



Agenda

Board of Trustees Regular Meeting
Tuesday, September 19, 2023 at 7:00 PM
Room A
801 S. School Avenue
Matteson, Illinois, 60443

THIS MEETING IS OPEN TO THE PUBLIC

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

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

1. **Call to Order**
***Our Mission:** The library **enables** discovery, **engages** imagination, **inspires** innovation, and **connects** with our community.
Theme: Visioning as a Board the Library of the Future*
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Opportunity for Public Comment**
5. **Consent Agenda: ROLL CALL VOTE REQUIRED**
All items on the Consent Agenda are considered routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered before the Active Agenda segment begins.
 - 5.1 Approval of the Agenda for September 19, 2023
 - 5.2 Approval of Minutes for the Regular Board Meeting of August 15, 2023
6. **Items removed from the Consent Agenda**
7. **Youth Services Presentation**
8. **Consideration of Financial Reports and related Financial Concerns**
 - 8.1 Motion to approve August disbursements of **\$72,640.05** for operating invoices, and **\$196,868.21** for payroll related expenses, for a total disbursement of **\$269,508.26**.
 - 8.2 Other
8. **Director and Assistant Director's Report**
 - 8.1 Library Card Sign-Up Month-September
 - 8.2 Economic Development Breakfast
 - 8.3 Secretary of State Press Conference

- 8.4 Building & Grounds-update (**Chair**)
- 8.5 Summary of Insurance Coverage-Cook & Kocher (**Board Policy 4.1:Risk Management**)
- 8.6 Illinois Library Association (ILA) Conference & Membership
- 8.7 Other

9. President's Report

- 9.1 Student Trustee Representatives
- 9.2 Library Trustee Vacancy-tentative October approval
- 9.3 Secretary Minutes-Audit-completed
- 9.4 Finance Committee review Tax Levy Request and Working Budget
- 9.5 BoardDocs-meeting Management software
- 9.6 Board Retreat-emphasis on Library Finances
- 9.7 Board Policy Manual 9.8 Naming of Library Facilities
- 9.8 New rescued boxes in case of emergency
- 9.9 Liability Quote Correction (**Board Policy 4.1 Risk Management**)

10. Open Items

- 10.1

11. New Business

- 11.1 Motion to amend- Matteson Area Public District Board of Library Trustees By-Laws Article IV Meetings -Section 9 **Telephone Conferencing** title to change to **Electronic Meeting Attendance**
- 11.2 Motion to amend-Matteson Area Public District Board of Library Trustees By-Laws Article IV Meetings Section 9 C and add (4) **Unexpected childcare obligation.**
- 11.3 Motion to approve Budget and Appropriation Ordinance No. 2023-2
Public Hearing was held on Tuesday August 15, 2023

12. Committees Updates

13. Correspondence

14. Next Month Meeting (Possible Agenda Items)

- 13.1 Introduce/Table Tax Levy Request
- 13.2 Customer Service Presentation
- 13.3 Any other suggested items

15. Adjournment

CHECK SIGNING SCHEDULE

Sept 19	Jonathan Currin	Temitope Babayode	Donna Brumfield
Oct 3	Beverly Coleman	Howard Hunigan	Andrea Williams

Trustees who will be out of town during the next month should notify the library's Administrative Office and provide their contact information.

**Matteson Area Public Library District
Budget & Appropriation Hearing Minutes**
Tuesday, August 15, 2023 at 6:45 PM
Room A

1. **Call to Order**

Our Mission: The library **enables** discovery, **engages** imagination, **inspires** innovation, and **connects** with our community.

Theme: Visioning as a Board the Library of the Future.

President Hunigan called the meeting to order at 6:51 pm.

2. **Roll Call**

Present: President Howard Hunigan, Trustee Donna Brumfield, Trustee Temitope Babayode, Trustee Beverly Coleman **via Zoom**, Director Nikeda Webb, Assistant Director Thomas Webb, Computer Service Manager Andrew Murgas, and Administrative Assistant Robin Covington

Absent: Trustee Andrea Williams and Trustee Jonathan Currin

3. **Public Comments**

No public was in attendance. Handouts were available for review and inspection. Notice was posted in the Daily Southtown newspaper on July 28, 2023.

4. **Trustee & Staff Comments**

Director remind Trustees that no changes have been made to the Budget & Appropriation Ordinance No. 2023-2 since the last presentation on July 12, 2023.

5. Motion made by President Hunigan to adjourn the meeting at 6:53 pm.

**Matteson Area Public Library District
Board of Trustees Meeting Minutes**
Tuesday, August 15, 2023 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 **enables** discovery, **engages** imagination, **inspires** innovation, and **connects** with our community.

Theme: *Visioning as a Board the Library of the Future.*

2. Roll Call

Present: President Howard Hunigan, Trustee Donna Brumfield, Trustee Temitope Babayode, Trustee Beverly Coleman **via Zoom**, Trustee Andrea Williams arrived at **7:14 pm**, Director Nikeda Webb, Assistant Director Thom Webb, Computer Service Manager Andrew Murgas, and Administrative Assistant Robin Covington

Absent: Trustee Jonathan Currin

3. Pledge of Allegiance

4. Opportunity for Public Comment

Mr. Henry Brummel, resident, commented he was impressed how professional the Board Meeting Minutes looked on the website.

Mrs. Angela Williams-Brummel, resident, commented she looked forward to hearing about things going on in our community and the Library.

5. Consent Agenda

President Howard Hunigan made a motion to approve the consent agenda.
Seconded by Trustee Tem Babayode.

Roll call vote

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes

Motion carried.

6. Items removed from the Consent Agenda - None

7. Consideration of Financial Reports and Related Financial Concerns

- 7.1 Trustee Beverly Coleman made a motion to approve July Disbursements of **\$46,766.92** for operating invoices, and **\$140,556.54** for payroll related expenses, for a total disbursement of **\$187,323.46** President Hunigan requested a correction be made to the minutes with The correct total of **\$187,323.46** Seconded by Trustee Donna Brumfield.

Roll call vote.

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes

Motion carried.

- 7.2 Other - Director Webb summarized and explained the financial report of checks issued.

Trustee Hunigan called for a vote.

Roll call vote

Howard Hunigan - yes	Tem Babayode - yes
Donna Brumfield - yes	Beverly Coleman - yes

8. Director and Assistant Director's Report

- 8.1 ILA Public Policy Committee – Illinois Library Association Director Webb is a member of the Public Policy Committee, this committee looks at proposals, legislative changes throughout the state, people bring Forward proposals, legislative changes and the committee will review them and work together to decide which ones we want to present to Springfield.
- 8.2 Outreach Events – Library staff participated in a total of 6 events, back to school and outreach:
- Information about the library was given out
 - People signed up for the email blast newsletter
 - We signed up about (30) new library cards in total at these events.

Trustee Brumfield proposed a question regarding reaching out to the Village when new residents move in they would receive information about the Library. Director Webb, will look into having packets put together to welcome new residents to the library and will reach out to real estate agents as well.

- 8.3 Strategic Plan-Next Steps – We are doing an analysis, to assess our strengths, weaknesses, opportunities and threats (SWOT). We will reach out to the Board to set a meeting to get their feedback. More information will be sent to the board before the meeting is scheduled.
- 8.4 License Plate Renewal – Assistant Director Thom Webb reported the license plate renewal stickers are a go. So library patrons will be able to get their vehicle stickers here at the library. We have the new iPads so we will be able to print out the stickers.

The Department of Motor Vehicles was on site two weeks ago

and they have expanded their services. It was well attended. When we start providing the service the fee can range from \$1.00 to \$9.00. Director Webb reached out to other area libraries and \$9.00 is the standard. We will start this service October 1st with a service fee of \$9.00.

8.5 Building & Grounds – Director Webb and Trustee Babayode met to set regular dates and times to meet with the Building & Ground Committee. The meetings will be held on the 2nd Tuesday of the month, we met last week and discussed:

- The (2) solar charging stations installed, patrons are very pleased with them.
- We have a food pantry on the south end of the library for the community, so patrons can bring food items and staff will stock it.
- The update to the courtyard: new tables, umbrellas, planters.
- Two (2) architects Dewberry and Studio GC submitted proposals for the remodeling project. The Board has been given the proposals to look over. Director Webb, proposed the Board to meet with both architects before anything official takes place.

President Hunigan stated the Board would schedule a special meeting with Dewberry architects (9/12/23) and have Studio GC come in and present as well. But, before we proceed our next steps would be to submit the proposal to our Lawyers to look over then a decision will be made.

- The Crisis plan was reviewed working on the area of rescue looking to add anew box at the back door so patrons can go stand and press the button to be rescued in case of an emergency. The potential cost is \$24,900 to update the current box and add two new boxes; and we need a maintenance agreement. The full recommendation and specifications will be provided to the Board at the September meeting.
- The parking lot pavement was re-done and the cost was \$11,000.
- Trustee Babayode added that there are some safety items that need to be addressed a few outside lights are out, the elevator light and the telephone in the elevator needs to be repaired. Director Webb made a comment that the telephone in the elevator is working now, but the light will need to be replaced.

President Hunigan stated Building and Grounds must really look at finances to see how much money is available to do these projects and to prioritize what are critical items that need to be addressed first.

- 8.6 Liability Quote – Director Webb will attend the meeting via zoom and bring the Liability Quote to the board.

President Hunigan made note in our **Board Policy 4.1 Risk Management** that the Board instructs the Library Director to secure Director and Officer insurance to protect the District.

- 8.7 IPLAR- (Illinois Public Library Annual Report) – It's completed we still need two people to look at the minutes with the Secretary and at the last meeting it was decided that Trustee Brumfield and Trustee Coleman would review the Minutes. Once it is done a copy will be sent to everyone.
- 8.8 Other – Just a recap of the FAN FEST we had in July this year 764 people attended and last year we did it in August and 402 people Attended.

9. President's Report

- 9.1 President Hunigan asked for an update on our Student Representative Trustee Brumfield reported the applications are at the front desk. We Will continue to move forward to get two (2) students to become a part of our official meetings potentially by October.
- 9.2 Library Trustee Vacancy - Trustee Donna Brumfield stated that the information is on the website and that anyone interested must submit a letter to our office by August 31st. President Hunigan reiterated if you know of anyone interested to let the Board know.
- 9.3 Secretary Minutes-Audit
President Hunigan reminded the board that the audit of secretary minutes needed to take place by 8/30
- 9.4 Open Meeting Act Electronic Attendance - there are some changes that will need to be changed in our bylaws and our Board Policies one caveat in particular is if a Board member is not able to attend in person can do so electronically remote if the absence is due to an unexpected childcare obligation.

President Hunigan will bring some tentative language to the September meeting for consideration to change our bylaws and Board Policies. Another recommendation is that we update our language to electronic conferencing and take out telephone conferencing.

- 9.5 Personnel Committee - Board Policy Manual/Performance goals for the Director. We will have a special meeting, or a closed session during a

meeting to agree on what that form would look like for the Director.

9.6 Board Policy 9.8 Naming of the Library Facilities - Trustee Babayode, made a recommendation to name the marketplace in honor of the late Trustee Harold Gillis as a member of the Building and Grounds Committee who was so passionate about the marketplace. The Board will need to approve. The Board would also like President Hunigan to do some research on what the process and what the actual motion would look like and how we can tie it in our Board Policies.

9.7 BoardDocs-Library Meeting Management software
BoardDoc – is a way of keeping minutes and a better way of being more organized. Director Webb showed a short demonstration of how BoardDoc would work. This will be a way of getting away from paper. The Board meeting agenda, you can actually take minutes right in this platform during the meeting in real time.

President Hunigan stated he would like a full presentation about BoardDoc, so the Board can ask specific questions, that will need to be a special meeting. Director Webb stated the total cost of BoardDoc will be \$4,000.

10. **Open Items** – None

11. **New Business** –

11.1 Election of the Vice-President

President Hunigan made a recommendation at our last meeting that Trustee Tem Babayode would become our new Vice-President.

President Hunigan made the motion and Second by Trustee Brumfield.

Roll call vote

Howard Hunigan - yes	Donna Brumfield - yes
Andrea Williams - yes	Beverly Coleman - yes
Tem Babayode - yes	

Motion carried

11.2 Swearing in of the new Vice President - Temitope Babayode was performed.

President Hunigan noted that you will notice the language stating he was appointed and it didn't say he was elected. The reason is because elections are for the public and we made the election internally.

11.3 Other - Standing Committees updates

Building and Grounds – meeting is set for September 12,2023
Personnel Committee – will meet next week to finalize a meeting date
Finance Committee – Trustee Coleman will meet with Director Webb to determine a meeting date.

12. **Correspondence**

Two (2) letters from the Office of Secretary of State that the library was awarded a public library per capita grant in the amount of \$28,790.53 for 2023 and \$17,000 for 2024 fiscal year.

*****Closed Session** was not on the agenda but President Hunigan made the motion to go into closed session for reasons pertaining to “**appointment, employment, compensation, or discipline of a particular employee: Illinois State Statute (5 ILCS120) Open Meetings Act.** Second by Trustee Brumfield.

Roll call vote.

Howard Hunigan - yes	Donna Brumfield - yes
Andrea Williams - yes	Beverly Coleman - yes
Tem Babayode - yes	

Motion carried

The Board went into closed session at 8:25pm

The Board reconvened at 9:04pm

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

13.1 Youth Services Presentation

13.2 Any other suggested items - Trustees need new pictures.

Trustee President Hunigan made a motion to adjourn the meeting. Seconded by Trustee Brumfield. Ayes 5. Nays 0. Motion carried.

The Board meeting adjourned at 9:10 pm.

Andrea Williams, Board Secretary

Robin Covington, Administrative Assistant



Matteson Area Public Library District

August 2023 Disbursement Warrant

Board Meeting Date: September 19, 2023

Vendor Disbursements

		Debit / Check #	
August	Utilities	Water, Garbage, Internet	2,212.68
August	Electronic Payments	Chase Card	3,380.12
August	Manual Checks	20645 - 20740	<u>79,086.83</u>
			\$ 84,679.63

Payroll Disbursements

08/04/23	Gross Payroll		39,066.44
08/04/23	Employer Payroll Taxes		13,692.89
08/18/23	Gross Payroll		37,531.27
08/18/23	Employer Payroll Taxes		13,250.27
	Gross Payroll		0.00
	Employer Payroll Taxes		0.00
August	IMRF		<u>11,700.54</u>
			\$ 115,241.41

Voided Checks Previously Issued

0

0

Bank Charges

None

0

0

Total Disbursements for June

\$199,921.04

President

Secretary

Director

**Matteson Area Public Library District
AUGUST 2023 Bank Statements**

Chase Operating Checking (3159)

Beginning Balance	\$416,391.62	
Deposits	\$7,691.61	
Checks & Payments	\$72,640.05	
Uncleared Transactions	\$0.00	
Fees	\$0.00	
Ending Balance		<u>\$351,443.18</u>

Chase Payroll Checking (8526)

Beginning Balance	\$463,308.79	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$196,868.21	
Uncleared Transactions	\$559.94	
Ending Balance		<u>\$265,880.64</u>

First American - Cash Fund

Beginning Balance	\$370,690.14	
Deposits	\$2,937.09	
Debits	\$0.00	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$373,627.23</u>

First American - Plates

Beginning Balance	\$961.15	
Deposits	\$0.00	
Debits	\$4.50	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$956.65</u>

Emergency Cash Fund (4880)

Beginning Balance	\$230,516.53	
Deposits	\$0.00	
Interest	\$6.51	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$230,523.04</u>

Corporate Fund (4773)

Beginning Balance	\$1,290,647.08	
Deposits	\$0.00	
Interest	\$26,123.70	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,316,770.78</u>

Equipment Fund (4898)

Beginning Balance	\$25,263.29	
Deposits	\$0.00	
Interest	\$0.71	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$25,264.00</u>

Special Reserve Fund (4906)

Beginning Balance	\$1,639,772.04	
Deposits	\$0.00	
Interest	\$46.27	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,639,818.31</u>

Total of all Bank Accounts

\$4,204,283.83

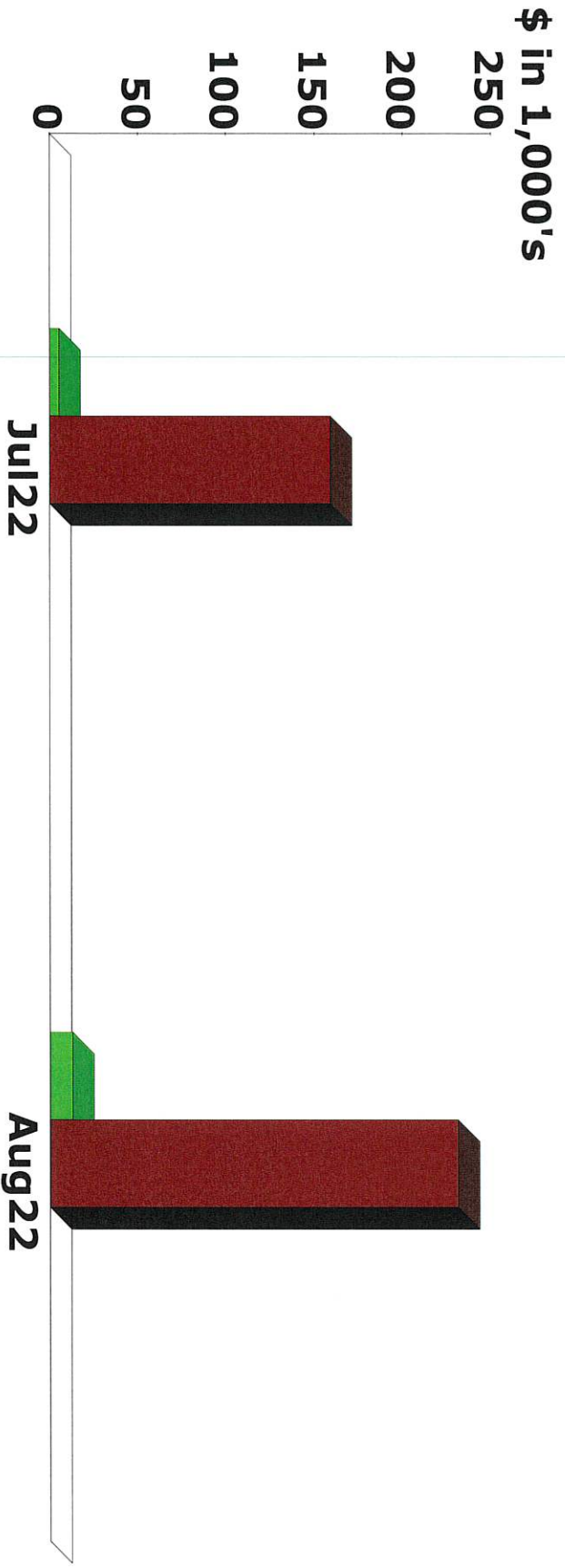
Matteson Area Public Library District
August 2023 Checks Issued

Type	Date	Num	Name	Memo	Amount	Freq
Check	08/15/2023	20645	A-1 Roofing Company	Repairs-Spring Inspection	-2,269.00	
Check	08/15/2023	20646	Alliance Entertainment	AV	-737.80	
Check	08/15/2023	20647	Alphagraphics	Trustee Business Cards	-321.00	
Check	08/15/2023	20648	Amazon.com	Supplies, Furniture	-2,242.91	
Check	08/15/2023	20649	Anderson Lawn Services	Lawn Maintenance	-1,415.00	M
Check	08/15/2023	20650	AT & T	Internet	-381.36	M
Check	08/15/2023	20651	ATLAS	Dues	-50.00	A
Check	08/15/2023	20652	Blackstone Publishing	Audiobooks	-636.00	
Check	08/15/2023	20653	Brainfuse Inc.	Database-Tutoring	-2,050.00	
Check	08/15/2023	20654	CDW Government Inc	iPads (3)	-3,269.31	
Check	08/15/2023	20655	Cintas	AED Maintenance (3)	-378.00	M
Check	08/15/2023	20656	Cybor Fire	Replace Leaking Pipe	-1,990.00	
Check	08/15/2023	20657	Cynthia Morse	AS Program	-100.00	
Check	08/15/2023	20658	Daily Southtown	Newspaper Renewal	-225.98	A
Check	08/15/2023	20659	DEMCO	Supplies	-458.53	
Check	08/15/2023	20660	Enterprise Office Equip	Roller Kit & Cleaning	-187.00	
Check	08/15/2023	20661	Gale/Cengage Learning	Books	-248.92	
Check	08/15/2023	20662	Garvey's Office Products	Building Supplies	-1,049.21	
Check	08/15/2023	20663	Goldy Locks Inc	Keypads-Meeting Rooms	-2,727.00	
Check	08/15/2023	20664	Grainger	Building Supplies	-82.56	
Check	08/15/2023	20665	Hayes Mechanical	Maintenance	-662.00	Q
Check	08/15/2023	20666	Homewood Disposal	Garbage	-285.67	M
Check	08/15/2023	20667	Independent Construction	Building Consultant	-217.50	
Check	08/15/2023	20668	Marlin Leasing Crop.	Copier Lease	-426.66	M
Check	08/15/2023	20669	NICOR	Gas	-190.01	M
Check	08/15/2023	20670	Orkin Pest Control	Pest Control	-114.99	M
Check	08/15/2023	20671	Overdrive	Audiobooks	-170.37	
Check	08/15/2023	20672	Patron Point	Software/Database	-5,000.00	A
Check	08/15/2023	20673	Playaway Prodcuts	ebooks	-322.04	
Check	08/15/2023	20674	Quality Alarm Comp.	Add New User	-22.00	
Check	08/15/2023	20675	Quill Corp.	Supplies	-269.85	
Check	08/15/2023	20676	Scholastic Library Pub.	Books	-62.36	
Check	08/15/2023	20677	Smiota	Maintenance	-612.00	A
Check	08/15/2023	20678	Sprint	Cellphone	-106.18	M
Check	08/15/2023	20679	SWAN	SWAN Fees	-9,002.75	
Check	08/15/2023	20680	Eagle Uniform Comp.	Security Uniforms	-217.50	
Check	08/15/2023	20681	Versatile Comp. Srvcs	Phone Set-Up	-600.00	
Check	08/15/2023	20682	Warehouse Direct	Building Supplies	-719.49	
Check	08/15/2023	20683	Willie Matthews	Fax Refund	-3.50	

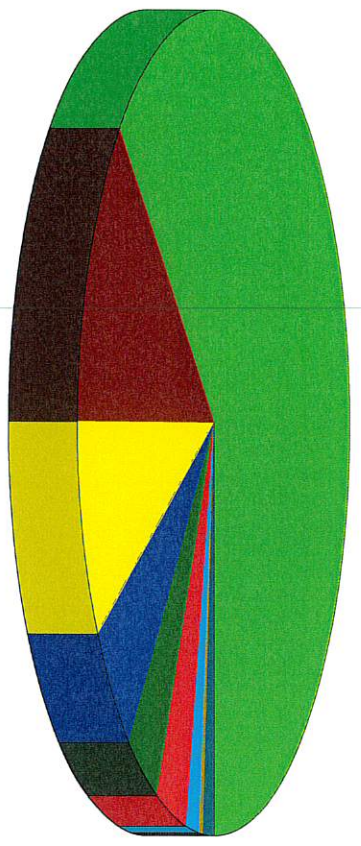
Check	08/15/2023	20684	Barrette Seibert	AS Program	-160.00	
Check	08/15/2023	20685	Dot Kane	YS Program	-200.00	
Check	08/15/2023	20686	SWAN	Database-Ebsco	-6,370.00	A
Check	08/15/2023	20687	Petty Cash	Mileage, Supplies	-181.71	
Check	08/15/2023	20688	U.S. Post Office	Newsletter Postage	-1,796.34	
Check	08/15/2023	20689	Hinkley Springs	Water	-219.74	
Check	08/15/2023	20690	LACONI	Dues	-150.00	A
Check	08/15/2023	20691	Treetop Products	Courtyard Furniture	-889.65	
Check	08/15/2023	20692	Unique Mgmt Srvcs	Collection Srvcs	-98.50	
Check	08/15/2023	20693	Matthew Johnson	Program/Security	-250.00	
Check	08/15/2023	20694	Rhonda Browne	PS Program	-300.00	
Check	08/15/2023	20695	Susan Fulcher	Supplies, Mileage	-328.84	
Check	08/29/2023	20696	4IMPRINT	Marketing Giveaways	-268.95	
Check	08/29/2023	20697	Alliance Entertainment	AV	-765.92	
Check	08/29/2023	20699	Anderson Lawn Srvcs	Maintenance	-1,415.00	M
Check	08/29/2023	20700	Anne J. Newman	YS Program	-350.00	
Check	08/29/2023	20701	AT & T	Internet	-381.36	M
Check	08/29/2023	20702	Baker & Taylor	Books	-3,044.28	
Check	08/29/2023	20703	Bayscan Technologies	Supplies	-185.76	
Check	08/29/2023	20704	Blackstone Publishing	Audiobooks	-81.42	
Check	08/29/2023	20705	CDW Government Inc	Computer Services	-969.39	
Check	08/29/2023	20706	Chicago Tribune	Legal Notice	-48.00	
Check	08/29/2023	20707	Colleen Vanderhye	SWAN EXPO Mileage	-36.68	
Check	08/29/2023	20708	Daniel Oyendo	SWAN EXPO Mileage	-32.75	
Check	08/29/2023	20709	Dot Kane	YS Program	-200.00	
Check	08/29/2023	20710	E.V.E Inc.	PNG Program	-1,000.00	Grant
Check	08/29/2023	20711	Enterprise Office Equip	Toner	-815.00	
Check	08/29/2023	20712	Grassroots	PNG Program	-1,000.00	Grant
Check	08/29/2023	20713	Jalyn Edwards	SWAN EXPO Mileage	-28.82	
Check	08/29/2023	20714	Jasmine Henderson	SWAN EXPO Mileage	-33.27	
Check	08/29/2023	20715	Laura Alexander	SWAN EXPO Mileage	-24.24	
Check	08/29/2023	20716	Marlene Abano	SWAN EXPO Mileage	-31.44	
Check	08/29/2023	20717	Marlin Leasing Crop.	Copier Lease	-494.66	M
Check	08/29/2023	20718	Menards	Building Supplies	-489.75	
Check	08/29/2023	20719	Michael Thomas	SWAN EXPO Mileage	-10.48	
Check	08/29/2023	20720	Midwest Mgmt Srvcs	Continuing Education	-375.00	
Check	08/29/2023	20721	Murphy Solutions	RFID Maintenace	-14,150.00	A
Check	08/29/2023	20722	Naeir	Supplies	-152.50	
Check	08/29/2023	20723	NICOR	Gas	-177.91	M
Check	08/29/2023	20725	Noodle Soup	YS Program Supplies	-30.00	
Check	08/29/2023	20726	Orkin Pest Control	Pest Control	-114.99	M
Check	08/29/2023	20727	Patrick Pletcher	SWAN EXPO Mileage	-15.72	
Check	08/29/2023	20728	Peerless Network	Telephone	-690.19	M
Check	08/29/2023	20729	Playaway Prodcuts	Audiobooks	-361.20	

Check	08/29/2023	20730	Renita Brooks v	SWAN EXPO Mileage	-30.13
Check	08/29/2023	20731	Robin Covington	SWAN EXPO Mileage	-30.13
Check	08/29/2023	20732	Sainthrea Robinson	SWAN EXPO Mileage	-19.91
Check	08/29/2023	20733	Sherry Sanders	Supplies	-71.97
Check	08/29/2023	20734	Susan Fulcher	YS Supplies/Mileage	-504.02
Check	08/29/2023	20736	Vicki Casper	SWAN EXPO Mileage	-30.13
Check	08/29/2023	20737	Warehouse Direct	Building Supplies	-535.08
Check	08/29/2023	20738	Amazon.com	Program Supplies	-313.66
Check	08/29/2023	20740	Vernora Thomas	SWAN EXPO Mileage	-20.57
					<u>-80,099.51</u>
					<u>-80,099.51</u>

Income and Expense by Month July through August 2022



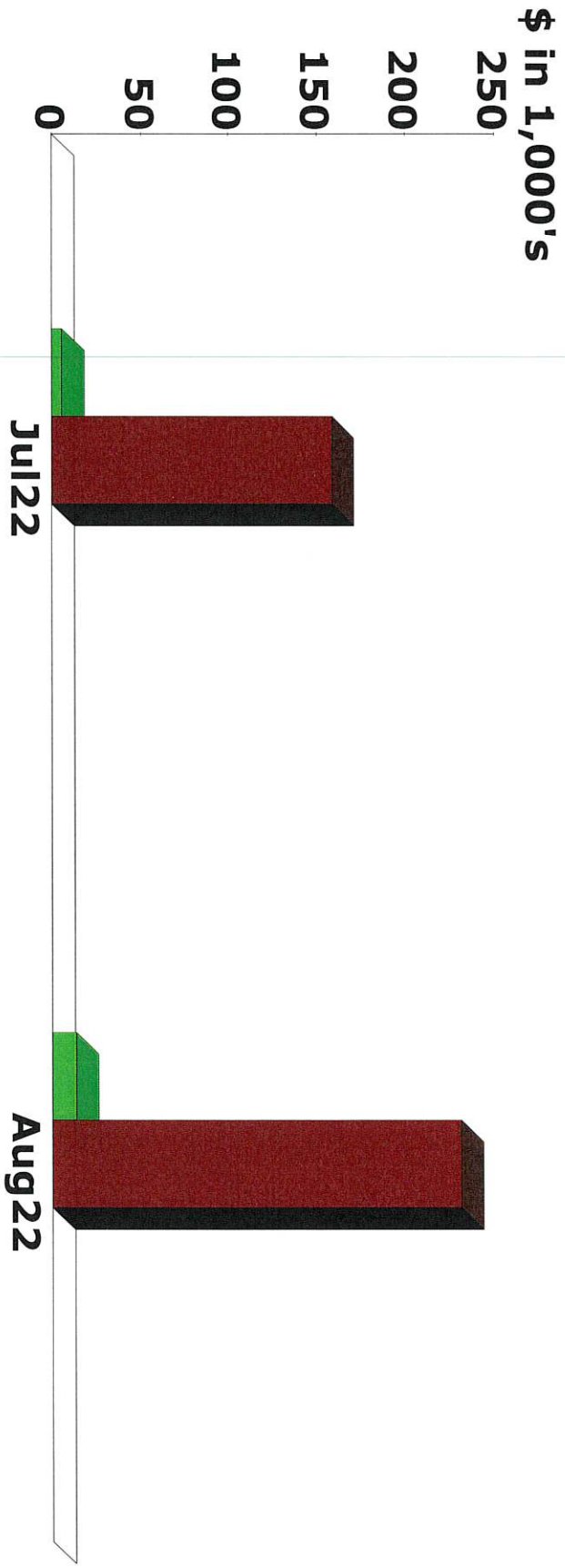
Expense Summary July through August 2022



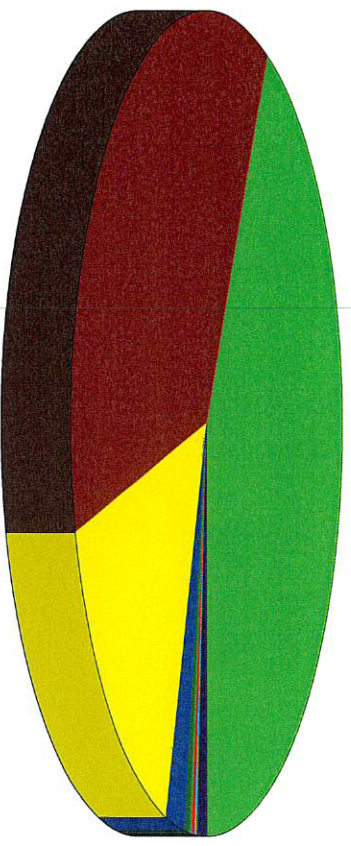
PERSONNEL	62.88%
OPER/SERV	12.67
MATERIALS	8.75
8 . UNEMP/LIABILITY INSURAN	5.69
55141 . IMRF FUND - EXPENSE	3.97
65161 . SOCIAL SECURITY FUND	3.82
SPECIAL ACCOUNTS	1.75
17100.1 . .1 Board Expens	\$-2,294.39
OPERATING SUPPLIES	0.47
Sub-Total	\$389,306.33

By Account

Income and Expense by Month July through August 2022



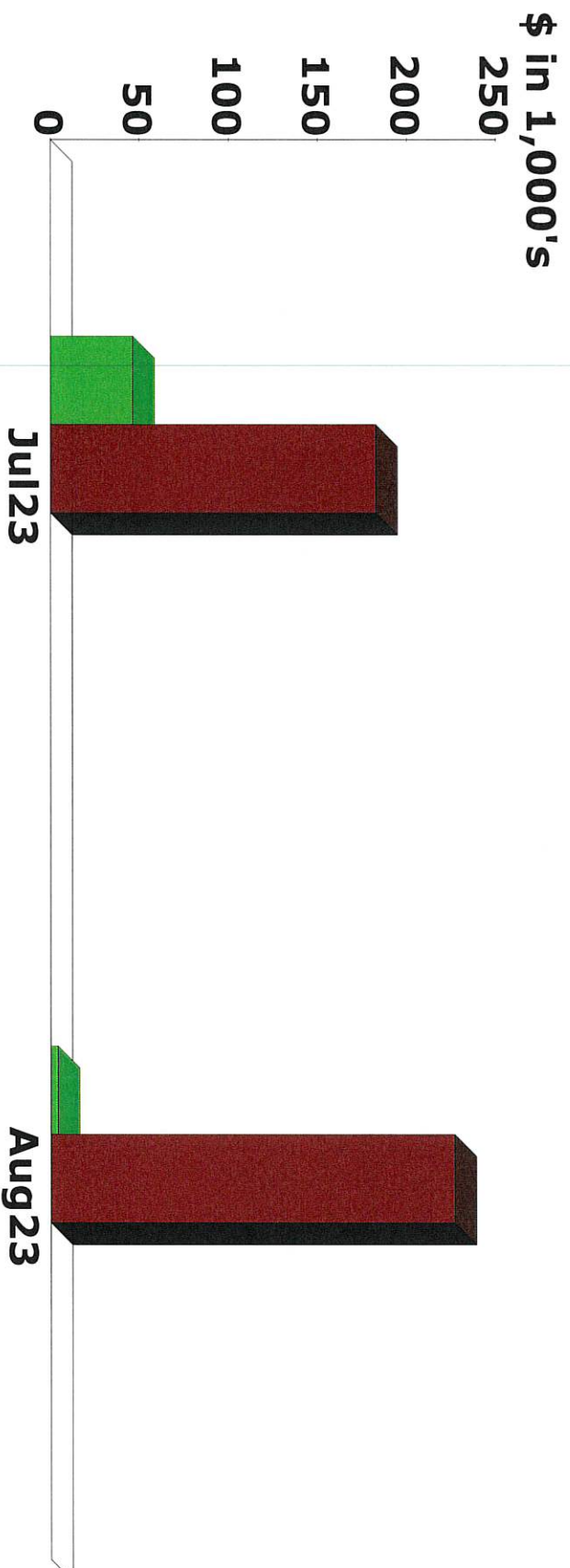
Income Summary July through August 2022



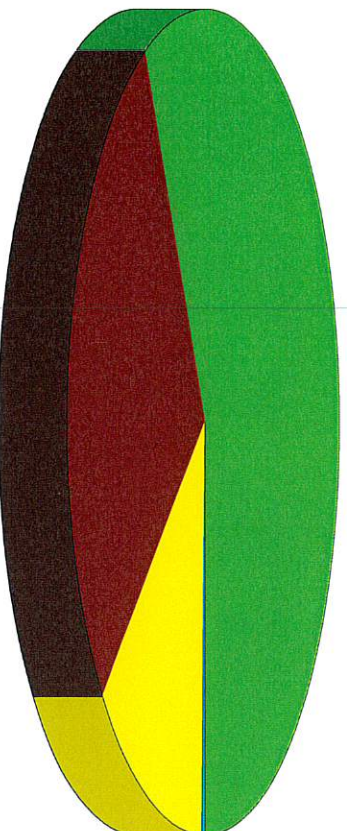
14620 · PATRON SALES/FEEES	42.58%
14600 · GRANTS	36.92
Income Account	15.94
14661 · OTHER REIMBURSEMENT	2.35
2.0 · Special Reserve	0.85
14540 · DONATIONS	0.33
64000 · R.E. TAXES - SS FUND	0.32
54000 · R.E. TAXES - IMRF FUND	0.30
94000- · R.E.Taxes -Building Mai	0.17
4 · EMERGENCY FUND	0.11
Other	0.14
Total	\$18,282.01

By Account

Income and Expense by Month July through August 2023



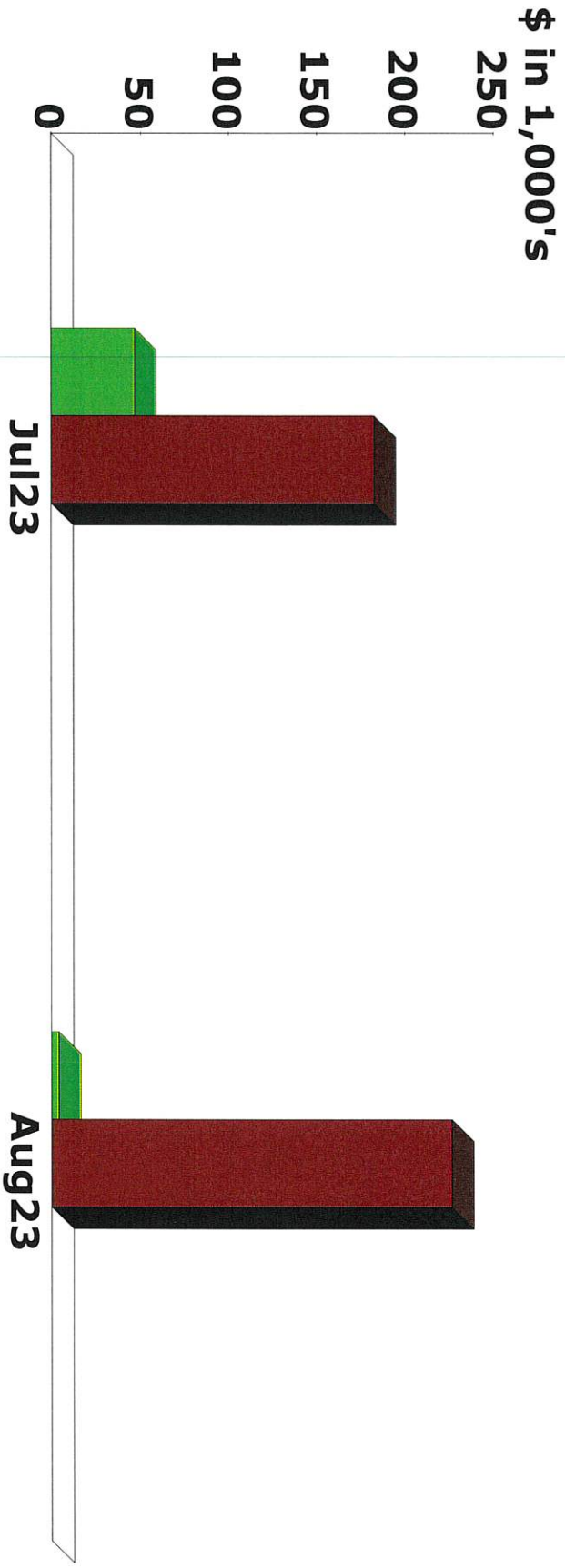
Income Summary July through August 2023



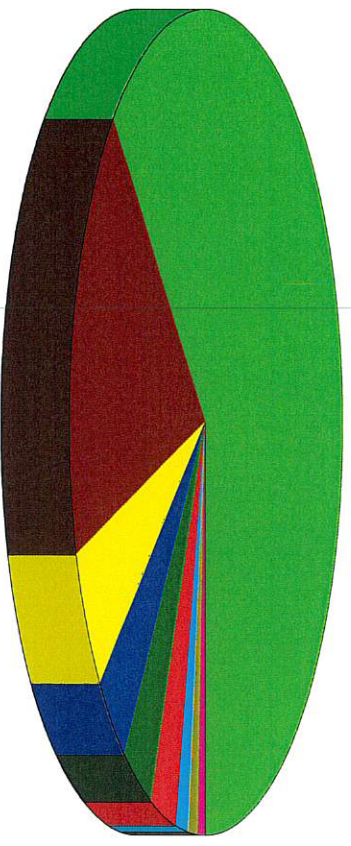
14600 · GRANTS	57.30%
Income Account	29.39
14620 · PATRON SALES/FEEES	13.09
14540 · DONATIONS	0.16
2.0 · Special Reserve	0.05
4 · EMERGENCY FUND	0.01
3.0 · EQUIPMENT FUND	0.01
Total	\$50,246.21

By Account

Income and Expense by Month July through August 2023



Expense Summary July through August 2023



Account	Amount	Percentage
PERSONNEL	251.77	62.02%
OPER/SERV	18.39	4.57%
MATERIALS	5.86	1.47%
55141 . IMRF FUND - EXPENSE	4.01	1.00%
65161 . SOCIAL SECURITY FUND	3.78	0.94%
29102 . IMPROVEMENTS	3.08	0.77%
OPERATING SUPPLIES	1.47	0.37%
SPECIAL ACCOUNTS	1.26	0.31%
8 . UNEMP/LIABILITY INSURAN(0.09	0.02%
17100.1 . .1 Board Expense	0.04	0.01%
Total	\$408,251.77	

By Account