring back new estimated pricing. They will also bring an updated presentation and more firm cost estimates at the next month's meeting.

5. Other - Next Building and Grounds meeting will be held on August 27, 2024 @ 6:30pm.

6. Adjournment:

Motion by Tem Babayode

Seconded by Donna Brumfield

The meeting adjourned at 7:40pm.

**Matteson Area Public Library District
Board of Trustees Regular Meeting Minutes
August 20, 2024 at 7:00 PM**

1. Call to Order

Tem Babayode called the meeting to order 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.*

***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, Jonathan Currin, Donna Brumfield, Temitope Babayode
Angela Williams-Brummel.

Absent: Beverly Coleman, Andrea Williams

Staff present: Director Nikeda Webb, Assistant Director Thomas Webb and
Administrative Support Staff Nikki Thomas.

2. Pledge of Allegiance

3. Opportunity for Public Comment - None Present

4. Consent Agenda:

MOTION BY: Howard Hunigan

SECOND BY: Tem Babayode

Roll call voted.

Howard Hunigan - Yes	Jonathan Currin - Yes
Donna Brumfield - Yes	Angela Brummel - Yes
Tem Babayode - Yes	

Motion carried.

5. Items removed from the Consent Agenda - None

6. Consideration of Financial Reports and related Financial Concerns

MOTION By: Jonathan Currin

SECOND BY: Donna Brumfield

Discussion: Director Nikeda Webb gave finance report update, went over a few checks issued Today's Business Solution Maintenance, B Allan Graphic for the Fall Newsletter. All the deposits and disbursements are in the packet. She also reported that Cook County tax deposits are now being sent to the First American Bank Account. In the packet you will see the bank transfer from Chase Bank to First American Bank account. We are working on doing our ACH transaction. Moving forward we will be including the credit card statement in the packet.

There is one fee that we are being charged per month, on the First American Bank account Ms Nikeda will reach out to see exactly what the charge is for.

Howard Hunigan reminded the board that one of the reasons we moved to First American Bank was about the fees being charged at Chase Bank.

Tem Babayode asked what was the Hayes Mechanical charge for? Ms Nikeda explained it was for the quarterly maintenance fee.

Roll call voted.

Howard Hunigan - Yes	Tem Babayode - Yes
Angela Williams - Brummel - Yes	Donna Brumfield - Yes
Jonathan Currin - Yes	

Motion carried.

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

Donna Brumfield gave the review and suggestions for changes on Chapter 5 only.

- 5.3a under C. suggesting to add the **Personnel Committee in collaboration with the Board and the Library Director should set goals for performance and areas for evaluation.** Suggestion to add new language to read **The performance goals should be specific, measurable, achievable and relevant with the Director.** In the same section under D. The Library Director shall complete a self-evaluation. Suggestion to add **When** it should be completed and add a **time frame** and **the purpose.** Same section under E. Suggesting to add by the **Personnel Chairperson** and the **Board President** to the second sentence. Suggesting to add the word **necessary** to help address any problems candidly and professionally. Under F. and the original evaluation shall **be kept in Board Secretary File and in the Personnel File in compliance with state Law.**

All of these suggestions were changed during the meeting.

The Board reviewed Chapter 6 Finances

- 6.5 A Statement of condition, was explained by Howard Hunigan he will bring language to address that also Howard Hunigan did change 6.6 Check Signing the title of that will change and 6.9 Investment Policy we just need to make sure the language is up to date.

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

Gave a presentation by powerpoint covering the Stats for Fiscal Year 2023 & 2024, gave a full overview of programs. As well as of the outreach events. The overview of what we have accomplished over the years were highlighted. The Black History Month presentation will be added to our next meeting agenda. We did get awarded the (PNG) Project Next Generation Grant, this is our 11th year and it is used for programming for the teens. The board would like to see the activity event pictures on the next highlights. Donna Brumfield and Howard Hunigan stated lets keep in mind everything we do should be tied to our Strategic Plan.

9. Director and Assistant Director's Report

- 9.1 Building & Technology - The Security Lights has been updated.

- Working with American Electric to update the generator.
- 9.2 Continuing Education & Meetings - (ILA) Illinois Library Association will be in Peoria, Illinois on October 8 - 10, 2024
 - 9.3 News & Marketing (Newsletter, Website) The newsletter has a new layout you should receive it in the mail. Please let us know what you think. Staff has had a lot of training in marketing. We are sending out more email blasts doing targeting marketing to inform the card holders of programs and events.
 - 9.4 Staff Resignations & Updates - Andy Murgas retired and Ms Nikeda decided to wait to replace the position until we get the recommendation from outsourcing technology company. Ms Nikeda will give the board the recommendations of phase 1 when she receives it. We will be hiring a Digital Librarian this is a Full-Time position and hiring a Part-time Youth Services staff member.
 - 9.5 Library Programs, Events, Outreach - We attended several events and for the next 3 weeks we will be attending open houses.
 - 9.6 Trustee Notes-Election - There are 4 seats that'll be open, the time frame has been moved up November 12th to 18th. Packets are ready so you can come and pick it up.
 - 9.7 Other - None

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. Howard Hunigan stated after research it will not be appropriate to make them standing committees. Because they were unique to a project. So its more ad hoc type. Howard Hunigan asked for volunteers to be on the committee to plan the ground breaking of the project? Ms Nikeda stated that we can tell the community about the remodel in our strategic plan that will be sent out. Donna Brumfield and Angela Brummel volunteered. They will report back to the board.
- 10.2 Secretary's records shall be audited by 2 other Trustees (Jonathan Currin /Donna Brumfield) will work on that. This will be added to next months agenda.
- 10.3 Reports from the American Library Association Meeting, June 21-27, 2024 Donna Brumfield stated that it was an excellent use of time by seeing the materials and interacting with other libraries but networking was the most beneficial. Tem Babayode stated that he was impressed with the artificial intelligence in one of the libraries, he went to visit several libraries and was very impressed. He would like to see something attractive in our children area. Howard Hunigan stated most libraries have polices about Board Trustees attending conferences is this something we want to work on or develop. The Board decided that this is not something that is needed. Howard Hunigan wanted to address that we don't go over what is budgeted for conferences.
- 10.4 Property Tax Town Hall Meeting 7/23/2024 Matteson Community Center & Property Tax Appeal Meeting 7/31/2024 Holiday Inn Matteson, Illinois a discussion was held concerning the Property Tax. Howard Hunigan did state that the word is getting out regarding the Tax process. We gave the community an opportunity to ask questions but no one attended.

11. New Business

- 11.1 Motion to introduce and table the Budget & Appropriation for Fiscal Year 2024-2025

MOTION By: Jonathan Currin SECOND BY: Tem Babayode

Discussion: Ms Nikeda Webb stated she met with the finance committee to review

and update some fees copies are in your packet. The tentative budget notice was put in the newspaper on August 16, 2024. It is also available for Patrons to come in and take a look.

Roll call voted.

Howard Hunigan - Yes	Tem Babayode - Yes
Angela Williams - Brummel - Yes	Donna Brumfield - Yes
Jonathan Currin - Yes	

Motion carried.

11.2 Motion to approve insurance quote from Utica for \$33,597 for Fiscal Year 2024-2025

MOTION By: Jonathan Currin SECOND BY: Tem Babayode

Discussions: Ms Nikeda stated a copy of the quote is in your packet with the breakdown of the coverage.

Roll call voted.

Donna Brumfield - Yes	Tem Babayode - Yes
Angela Williams - Brummel - Yes	Howard Hunigan - Yes
Jonathan Currin - Yes	

Motion carried.

12. Committee Updates/Upcoming Meetings

12.1 Special Board Meeting-update from August 15, 2024 6:30 pm
Tem Babayode stated a follow up meeting will be held on August 27, 2024 at 6:30 pm. This meeting we will need to make specific decisions on the Proposal for Interior Renovations and other Facilities issues.

12.2 Finance Meeting/Budget & Appropriation Ordinance/Hearing to Adopt will be held on September 17, 2024 at 6:45pm for the public to give input.

13. Correspondence - Letter from the State Library Ms Nikeda will email it out.

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 - September 17, 2024 hearing at 6:45pm.

15. Adjournment: MOTION BY: Donna Brumfield SECOND BY: Tem Babayode

Ayes 5. Nays 0. Motion Carried.

The Board Meeting adjourned at 8:41pm.

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

Chase Operating Checking (3159)

Beginning Balance	\$33,367.36	
Deposits	\$16,368.25	
Checks & Payments	\$0.00	
Transfer Out	\$49,735.61	
Fees	\$0.00	
Ending Balance	\$0.00	<u>\$0.00</u>

Chase Payroll Checking (8526)

Beginning Balance	\$7,000.00	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$1,735.78	
Transfer Out	\$5,264.22	
Ending Balance	\$0.00	<u>\$0.00</u>

Corporate Fund (4773)

Beginning Balance	\$8,004.03	
Deposits	\$0.00	
Interest	\$0.06	
Checks Issued/transfer out	\$8,004.03	
Ending Balance	\$0.06	<u>\$0.06</u>

First American - Checking (2901)

Beginning Balance	\$244,372.24	
Deposits	\$4,154.80	
Debits	\$0.33	
Interest	\$77.55	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$248,604.26	<u>\$248,604.26</u>

First American - Plates(4101)

Beginning Balance	\$1,111.72	
Deposits	\$481.50	
Debits	\$933.85	
Interest	\$0.00	
Checks Issued/transfer out	\$0.00	
Ending Balance	\$659.37	<u>\$659.37</u>

First American Public Funds(9401)

Beginning Balance	\$4,840,027.35	
Deposits	\$1,151,028.32	
Interest	\$23,631.21	
Checks Issued/Transfer Out/Fees	\$500,021.84	
Ending Balance	\$5,514,665.04	<u>\$5,514,665.04</u>

First American Public Funds(0801)

Beginning Balance	\$226,193.88	
Deposits	\$500,000.00	
Debits	\$296,208.34	
Interest	\$49.81	
Ending Balance	\$430,035.35	<u>\$430,035.35</u>

Total of all Bank Accounts

\$6,193,964.08

Matteson Area Public Library District

August 2024 Disbursement Warrant

Board Meeting Date: September 17, 2024

Vendor Disbursements

Debit / Check #

Utilities	Nicor, Water, Garbage, li	1,812.31
EFTs	Chase Card	12,596.91
Checks	3250-3325	<u>74,252.19</u>
		\$ 88,661.41

Payroll Disbursements

08/02/24

Payroll	41,285.72
Employer Payroll Taxes	14,366.01
Gross Payroll	55,651.73

08/16/24

Payroll	40,602.69
Employer Payroll Taxes	14,066.15
Gross Payroll	54,668.84

08/30/24

Payroll	40,812.94
Employer Payroll Taxes	14,345.51
Gross Payroll	55,158.45

IMRF (2 Payrolls)	<u>11,647.16</u>
	\$ 342,605.20

Voided Checks Previously Issued

\$0.00

\$0.00

Total Disbursements for August

\$ 431,266.61

Previous Month

\$ 290,106.86

Estimated Upcoming Month

\$255,000.00

#4 Transfer

CHASE for BUSINESS®

Printed from Chase for Business

Bank accounts ^

MATTESON AREA PUBLIC LIBRARY DISTRICT

Total available balance \$0.00

\$0.00

Available balance

\$0.00

Present balance

\$0.00

Available credit

\$0.00

Available balance

\$0.00

Present balance

\$0.00

Available credit

\$0.00

Available balance

\$0.00

Present balance

Credit cards ^

MATTESON PUB LIB

- Your account is closed.
If you have a balance on this account, please continue to make your payments by the due date each month.
- You've scheduled your automatic payment for Sep 06, 2024.
See [Payment Activity](#) for more info.

\$0.00

Current balance

Details ▼



Sep 6, 2024

Payment due date

\$0.00

Minimum payment due

\$0.00

Last statement balance

\$0.00

Available credit

operating (...3159)

MATTESON AREA PUBLIC LIBRARY DISTRICT

\$0.00

Available balance

\$0.00

Available credit

\$0.00

Available plus credit

\$0.00

Present balance

Automatic savings transfer

Uncollected funds

Total \$0.00

Account activity

SHOWING

All transactions



Date	Description	Type	Amount	Balance
Pending	DOMESTIC WIRE TRANSFER VIA: FST AMER BK CARPET/071922777 A/C: MATTESON AREA PUBLIC LIBRARY DIST TRN: 3802244243ES 08/30	Outgoing wire transfer #4	-\$49,735.61	—
Aug 29, 2024	Online Transfer from CHK ...8526 transaction#: 21881439186	Account transfer	\$5,264.22	\$49,735.61
	Online Transfer from MMA ...4773 transaction#: 21881394848	Account transfer	\$8,004.03	\$44,471.39
Aug 16, 2024	ORIG CO NAME:State of Ill ORIG ID:1376002057 DESC DATE: CO ENTRY DESCR:CommercialSEC:CTX TRACE#:021000021787876 EED:240816 IND ID:AC5839251014244 IND NAME:0006MATTESON PUBLIC TRN: 2291787876TC	ACH credit	\$3,100.00	\$36,467.36
Jul 29, 2024	DOMESTIC WIRE TRANSFER VIA: FST AMER BK CARPET/071922777 A/C: MATTESON AREA PUBLIC LIBRARY DISTRI IMAD: 0729MMQFMP2M033184 TRN: 3571374208ES 07/29	Outgoing wire transfer #3	-\$850,000.00	\$33,367.36
Jul 26, 2024	Online Transfer from CHK ...8526 transaction#: 21524657995	Account transfer	\$210,727.34	\$883,367.36

Wire Transfer Outgoing Request



Wire Transfer Sender Information

Sender Name: HOWARD R HUNIGAN				
Account Name: MATTESON AREA PUBLIC LIBRARY DISTRICT OPERATING			Street Address: 801 SCHOOL AVE	
City: MATTESON	State: IL	Zip: 60443-1897	Country: USA	Daytime Phone: 708-203-0787
Primary ID Type: Driver's License	ID Issuer: IL	ID Number: h52533648117	ID Issue Date: 09/30/2020	ID Exp: 04/24/2025
Secondary ID Type:	ID Issuer:	ID Number:	ID Issue Date:	ID Exp:
Comments:				

Wire Transfer Information

Request Date: 08/30/2024	Request time: 12:00:51 PM Eastern time	Effective date: 08/30/2024	Wire Type: Domestic
Debit Account #: XXXXX3159	Debit Account Type: PLAT BUS CHECKING	Wire Amount (US dollars): \$49,735.61	
Qualifying Account #:	Qualifying Account Type:	Source of funds: Checking	Wire Fee: Refer to Account Agreement for Pricing
Currency type to be sent: US Dollars	Exchange rate: N/A	Foreign currency amount: N/A	Amount to Collect (USD): \$49,735.61
FX Contract Number:			

Recipient Account Information

Account Name: MATTESON AREA PUBLIC LIBRARY DIST			
Street Address:		Account Number: 66010559401	
		City:	State: Zip: Country:
Text to Recipient:			

Receiving Bank Information

Bank Name: First American Bank			
Street Address: 218 W Main St		Bank ABA/SWIFT Code: 071922777	
		City: Dundee	State: Zip: Country: IL 60118 USA
Intermediary Bank Name:			
Street Address:		Intermediary Bank ABA:	
		City:	State: Zip: Country:
Text to Receiving Bank:			

Bank accounts ^

MATTESON AREA PUBLIC LIBRARY DISTRICT

Total available balance \$49,735.61

\$49,735.61

Available balance

\$49,735.61

Present balance

\$0.00

Available credit

\$0.00

Available balance

\$0.00

Present balance

\$0.00

Available credit

\$0.00

Available balance

\$0.00

Present balance

Credit cards ^

MATTESON PUB LIB

- Your account is closed.
If you have a balance on this account, please continue to make your payments by the due date each month.
- You've scheduled your automatic payment for Sep 06, 2024.
See [Payment activity](#) for more info.

\$0.00

Current balance

Details v



Sep 6, 2024

Payment due date

\$0.00

Minimum payment due

\$0.00

Last statement balance

\$0.00

Available credit

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	08/23/2024
AMOUNT DUE	\$13,249.48
CURRENT BALANCE	\$13,249.48

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

448592790004936201324948013249481

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY

ORGANIZATION NAME: MATTESON AREA PLD
 ACCOUNT NUMBER: 4485927900049362

CLOSING DATE	07-29-24	PREVIOUS BALANCE	13,502.20
CREDIT LIMIT	50,000	PURCHASES AND OTHER CHARGES	13,269.46
AVAILABLE CREDIT	36,751	CASH ADVANCES	.00
		CREDITS	19.98
FOR CUSTOMER SERVICE CALL: 1-800-316-6056		PAYMENTS	13,502.20-
FOR TTY/TDD SERVICE CALL: 1-800-955-8060		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
SEND BILLING INQUIRIES TO:		FINANCE CHARGES	.00
JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		NEW BALANCE	13,249.48
		TOTAL PAYMENT DUE	13,249.48
		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
\$13,502.20CR

ACCOUNTING CODE:

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-22	07-22		AUTO PAYMENT DEDUCTION	13,502.20CR

INDIVIDUAL CARDHOLDER ACTIVITY

NIKEDA F WEBB
4485-9201-0278-7764

CREDITS \$19.98 **PURCHASES** \$12,616.89 **CASH ADV** \$0.00 **TOTAL ACTIVITY** \$12,596.91

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	24692164179109650789879	AMAZON MKTPL*RC7VA03H1 AMZN.COM/BILL WA P.O.S.: JPM SALES TAX: 2.70	37.56
07-01	06-27	24388944180939180358535	UWMADISON 800-3398131 WI P.O.S.: 713981 SALES TAX: 0.00	251.11
07-01	06-27	24388944180939180358543	UWMATRANSACT*SERVICE F 800-3398131 WI P.O.S.: 713981 SALES TAX: 0.00	7.16
07-01	06-28	24445004181600216857675	USPS STAMPS ENDICIA 888-434-0055 DC P.O.S.: 528276162 SALES TAX: 0.00	200.00
07-02	07-01	24055234183016589740376	WMT PLUS JUL 2024 800-966-6546 AR P.O.S.: 70180663 SALES TAX: 0.00	12.95
07-02	07-01	24692164183103174989937	STAMPS.COM 855-608-2677 TX P.O.S.: 0528353561 SALES TAX: 0.00	19.99
07-03	07-02	24013394184000257343871	CYTRACOM HTTPS://WWW.C TX P.O.S.: 371879 SALES TAX: 0.00	902.80
07-03	07-02	24692164184104313103009	AMAZON MKTPL*R70M85OR2 AMZN.COM/BILL WA P.O.S.: RC0701 SALES TAX: 0.00	361.88
07-04	07-03	24055234185018507298972	WALMART.COM 800-925-6278 AR P.O.S.: 33231149 SALES TAX: 0.00	42.97
07-04	07-03	24055234185018507503561	WALMART.COM 800-925-6278 AR P.O.S.: 33231149 SALES TAX: 0.00	51.86
07-04	07-03	24692164185105208113390	AMAZON.COM*R774F5N02 AMZN.COM/BILL WA P.O.S.: 114-9309515-26490 SALES TAX: 0.00	25.00
07-05	07-04	24692164186106097107914	WALMART.COM 800-925-6278 AR P.O.S.: WD8TIQKK2S0X SALES TAX: 0.00	37.72
07-11	07-09	24198804192427991315623	PAYPAL *CARRA HOUSE SAN JOSE IL P.O.S.: 419122679787 SALES TAX: 0.00	63.00
07-11	07-10	24801974192024972036649	GARVEYS OFFICE PRODUCTS 847-588-1315 IL P.O.S.: 07092024LF SALES TAX: 34.74	373.60
07-12	07-12	24011344194000013367573	AMAZON RET* 112-864551 WWW.AMAZON.CO WA P.O.S.: opsnij3byjm SALES TAX: 0.00	41.07
07-12	07-10	24198804193427018911932	PAYPAL *CARRA HOUSE SAN JOSE IL P.O.S.: 419221934251 SALES TAX: 0.00	63.00

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

INDIVIDUAL CARDHOLDER ACTIVITY**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-12	07-10	24755424193261932845641	HDS DISPOSAL SERVICE 708-7981004 IL P.O.S.: 11 0001714 SALES TAX: 13.98	186.41
07-15	07-12	24116414194067910641330	MGMTASSCIL 630-963-7600 IL P.O.S.: 91064133 SALES TAX: 41.26	400.00
07-15	07-12	24427334195710045165658	ALDI 62052 MATTESON IL P.O.S.: 06244500052VPRY7044518069 SALES TAX: 0.00	42.86
07-15	07-14	24632694196500722754859	ORKIN LLC 002 877-620-8282 GA P.O.S.: 66287821 SALES TAX: 0.00	127.99
07-16	07-14	24164074197105441539936	STAPLES 00103804 BOURBONNAIS IL P.O.S.: 000152287 SALES TAX: 2.06	27.05
07-22	07-20	24055234202034596609960	WALMART.COM 800-925-6278 AR P.O.S.: 72365853 SALES TAX: 0.00	124.89
07-23	07-20	24445004204200124896452	WALMART.COM 8009256278 800-966-6546 AR P.O.S.: 200011962035700 SALES TAX: 0.00	58.99
07-25	07-24	24116414206067366566912	BETTER CONT 800-831-6049 IL P.O.S.: 36656691 SALES TAX: 27.74	268.92
07-26	07-24	24445004207200135296053	GFS STORE #0162 OLYMPIA FIELD IL	76.87
07-26	07-25	24692164207100956322834	CHICAGO BOTANIC GARDEN 847-835-6800 IL P.O.S.: 20240724528058 SALES TAX: 0.00	135.00
07-29	07-26	24431064209025820548635	FTD* FLOWERS UNLIMITED 708-799-2506 IL P.O.S.: 81100001 SALES TAX: 0.00	97.00
07-29	07-26	74445004208300839953472	WALMART.COM 8009256278 BENTONVILLE AR P.O.S.: OMZZKS00LA5 SALES TAX: 0.00	19.98 CR
Total Purchasing Activity				\$4,017.67

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	24137464180001558386672	TST* DAVANTI SAN DIEGO CA	24.27
06-28	06-28	24492154180719647724142	DD DOORDASH BREAKFAST 855-973-1040 CA P.O.S.: NE4GGFM78559731040 SALES TAX: 0.00	34.61
06-28	06-26	24755424179261793164346	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707547 ARRIVAL: 06-26-24	1,684.78
06-28	06-26	24755424179261793164353	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707488 ARRIVAL: 06-26-24	1,684.78
07-01	06-30	24540454183031100509462	SAN DIEGO CONVENTION C 619-2791954 SC P.O.S.: 000000106170788749 SALES TAX: 0.90	15.08
07-02	07-02	24011344184000006161985	LYFT *RIDE MON 6PM LYFT.COM CA P.O.S.: 19652854259782400 SALES TAX: 0.10	10.36
07-02	07-02	24011344184000013544975	LYFT *RIDE MON 8PM LYFT.COM CA P.O.S.: 19653152236580804 SALES TAX: 0.10	10.23
07-02	06-30	24055234183016349184964	CARTE HOTEL POOL SAN DIEGO CA	28.24
07-02	07-01	24137464183100266881912	TST* MALIBU FARM SAN DIEG SAN DIEGO CA P.O.S.: 1YZjkrPF0L9fENQjX SALES TAX: 5.34	86.76

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

INDIVIDUAL CARDHOLDER ACTIVITY**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-02	07-01	24540454184031000370162	SAN DIEGO CONVENTION C 619-2791954 SC P.O.S.: 000000106174469876 SALES TAX: 1.10	18.41
07-02	07-01	24717054183171833561573	UW TRANS SVCS PARKING MADISON WI	80.00
07-03	07-01	24717054184871842409115	AMERICAN AI 0014437761076 800-433-7300 TX WEBB/NIKEDA DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
07-03	07-01	24717054184871842409123	AMERICAN AI 0014437761077 800-433-7300 TX BABAYODE/TEMITO DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
07-03	07-01	24717054184871842409131	AMERICAN AI 0014437761078 800-433-7300 TX WILLIAMS/ANDREA DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
07-03	07-01	24717054184871842409149	AMERICAN AI 0014437761079 800-433-7300 TX BRUMFIELD/DONNA DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
07-03	07-01	24717054184871842409156	AMERICAN AI 0014437761080 800-433-7300 TX COLEMAN/BEVERLY DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
07-03	07-01	24717054184871842409164	AMERICAN AI 0014437761081 800-433-7300 TX HUNIGAN/HOWARD DEPART: 0- 0- 0 P.O.S.: SALES TAX: \$0.00	35.00
07-03	07-02	24765014185018152581257	GASLAMP BURGER SAN DIEGO CA P.O.S.: 120005006196546025 SALES TAX: 0.00	60.68
07-04	07-03	24692164185105503910763	IN *MAHOGANY LIMOUSINE SE 708-7253116 IL P.O.S.: QCJT7NBPQ5ZU5JDDU SALES TAX: 0.00	198.00
07-04	07-02	24755424185261857091551	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707462 ARRIVAL: 06-26-24	202.78
07-04	07-02	24755424185261857091569	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707393 ARRIVAL: 06-26-24	197.02
07-04	07-02	24755424185261857092286	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707423 ARRIVAL: 06-26-24	204.62
07-04	07-02	24755424185261857092294	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707488 ARRIVAL: 06-26-24	225.68
07-04	07-02	24755424185261857092302	WESTIN (WESTIN HOTELS) 619-2392200 CA 1707547 ARRIVAL: 06-26-24	254.99
07-05	07-02	24692164186106280823376	MARRIOTT REPUBLIC SD SAN DIEGO CA 3614 ARRIVAL: 06-26-24	1,892.93
07-10	07-09	24692164191109872464545	STAMPS.COM 855-608-2677 TX P.O.S.: PGBIWWGGGGY11NBTD SALES TAX: 0.00	99.99
07-17	07-15	24431064198019490840565	LONGHORN STEAK 0125328 ORLAND PARK IL P.O.S.: 392817084032206 SALES TAX: 0.00	69.58
07-22	07-19	24943004202021695877880	MARCUS COUNTRY CLUB ECOM VISTAUSA.COM IL P.O.S.: 61700018 SALES TAX: 7.90	84.99

ACCT. NUMBER: 4485 9279 0004 9362

MATTESON AREA PLD

INDIVIDUAL CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-24	07-23	24022684205900015400632	WAFFLES KAFE 708-2506735 IL P.O.S.: 111491 SALES TAX: 3.42	24.46
07-24	07-23	24692164205109302605265	BROADWAY IN CHICAGO 877-890-0174 IL P.O.S.: MIC1825E00-p16bo SALES TAX: 0.00	1,176.00
Total Travel Activity				\$8,579.24

THOMAS E WEBB 4485-9201-7138-5995	CREDITS \$0.00	PURCHASES \$652.57	CASH ADV \$0.00	TOTAL ACTIVITY \$652.57
---	--------------------------	------------------------------	---------------------------	-----------------------------------

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-26	24388944179939163540839	UWMADISON 800-3398131 WI P.O.S.: 713691 SALES TAX: 0.00	251.11
06-28	06-26	24388944179939163540847	UWMATRANSACT*SERVICE F 800-3398131 WI P.O.S.: 713691 SALES TAX: 0.00	7.16
07-26	07-25	24692164207101449148901	NNA SERVICES LLC 800-876-6827 CA P.O.S.: 8213391 SALES TAX: 0.53	184.53
Total Purchasing Activity				\$442.80

Travel Activity

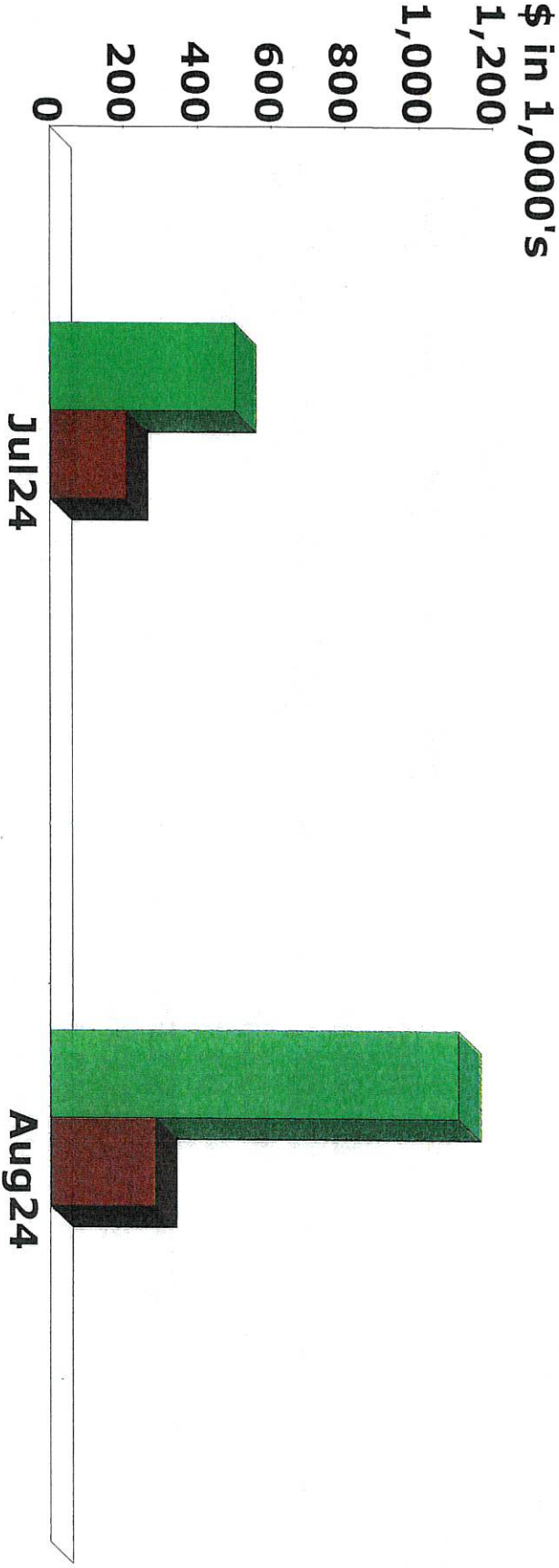
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-01	06-29	24692164181101255678413	RELIABLE TRANSPORTATIO 619-246-2539 CA P.O.S.: 0000000000000000 SALES TAX: 3.74	52.00
07-22	07-19	24943004202021898382738	MARCUS COUNTRY CLUB F&B COUNTRY CLUB IL	157.77
Total Travel Activity				\$209.77

Matteson Area Public Library District
August 2024 Checks Issued

Type	Date	Num	Name	Memo	Amount	Freq
Check	08/02/2024	3250	Ann Grutzius	Aug. Staff In-Service	-400.00	
Check	08/06/2024	3251	ALA Member Services	Dues	-385.00	
Check	08/06/2024	3252	Alliance Entertainment	AV	-141.26	
Check	08/06/2024	3253	Amazon.com	Supplies	-966.39	
Check	08/06/2024	3254	AT & T	Internet	-381.36	M
Check	08/06/2024	3255	Baker & Taylor	Books	-2,505.85	
Check	08/06/2024	3256	Barrette Seibert	PS Program	-120.00	
Check	08/06/2024	3257	Blackstone Publishing	Audiobooks	-75.80	
Check	08/06/2024	3258	Brainfuse Inc.	Database Renewal	-2,050.00	
Check	08/06/2024	3259	Cynthia Morse	PS Program	-300.00	
Check	08/06/2024	3260	Ervin Smith	Security	-720.00	
Check	08/06/2024	3261	Gale/Cengage Learning	Books	-587.81	
Check	08/06/2024	3262	Hinkley Springs	Programs	-243.74	
Check	08/06/2024	3263	Holiday Inn-Matteson	Room Rental-Lit Fest	-803.67	
Check	08/06/2024	3264	Jalyn Edwards	Mileage	-12.86	
Check	08/06/2024	3265	Kenndra Barron	Security	-80.00	
Check	08/06/2024	3266	Klein, Thorpe and Jenkins	Legal Fees	-446.50	
Check	08/06/2024	3267	Laminator.com	Office Supplies	-158.49	
Check	08/06/2024	3268	Lisa Butler	Conference Expenses	-469.86	
Check	08/06/2024	3269	Manuel Garcia Jr.	Security	-80.00	
Check	08/06/2024	3270	Menards	Building Supplies	-398.33	
Check	08/06/2024	3271	Midwest Tape	Hoopla Deposit	-3,000.00	
Check	08/06/2024	3272	Mobile Beacon	Renewal 7/19/2025	-120.00	A
Check	08/06/2024	3274	Nicor	Gas	-256.79	M
Check	08/06/2024	3275	Off-Site Business Solutions	Bookkeeping	-670.00	M
Check	08/06/2024	3276	Otis Elevator Company	Service Doors	-618.75	
Check	08/06/2024	3277	Paula Dixion	Security	-720.00	
Check	08/06/2024	3278	Peerless Network	Telephone	-874.55	M
Check	08/06/2024	3279	Playaway Products	Audiobooks	-859.16	
Check	08/06/2024	3280	Pro Quest LLC	Database Renewal	-951.14	A
Check	08/06/2024	3281	Quality Alarm Co.	Service Due to Outage	-547.38	
Check	08/06/2024	3282	RAILS	IL Library Presents-Virtual Pr	-685.00	
Check	08/06/2024	3283	Semmer Landscape LLC	Landscape Maintenance	-1,411.10	M
Check	08/06/2024	3284	Steiner Electric Co.	Lightbulbs	-107.95	
Check	08/06/2024	3285	Studio GG	Construction Design Develop	-9,834.36	
Check	08/06/2024	3286	Susan Fulcher	Mileage & Supplies	-1,016.12	
Check	08/06/2024	3287	SWAN	Maintenance & Databases	-14,188.75	Q
Check	08/06/2024	3288	T-Mobile	Cellphones	-106.40	M

Check	08/06/2024	3289	Temitope Babayode	Conference Expenses	-230.77	
Check	08/06/2024	3290	The Story of E	Marketing Training	-2,140.00	
Check	08/06/2024	3291	The Wall Street Journal	Subscription	-719.88	A
Check	08/06/2024	3292	Tiffany Lucket	Security	-140.00	
Check	08/06/2024	3293	Today's Bus. Sol. Inc.	1st & 3rd -MyPC	-152.88	Q
Check	08/06/2024	3294	Warehouse Direct	Building Supplies	-494.51	
Check	08/06/2024	3295	Weblinx	Website Design (1 of 4)	-3,037.50	
Check	08/06/2024	3296	Zoro	Building Supplies	-40.97	
Check	08/20/2024	3298	Alliance Entertainment	AV	-606.02	
Check	08/20/2024	3299	Alphagraphics	Library Postcards	-160.30	
Check	08/20/2024	3300	Amazon.com	Supplies	-1,026.46	
Check	08/20/2024	3301	Baker & Taylor	Books	-2,110.14	
Check	08/20/2024	3302	CoLibri Systems, LLC	Supplies	-1,995.93	
Check	08/20/2024	3303	Computers Nationwide, LLC	Security Camera Training	-450.00	
Check	08/20/2024	3304	Ervin Smith	Security	-120.00	
Check	08/20/2024	3305	Gale/Cengage Learning	Books	-503.09	
Check	08/20/2024	3306	Goldy Locks, Inc	Keypad Lock	-1,200.00	
Check	08/20/2024	3307	Grey House Publishing	Books	-163.00	
Check	08/20/2024	3308	Hinkley Springs	Programs	-112.88	
Check	08/20/2024	3309	Infobase Learning	Af. Amer. History Database	-1,059.29	A
Check	08/20/2024	3310	Mango Languages	2 Databases	-2,962.50	
Check	08/20/2024	3311	Manuel Garcia Jr.	Security	-160.00	
Check	08/20/2024	3312	NAEIR	Supplies	-180.77	
Check	08/20/2024	3313	NCPERS Group Life Ins.	Employee Life Ins.	-96.00	
Check	08/20/2024	3314	Overdrive Inc.	eBooks	-336.88	
Check	08/20/2024	3315	Paula Dixion	Security	-590.00	
Check	08/20/2024	3316	Playaway Products	Audiobooks	-272.60	
Check	08/20/2024	3317	Quill Corp.	Supplies	-1,991.51	
Check	08/20/2024	3318	South Suburban Historical St	Renewal	-30.00	A
Check	08/20/2024	3319	Starlight Express	Bus Trip Transportation	-999.00	
Check	08/20/2024	3320	Studio GC	Design Development	-2,880.00	
Check	08/20/2024	3321	Technology Mgt Fund	Internet	-450.00	M
Check	08/20/2024	3322	The Story of E	Adobe Training	-450.00	
Check	08/20/2024	3323	Unique Management	Collection Services	-88.65	
Check	08/20/2024	3324	Very Smarth People	PS Online Safety Program	-250.00	
Check	08/20/2024	3325	Warehouse Direct	Building Supplies	-568.60	
					-76,064.50	
					-76,064.50	
						0

Income and Expense by Month July through August 2024



Income Summary July through August 2024

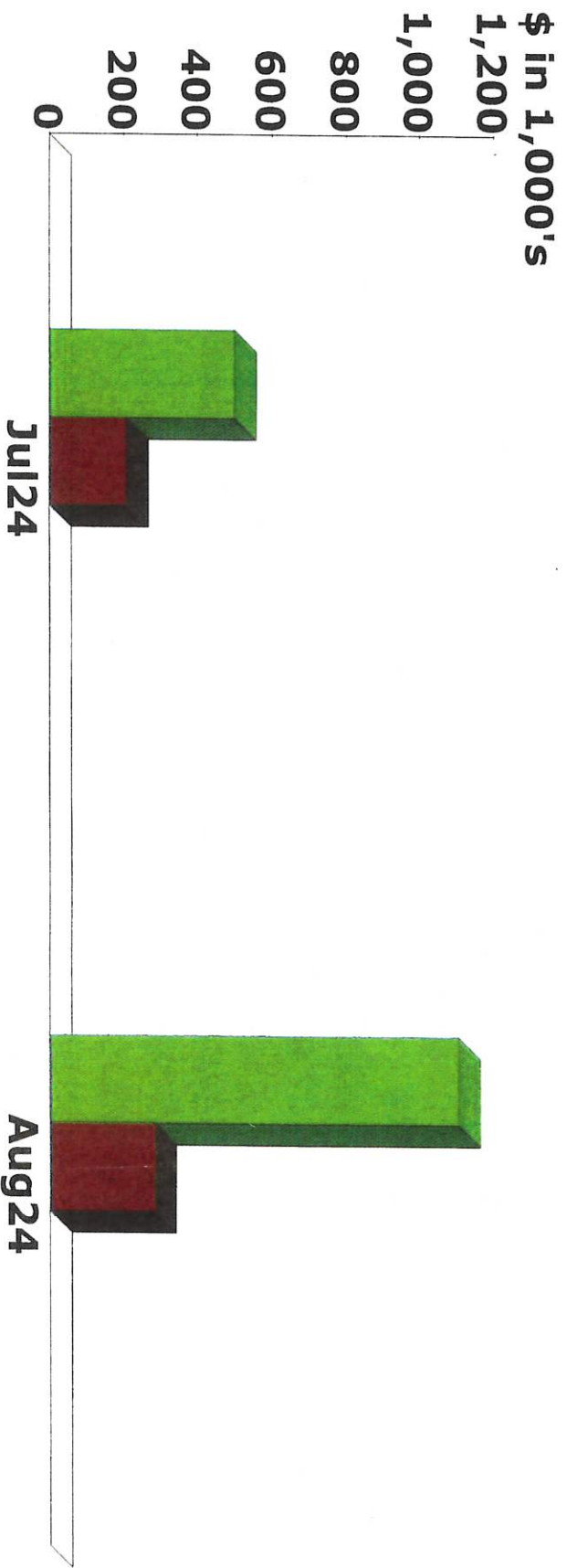


Income Account	85.26%
64000 · R.E. TAXES - SS FUND	4.24
54000 · R.E. TAXES - IMRF FUND	4.05
94000 · R.E. Taxes - Building Mai	2.28
14600 · GRANTS	1.81
84000 · R.E. TAXES - INSURANCE	1.29
14620 · PATRON SALES/FEES	0.69
74000 · R.E. TAXES - AUDIT FUNI	0.38
2.0 · Special Reserve	0.01
14540 · DONATIONS	0.01
94500 · INTEREST WORKING CA	0.01
Total	\$1,605,838.73

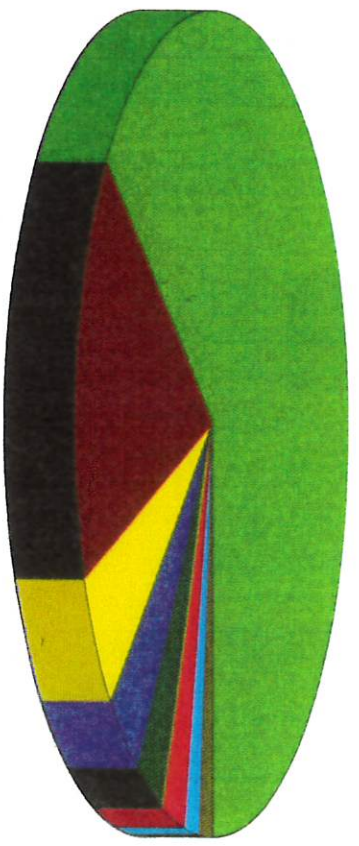
By Account

Income and Expense by Month July through August 2024

Income
Expense



Expense Summary July through August 2024



PERSONNEL	64.20%
OPER/SERV	17.08
MATERIALS	5.61
65161 . SOCIAL SECURITY FUND	4.13
55141 . IMRF FUND - EXPENSE	3.37
SPECIAL ACCOUNTS	2.55
17100.1 . .1 Board Expense	1.78
OPERATING SUPPLIES	1.28
Total	\$490,370.95

By Account

4,333
Card Holders

Active
460

Unexpired
3,873

Delivery

Lockers
Patrons 6
Items 19

Homebound
Patrons 5
Items 25

Services

Copies/Faxes **68**

Notary **19**

Passports **38**

L.P. Stickers **8**

Visits

In House
5,497

Outreach
Patrons **1650**
Events **8**

Study Rooms

159 Times
236 Patrons

Meeting Rooms

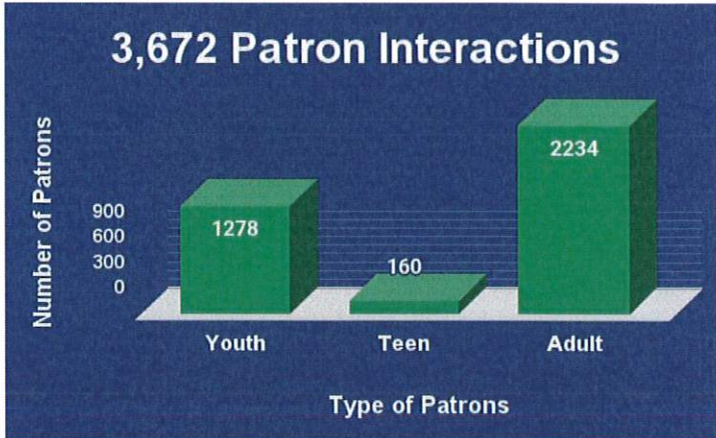

7 Rentals



August 2024

Computer Usage

Labs Sessions 2701	Website Views 4383 Sessions 3063	WiFi 775 Log-ins
---------------------------------	---	--------------------------------------

Interlibrary Loans

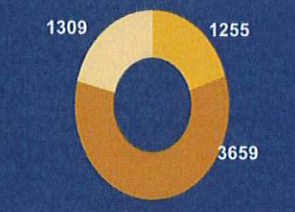
SWAN Sent
1,377

SWAN Received
413

OCLC Sent
36

OCLC Received
13

Checkouts 4,968



• Digital • Print • Non-Print

Databases

Owed—63
Used—54
Accessed—1903

In House Programs 575

Adult 29	Teen 0	Youth 0
-------------	-----------	------------

Off-Site Programs

Adult 0	Teen 0	Youth 0
------------	-----------	------------

Virtual/Passive Programs

Adult 0	Teen 0	Youth 9P
------------	-----------	-------------

Program Attendance

	Adults	Youth
On-Site	366	0
Off-Site	0	0
Passive	10	692
Virtual	0	0