

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
September 14, 2019  
9:00 am**

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE – FOIA's**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
  
- 6. COMMITTEE REPORTS**
  - A. BUDGET AND FINANCE---Merrionna Pierce**
  - B. POLICY AND BYLAWS ---**
  - C. PERSONNEL---**
  - D. PUBLIC RELATIONS---**
  
- 7. UNFINISHED BUSINESS**
  
- 8. NEW BUSINESS**
  - A. Land Use Survey**
  - B. District 168 Library Card proposal**
  - C. Impact Copier proposal**
  - D. File Cabinet and Shed Purchase**
  - E. Accountant/Audit Firm**
  - F Receipts and Disbursements**
  - G. Estimated Revenues**
  - H. Committee Appointments**
  - I. Maintenance Quotes**
  - J. Policy Changes**
  - K. Board Preferred Communication**
  - L. HR Company**
  - M. Friends of the Library**
  - N. Budget and Appropriations Ordinance**
  
- 9. AUDIENCE TO THE PUBLIC**
  
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
November 10, 2018

President Debra Williams called the meeting to order at 9:10 A.M.

1. Roll Call: Present were: Gary Holcomb, Merrionna Pierce, Roger Strasemeier and Debra Williams.  
Absent: Arleta Bazile, Suzanne Downing, Frank Host

Open to Public for Tax Levy Hearing: No one was present.

A motion was made by Gary Holcomb and seconded by Roger Strasemeier to return to the regular meeting. All ayes, motion carried.

2. Minutes: A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the October minutes as presented.
3. Correspondence: None.
4. Legal Counsel: The Director informed the Board that the Village of Sauk Village has sold their parcel of land in Will County. This piece of land is under the Library's jurisdiction. The Director has reached out to the Attorney and the Will County Clerk for direction. Both entities stated that the sale of the property does not change the library jurisdictions, and that the Library has nothing further to do at this time.  
The attorneys submitted the Tax Levy Ordinance and Truth in Taxation Resolution for review. The Library will be asking for a 10% loss coverage again this year.
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: March monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report
  - C. Personnel: Multiple board members were interested in changing the current policy to provide benefits to the staff. A survey was presented regarding what other libraries offer their staff in terms of benefits. - see attached.
  - D. Public Relations: Trustee Williams presented that an employee has created and started circulating an electronic newsletter containing information regarding library programs and events.
7. Unfinished Business: None
8. New Business:
  - A. Salary ranges were reviewed for all staff per Board request. No action was taken at this time.
  - B. The Tax Levy Ordinance was again reviewed. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried
  - C. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve tax resolution as written. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried
  - D. A discussion was had the end of fiscal year 17-18 audit. The Library was found in compliance and now just needs to accept the audit so that it can be filed with the State. A motion was made by Roger Strasemeier and seconded by Debra Williams. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried
  - E. A discussion was held regarding the desire to go to bid for the Library Accounting and Auditing firms. A motion was made to allow the Director so seek companies for accounting and auditing purposes. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried



F. A discussion was held regarding the new general harassment policy. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to accept the policy as written. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

G. A discussion was regarding the staff education policy. The Director pointed out that the current policy has no requirement regarding remaining at the library after the education was paid for. It was determined the policy would now require staff to remain voluntarily employed at the library for a period of 5 years after the completion of library paid education. A motion was made by Gary Holcomb and Seconded by Debra Williams to accept the changes of this policy. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried.

H. A discussion was held regarding the computer censor policy. Trustee Strasemeier stated that a computer censoring policy could be seen as objectionable since the library does not censor other materials. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to table a computer censor policy. Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

I. A discussion was held regarding an increase in the Director's salary from 35,500.00 to 40,000 effective immediately. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve this increase. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Debra Williams, abstain. Three ayes, one abstain and 0 nays. Motion carried

J. A discussion was held regarding an increase in the Assistant Director's salary from 26,750 to 30,000 effective immediately. The current and future roles of the Assistant Director were discussed. A motion was made by Merrionna Pierce and seconded by Debra Williams to approve this increase. Roll Call Vote: Gary Holcomb, no; Merrionna Pierce, aye; and Roger Strasemeier, no; and Debra Williams, aye. Two ayes and two nays. Motion failed.

K. An amended motion to increase the Assistant Director's salary was entertained. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to increase the Assistant Director's Salary to 28,500 effective immediately with the promise to address the additionally requested increase of 1,500.00 to be discussed at the January meeting. Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

L. A discussion was held regarding a patron wanting to address the Board regarding outstanding fines. The resident requesting an audience was not in attendance.

M. A discussion was held regarding the need for a new printer. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to table the purchase until the January meeting for further review. Roll Call vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried.

N. A discussion was held regarding a closing schedule for December. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve the holiday schedule as presented. Roll Call vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried.

O. A discussion was held regarding a retired employee's sick time. The previously discussed number sick days agreed on by the Board and the past employee was deemed incorrect by IMRF according to the past employee. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to agree to the new amount of 69.5 sick days owed to the employee. Roll call vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried.

11. Audience to the Public: None

12. Adjournment: A motion was made by Merrionna Pierce and seconded by Roger Strasemeier to adjourn the meeting at 11:04 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary



NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
January 12, 2019

President Debra Williams called the meeting to order at 9:04 A.M.

1. Roll Call: Present were: Arleta Bazile , Gary Holcomb, Merrionna Pierce, Roger Strasemeier and Debra Williams.  
Absent: Suzanne Downing, Frank Host
2. Minutes: There were no minutes to approve.
3. Correspondence: None.
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: January monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report
  - C. Personnel: A discussion regarding hiring a part time floating position held, will be placed on the June agenda.
  - D. Public Relations: Trustee Williams presented that an employee has created and started circulating an electronic newsletter containing information regarding library programs and events.
7. Unfinished Business:
  - A. The previously proposed salary increase was again reviewed. Director Williams-Baig stressed the hard work and dedication of this employee. Trustee Strasemeier requested that the last sentence of the document be removed to avoid a possible salary cap in the future.
8. New Business:
  - A. A financial policy detailing the autonomous spending amounts for the director were discussed. A motion was made by Roger Strasemeier and seconded by Arleta Bazile to approve the following: 0-1,000.00 needs no prior approval; 1,000.00-3,000.00 needs the written approval of two board members; 3,000.00 or more requires written notice sent to all board members with approval from the board majority needed to proceed. Roll Call Vote: Arleta Bazile aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - B. A motion was made by Gary Holcomb and seconded by Arleta Bazile to approve the suggested salary increase for the Assistant Director from 28,500.00 to 30,000.00 per year. Roll Call Vote: Arleta Bazile, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - C. A review of new companies for surveillance cameras was tabled.
  - D. A motion was made by Roger Strasemeier and seconded by Arleta Bazile to accept the terms of the present accountant proposal for quarterly visits instead of monthly visits. Roll Call Vote: Arleta Bazile, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - E. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the hiring of the current Yearn employee through the Director's maternity leave and as needed afterwards. Roll Call Vote: Arleta Bazile, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - F. A discussion was held regarding the election to be held in April. Two library board seats are up for election. Trustee Williams will not be re-running for her seat. Trustee Holcomb will be re-running and resident Catherine Boetcher have turned in petitions to run for the election.
  - G. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve the comp time policy as presented. Roll Call Vote: Arleta Bazile, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried



H. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the lighting proposal from Carrier Electric for LED lighting on the exterior of the building for 340.00.

11. Audience to the Public: Cathy Boetcher asked questions about the previously discussed electronic sign.

12. Adjournment: A motion was made by Gary Holcomb and seconded by Arleta Bazile to adjourn the meeting at 10:46 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

Minutes of the Regular Board Meeting  
February 09, 2019

President Debra Williams called the meeting to order at 9:03 A.M.

1. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Merrionna Pierce, Roger Strasemeier and Debra Williams.  
Absent: Suzanne Downing, Frank Host
2. Minutes: There were no minutes to approve.
3. Correspondence: None.
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: February monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report
  - C. Personnel: Multiple Board members have requested information regarding adding a benefits package in the form of sick, vacation and or personal days. Further discussion will be presented to the board during this meeting.
  - D. Public Relations: None
7. Unfinished Business:
  - A.
8. New Business:
  - A. The Director presented a breakdown of her research from 13 different libraries. The following was suggested: Employees would get paid their normal hours should they be scheduled on a day a Holiday falls on; Employees would get paid their normal hours should they be scheduled on a day a day we close due to weather; Employees would receive 4 days per year to be used as sick time, these days musty but used in the calendar year and would not roll over, Employees would receive 4 days per year to be used as Vacation time, these days musty but used in the calendar year and would not roll over. A discussion was held regarding when employees would receive benefits and what the financial impact of these days would be. The Board decided that personal (vacation/sick) days should be treated separately than inclement weather days. As such: A motion was made by Roger Strasemeier and Seconded by Debra Williams to table this topic until the financial information could be provided. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried. Additionally, a motion was made by Roger Strasemeier and Seconded by Debra Williams to offer staff the opportunity to be paid for the day during the current pay period with the understanding that they will have 90 days to make up the time they were paid for. Staff must sign a document either accepting this or declining to be paid. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - B. Two estimates were provided for the electric sign. All Right signs submitted a proposal for 9,500.00. Signs by Tomorrow submitted a proposal for 11,000.00. Signs by Tomorrow would provide a bigger sing that would be able to controlled via smartphone. A motion was made by Gary Holcomb and seconded by Suzanne Downing to approve the purchase of the sign to not exceed 12,000.00. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - C. A discussion held regarding a quote for new security cameras. Our current alarm company, Quality Alarm, was able to work with their partner VST securities to install all new cameras, redo the wiring, and change the position of some cameras per request. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to accept the proposal with the extended warranty to not exceed a cost of 10,000.00. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried



D. A discussion was held regarding the need for increased/ additional security measures. The Director was asked to get more information and come back to the board.

E. A discussion was held regarding the current landscaping company and the fact that they stated they will no longer be servicing us anymore. The Director was asked to research new companies and to pick a company to continue servicing us.

F. A discussion was held regarding whether or not the Library would want to be a warming/cooling center for severe weather. It was decided that since the hours of operation are not currently 24 hours it would not be appropriate to be designated as a place to serve as severe weather.

G. The Director explained that her planned Maternity leave would begin at the end of March unless she needs to sooner.

H. A discussion was held regarding future meeting schedule and a change in the swearing in process. This discussion will continue in future meetings.

11. Audience to the Public: None

12. Adjournment: A motion was made by Roger Strasemeier and seconded by Debra Williams to adjourn the meeting at 10:19 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
March 09, 2019

President Debra Williams called the meeting to order at 9:03 A.M.

1. Roll Call: Present were: Gary Holcomb, Merrionna Pierce, Roger Strasemeier and Debra Williams.  
Absent: Arleta Bazile, Suzanne Downing, Frank Host
2. Minutes: There were no minutes to approve.
3. Correspondence: None.
4. Legal Counsel: The Director explained that the Library was contacted by Crete Library asking to annex the parcel of land that is located in Crete but is currently located in our Library District. The Board directed the Director to contact the Attorney for direction.
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: March monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report
  - C. Personnel: Multiple board members were interested in changing the current policy to provide benefits to the staff. A survey was presented regarding what other libraries offer their staff in terms of benefits. - see attached.
  - D. Public Relations: Trustee Williams presented that an employee has created and started circulating an electronic newsletter containing information regarding library programs and events.
7. Unfinished Business: A discussion was held regarding weather to have a meeting in April and two board members, the Director and the Assistant Director would not be able to attend. The decision was made to no have a meeting.
8. New Business:
  - A. A motion was made by Roger Strasemeier and seconded by Debra Williams to table the employee benefits discussion. Roll Call Vote: Suzanne Downing aye; Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
  - B. A discussion was held regarding the installation of an electronic sign. The Board reviewed two quotes. A motion was made by Gary Holcomb and seconded by Suzanne Downing to approve the quote from Signs by Tomorrow with the expenditure not to exceed 12,000.00. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried
  - C. A discussion was continued regarding part time employee benefits and the financial strain it would put on the library to provide personal days to part time staff. The Board was provided a breakdown with 0-4 days as being an option for personal days, see attached. The board also reviewed the previously discussed inclement weather form. A motion was made by Debra Williams and Seconded by Gary Holcomb to provide three (3) personal days per calendar year to each employee that must be used from January 1<sup>st</sup> –December 31<sup>st</sup> and would not roll over into the following year Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, no; and Debra Williams, aye. Three ayes and 1 nays. Motion carried
  - D. A discussion was had regarding the submission of a letter of resignation by the current Vice President Arleta Bazile. The director also presented the Board with a health update regarding current member Frank Host who is in poor condition. The Library was informed that he is currently in a skilled nursing facility and would potentially not be returning to the board. It was discussed the request for new board members would be posted at the beginning of April and letters would be due by April 30<sup>th</sup>.
  - E. A discussion was held regarding the proposed tax cuts facing Cook County and how that would affect the fiscal future of the Library. No action was taken at this time.
  - F. A discussion was held regarding the need for a new landscaping company as the current company has given us notice that they will no longer servicing us.



11. Audience to the Public: An audience member questioned the location of the proposed electronic sign and asked if a marquee type sign would be better. It was decided that a marquee sign would be more expensive due to the need to erect a structure to place it on.

12. Adjournment: A motion was made by Debra Williams and seconded by Gary Holcomb to adjourn the meeting at 10:40 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
July 10, 2019

President Gary Holcomb called the meeting to order at 5:39 PM.

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Crystal Parker and Merrionna Pierce (6:15pm).
2. Absent: Suzanne Downing and Roger Strasemeier.
3. Minutes: June minutes were presented. A motion was made by Elizabeth Norcutt and seconded by Catherine Boettcher to approve. 4 ayes, 0 nays, Motion carried.
4. Correspondence: None.
5. Legal Counsel: The board reviewed information presented regarding the upcoming audit.
6. Librarian's Report: As presented.
7. Committee Reports:
  - A. Budget and Finance: July monthly Financial Report presented and attached.
  - B. Policy and Bylaws: No report
  - C. Personnel: No report
  - D. Public Relations: No report
8. Unfinished Business:
  - A. Review of the installation and operation of the new electronic sign was discussed
  - B. The board reviewed and discussed the division of duties of the board versus that of the director. A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to make no changes at this time. Roll Call vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye. Four ayes and 0 nays. Motion carried
9. New Business:
  - A. A motion was made by Catherine Boettcher and seconded by Merrionna Pierce to accept the Resolution Declaring the Intent to Levy a Building. Roll Call vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye, Merrionna Pierce, aye. Five ayes and 0 nays. Motion carried
  - B. A motion was made by Crystal Parker and seconded by Merrionna Pierce to accept the Tentative Budget Ordinance. Roll Call vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye, Merrionna Pierce, aye. Five ayes and 0 nays. Motion carried
9. Audience to the Public: None
10. Adjournment: A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to adjourn the meeting at 6:30 p.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boettcher  
Secretary



**September 2019**

**LIBRARIAN'S REPORT**

Our Summer Reading program exceed our circulation goals! We checked out over 1070 items! We gave away many prizes and many kids have asked if we can have another similar program before the summer. Our Summer Space program was equally as successful. Devonte is in the process of developing a similar STEM related Program.

We recently had our first Annual End of Summer Bash. While it was not has well attended as we would have liked, we had a fun time! Thank you to all of the Board members who volunteered and were in attendance. We still have many school supplies left that we intend to use for next year's event. There were many areas that we identified as ways we could improve and we are eager to get to work for next year.

The Library also participated in the Labor Day Parade. I am happy to report that we won first place in our division. The theme for our float was "Give a Mouse a Cookie". We passed our cookies and books down the parade route. A huge thank you to all of our "bakers" and our "mouse" for helping with this.

Since the recent retiring of one of our long standing employees we have been on the search for someone to fill her spot as well as the position of a floater which we previously discussed last year. Both positions have been filled at this time and we are happy to be moving forward with training.

September is Library Registration month. In an effort to increase patron registration as well as appreciate the patrons we already have we have introduced a rewards card and Patron Appreciation lunches every Thursday this month. The rewards program allows new patrons to receive a limited number of free faxes, copies and computer usage. Patrons who renew their cards this month will be able to choose one of these options and the time of renewal as well. Also, every Thursday this month we will be grilling hotdogs and all patrons and guests will be offered a hotdog and chips from 11:30-2, or until supplies last, as our way of saying thank you for their patronage.

Our next large event will be our Halloween event. It will be held Wednesday October 30<sup>th</sup> starting at 3:30 with a Trunk or Treat and a spooky trail through the garden. Any and all volunteers are greatly appreciated.

Sincerely,  
Rosie Williams-Baig  
Director

## FINANCIAL REPORT

September 2019

**Dyer Bank and Trust**

PAYROLL \$156,374.15

GENERAL FUND \$ 54,533.61

MONEY MARKET \$103,575.23

PETTY CASH \$1,770.44

SAVINGS \$3,354.03

Total: \$319,607.46

Loan

\$521,672.50









**Annual Statement of Receipts and Disbursements**  
**7/01/2018 to 6/30/2019**

**Income Received: All American Recycling, 27.00; Computer/typewriter, 3,339.80; Cook County Taxes collected, 277,869.74; Copier, 1296.15; Donations, 3562.07; ERate, 8375.05; Federal Reserve, 4.45; Fines, 641.96; Interest, 870.87; LimRicc, 18.62; Lost cards, 116.00; Lost Materials, 770.25; Miscellaneous, 48,274.91; Per Capita Grant, 13,121.25; PPRT, 2,394.83; ProPay, 1,579.21; Sauk Village Tax 406.92, Swan, 68.00; Total Income Received: \$ 362,737.08**

**II. Expenditures: A. Building and Equipment: Action Fire Equipment, 287.00; Amber Mechanical, 2,010.00; Avaya, 1,407.03; Best Buy, 10.69; C&T, 421.00; Carrier Electric, 756.48; CDW, 599.00; Cintas, 3,622.61; Dyer Bank and Trust, 62,160.81; Elmer & Son Locksmiths, 21.00; Illinois Backflow. 190.00; Korellis Roofing, 516.49; Marion's Towing, 2,375.00; Martin Whalen, 2,204.42; Quality Alarm, 3,234.80; Rainmakers, 75.00; Reichelt Plumbing, 142.00; Signs by Tomorrow, 6,000.00; Stanley Steamer, 845.00; Total Automation Concepts, 4,908.00; Village of Sauk Village, 115.00; VST Security, 9,340; Total: \$ 101,241.33**

**B. Utilities: AT&T, 908.41; Comcast, 3,508.45; ComEd, 5,620.93; Nicor, 3,383.78; Village of Sauk Village, 571.13. Total: \$13,992.70.**

**C. Books, Library Materials and Misc.: Amazon, 1,597.16; American Association of Notaries, 97.85; Atlas, 100.00; Buffalo Wild Wings, 89.73; Centurion, 136.00; Chicago Sun-Times, 150.80; Cintas, 611.08; Coast to Coast, 187.15; Creative Product Source, 116.06; Demco, 766.76; Dollar General, 50.25; Dollar Tree, 90.06; Dream Host, 286.20; Family Dollar, 31.92; First Book, 693.42; Five Below, 156.76; Girl Scouts, 56.00; GFS, 29.52; Home Depot, 146.86; Ingram, 3,503.42; Jewel, 154.67; Jimmy Johns, 61.54; Junior Library Guild, 2,113.30; Little Caesars, 52.32; Luna, 743.24; Miss Print, 90.00; My Name Plates, 97.34; Ollis Book Corp, 2,625.17; Oriental Trading, 98.01; Penworthy, 2,522.92; People, 5.67; Popeye's 52.67; Propay, 39.95; Rails, 575.00; Sam's Club, 847.52; Scholastic, 304.20; Second and Charles, 148.16; Staples, 574.23; Strack & Van Til, 30.50; Supplies Outlet, 521.33; SWAN, 12,746.00; Swank, 1,75.00; The Times, 168.75; U.S. Post Office, 277.43; Versatile, 1,147.50, Walgreen's, 145.29; WalMart, 67.01; World, Book, 1,336.00; Zig E's, 50.00. Total: \$ 37,884.15**

**D. Wages: C. Baughman, 29,548.14; H. Dettloff, 800.25; V. Dettloff, 7,872.77; M. Hernandez, 7,635.36; A. Poole, 3,976.53; J. Strasemeier,**

4,767.15; D. Turner, 17,911.48; N. Wargo, 22,481.71. R. Williams-Baig, 34,274.58; Total: \$ 129,267.97.

E. Fringes, Insurance, Taxes, Legal: Canna and Canna, 17,043.40; Federal Reserve, 29,471.83; Hartford, 376.00; Hearne, \$8,450.00; IMRF, 10,107.82; Kamm Insurance 6,964.00; Lau & Co., 5,685.00; LIMRICC, 203.25; NCPERS, 495.00; Sun Times Media, 1,554.63. Total: \$80,350.93.

Total Expenditures: \$ 362,737.08

Merrionna Pierce, Treasurer



**Anticipated Revenue for the 2019-20 Fiscal Year**

<b>Property Tax---Current</b>	<b>\$290,000.00</b>
<b>Property Tax---Prior</b>	<b>\$17,000.00</b>
<b>Corporate Replacement Tax</b>	<b>\$2,500.00</b>
<b>Per Capita Grant</b>	<b>\$13,100.00</b>
<b>Fines/Book Replacement</b>	<b>\$1,300.00</b>
<b>Copier</b>	<b>\$1,000.00</b>
<b>Interest</b>	<b>\$800.00</b>
<b>Typewriter/Computer</b>	<b>\$4,250.00</b>
<b>Gifts</b>	<b>\$3,000.00</b>
<b>Miscellaneous</b>	<b>\$20,000.00</b>
<b>Total:</b>	<b>\$351,650.00</b>

**Rosie L. Williams-Baig**  
**Nancy L. McConathy Public Library District**



## **AMBER MECHANICAL CONTRACTORS, INC.**

11850 S. CENTRAL AVE.  
ALSIP, ILLINOIS 60803-3402  
PHONE: 708/597-9700  
GENERAL FAX: 708/597-5875  
SERVICE FAX: 708/371-1693  
E-MAIL: info@ambermech.com  
WEBSITE: www.amberhvac.com

### **Budget Proposal**

Nancy McConathy Public Library  
21737 Jeffrey Avenue  
Sauk Village, IL 60411

August 14, 2019

Attention: Rosie Williams-Baig

Budget Proposal for the replacement of the existing 12 ½ and 15 Ton Trane Rooftop Units.

#### Installation to Include:

- One (1) Trane gas fired and electric cooled 12 ½ ton rooftop unit.
- One (1) Trane gas fired and electric cooled 15 ton rooftop unit.
- Two (2) Trane economizers.
- Two (2) Condenser Coil Hail Guards.
- All necessary recovery and reclaiming of existing refrigerant.
- All necessary gas and electrical connections.
- All necessary craning of equipment.
- Complete check, test and start up following the installation.
- Removal of existing equipment from premises.
- 1-year warranty on all materials and labor.
- 5-year warranty on the compressor and 5 year warranty on the heat exchanger.
- All necessary materials and labor for a complete and professional job.

**Budget Price \$40,000.00**

#### Exclusions:

- 1.) Overtime and weekend labor rates.
- 2.) Permits, drawings, and inspection fees.

**Contract is valid for 30 Days.**

Respectfully Submitted

Amber Mechanical Contractors

Robert J. O'Neill  
Account Executive



Above All... A Good Roof



1333-169<sup>th</sup> Street  
Hammond, IN 46324-2008  
219.844.1400  
Fax 219.844.0500  
[www.korellis.com](http://www.korellis.com)

Page 1 of 2

DATE July 15, 2019

PROPOSAL #SA190715A

**Proposal submitted to:**

McConathy Public Library  
21737 Jeffrey Ave.  
Sauk Village, IL 60411  
Attn: Rosie Williams-Baig

Phone 708-757-4771 Fax

**Job location:**

Same

Email [mcconathypubliclibrary@yahoo.com](mailto:mcconathypubliclibrary@yahoo.com)

**We hereby submit specifications and estimates for:**

**SHINGLE ROOF**

We propose to provide labor, material, equipment and supervision to complete the following work:

**A. Safety Procedures**

1. Furnish and install safety equipment in compliance with Korellis Roofing's written safety policy, a copy of which is available upon request.
2. We will furnish and install warning lines for ground related roofing activities to safeguard areas of public and customer access.

**B. Roof Preparation and Demolition**

1. Remove all existing roofing down to the structural sheathing and haul away.
2. Inspect the existing decking:
  - a. If any is found to be structurally unsound, it will be replaced with new plywood decking at a cost of \$55.00 per 4' x 8' sheet.

**C. Underlayment**

1. Install a 72-inch wide row of self-adhering modified bitumen ice-and-water protection sheet along all gutter edges.\*
2. Install a layer of high performance synthetic underlayment, fastened with large-headed plastic cap nails, over remainder of deck.

**D. Roofing**

1. At all eaves, we will install a shingle "starter" row to achieve double coverage.
2. Install CertainTeed Landmark 40-Year Architectural Class A seal-down fiberglass shingles using industry approved roofing nails. Color: choice of owner.
3. Install matching hip shingles.

**E. Miscellaneous**

1. We will re-use all existing gutters and gutter apron.
2. Clean out gutters.
3. Haul away all of our debris on a daily basis.
4. Rake, sweep, and run a 36-inch magnet over ground work area to ensure proper clean up.

Above All... A Good Roof



Page 2 of 2

DATE July 15, 2019

PROPOSAL #SA190715A

F. Warranty

- 1. Forty year limited warranty on shingles from the CertainTeed Material Corporation.

1333-169th Street
Hammond, IN 46324-2008
219.844.1400
Fax 219.844.0500
www.korellis.com

Base Bid Price: \$ 21,308.00

Korellis Roofing will maintain workers compensation, general liability, and auto liability insurance. A certificate of insurance will be furnished upon request.

All license, permit fees and applicable taxes included.

We propose to furnish material and labor complete in accordance with the above specifications and terms/conditions contained herein and on the reverse side. Standard Workmanship Guarantee to be 2 Years per Korellis Roofing, Inc. guarantee unless otherwise stated.

Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate.

Signature of Scott Abell

Our workers are fully covered by Worker's Compensation Insurance. NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment to be made as follows: 30 days from invoice date, unless otherwise stated. Korellis Roofing accepts personal checks, Visa, MasterCard, and Discover payments.

Signature \_\_\_\_\_ Date of Acceptance \_\_\_\_\_



## C. COMPUTER USE POLICY

To use the computers patrons must present a valid Public Library Card or a valid Driver's License or State ID. Different fees will be charged based on the type of identification presented. The library card will be held at the front desk until the patron is finished using the computer. **The Library does not offer free Wi-Fi services at this time.**

The library will provide Microsoft Office Professional. The library does not provide instruction in the use of the computer or the windows programs. The patron using the computer is to have knowledge of its use.

The fee for computer use is \$1.00 per hour or any portion of an hour with a valid Library card. Use of the computer with a Driver's License or State ID is \$2.00 per hour or any portion of the hour. If a patron should go over the hour, whether with an ID or library card the patron will be charged a dollar per hour they go over. This is a minimum fee and **THERE ARE NO EXCEPTIONS TO THE RULE.** Nancy L. McConathy Public Library does not offer guest passes for computer usage.

Printouts are \$.10 per page. All items printed must be paid for, regardless if the patron has decided they don't need them anymore or not. Patrons may bring their own paper to use with the library printer or copier however the same fee of \$.10 a page is still applied.

The patron must provide his/her own flash drives for saving materials. We do not provide them.

If there are any problems with the computers or software, it must be reported immediately

The copyright law forbids duplication of copyrighted software.

Only library owned software may be used on the computers.

Use of computers will be limited to one person at a time, except in the case of parent and child. Loud talking, eating, drinking, and other inappropriate behavior will result in computer room privileges being canceled.

**NO REFUNDS WILL BE GIVEN.**

The computers get shut down Monday-Thursday 6:30pm and Friday-Saturday 3:30pm.

### 1. Computer Policy for Children

Any child 14-17 has the right to use in-house computers, with consent from their parent/legal guardian in the form of a signed consent form provided by the library. A mandatory consent form must be read and filled out by the minor's parent/legal guardian prior to the computer being used. Consent forms will be kept on file at the library attached to the user's registration card. All persons using in-house computers are subject to all computer usage rules.



Child's Name: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_  
I authorize my child to use the computers at McConathy Public Library for educational or recreational use. I acknowledge that my child will follow all rules related to the use of computer including appropriate content, payment for use of the computer and any other policies.  
Parent Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

**2. Inappropriate Computer usage**

The library does not allow the use of in-house computers for pornographic or sexual conduct. Any patron or individual that is found to be viewing content deemed inappropriate by a staff member or by another individual that has informed a staff member, will be given a verbal warning and asked to stop computer activity. If the offender has a library card a note will be attached to their record with the incident details and initialed by the staff member. If the offender has been previously warned and offends again the next action will be a ban from using computers, length varying by the severity of the situation. Lewd or inappropriate content/actions are described as; nudity of any kind in the form of pictures/videos, sexually explicit or vulgar music, inappropriate touching of oneself or another. These rules apply to visitors, patrons, residents, board members and the library staff.

## 1. Dismissal for Cause

- a. All employees of the library are employed at the will of the Library Director and or the Board.
- b. Any employee may be dismissed by the Library Director for unsatisfactory job performance or misconduct, including but not limited to failing to communicate, failure to adhere to policy/procedure changes etc. . All dismissals of staff shall be presented to the Board at the next scheduled Board Meeting.
- c. Should any employee feel they were unfairly terminated they shall have the opportunity to meet with the Board to discuss their employment status. Once a decision is made by the Board, the decision will stand and the employee shall either remain terminated or return to their previous position with their previous salary.

## 2. Sick Leave

- a. Absence for personal illness is an excused absence. Sick leave is only allowable for absence from work due to illness, injury or doctor's appointments for self, spouse, child or a relative living with the employee.
- b. All full time employees shall earn sick leave with sick pay at a rate of one day, eight (8) hours, for each full month of employment. Sick days are given for the coming year on January 1<sup>st</sup>. Sick time can be used prior to accumulation with written consent and approval of the Library Director and Board. Should an employee be terminated, with cause, or decide to leave on their own, prior to earning used sick time they will be responsible to pay back all time used. If this should occur all funds must be returned prior to the employee receiving their final pay check. If funds have not been paid, the Library reserves the right to withhold any portion, up to and including the full amount of the check to cover the time used and shall seek legal action to recoup the remainder of funds used. Records of all sick time used shall be maintained by the Library Director.
- c. Earned sick leave, with pay, shall be cumulative not to exceed 240 work days.
- d. Absence due to personal illness shall be reported to the Library Director as soon as possible and in no case later than the start time for the work day of that absence. If an employee does not inform the Library Director by this time and fails to work their shift the Library Director will attempt to contact that employee. Failure to do so may result in disciplinary action, up to but not limited to termination for a no call/no show, at the discretion of the Library Director or Library Board as appropriate.
- e. Absence due to personal illness in excess of three (3) consecutive days must be supported by a doctor's note in order to receive sick payment and/or to return to work. Should the nature of the illness require, the Library Director may require a doctor's approval for any duration regardless of days missed.
- f. If, for reasons of ill health or other responsibilities, an employee is unable to fulfill the requirements of his position, the Library Director, if circumstances permit, may transfer him to a position of equal rank involving less strain or to part time employment. If no such other position is available, the employee may be terminated at the discretion of the Library Director.
- g. In the case of absence for a period of three (3) to twenty (20) consecutive calendar days, notification of intention to return must be given no later than ~~one~~ noon on the working day prior to return.
- h. In the case of absence for a period of time lasting twenty-one (21) or more consecutive calendar days notification of intent to return must be given ~~not~~ no later than noon of three (3) working days prior to return.

- i. No employee shall be reinstated after an absence due to personal illness in excess of two (2) consecutive calendar weeks unless a doctor's note is submitted attesting to the fact that the employee is in satisfactory physical condition.
- j. Disability Leave: Sick and vacation time may be used in cases of temporary disability. Temporary Disability leave will be granted at the discretion of the Library Director or Library Board as appropriate. Leave without pay may be requested in addition to sick and vacation leave. Sick time can be used prior to accumulation with written consent and approval of the Library Director and Board. Should an employee be terminated, with cause, or decided to leave on their own, prior to earning used sick time they will be responsible to pay back all time used. Records of all sick time used shall be maintained by the Library Director. The duration of leave without pay is limited to a maximum of three (3) months. Arrangements must be made prior to disability leave in order to guarantee future employment for the employee.
- k. Upon retirement, an employee is eligible to receive pay for all accumulated sick pay at a rate of \$25.00 per day for up to one hundred (100) days as long as money is available. This payout will not be given until the end of the fiscal year of retirement based on payroll monies available at that time.

### **3. Misconduct**

Any incident involving an employee requiring police intervention will be prosecuted fully by the Nancy L. McConathy Public Library District. Complaints will be signed by the staff member in charge at the time of incident. The Library Director must be notified as soon as possible of all such incidents. It will be the responsibility of the Library Director to inform the Board as soon as possible.



## Lost and Found Policy

The Lost and Found Policy and procedures are intended to ensure that items reported lost or found at the Nancy L. McConathy Public Library are properly accounted for and, in the case of items found, returned to their rightful owner or disposed of by the Library. "Lost property" means any unattended, abandoned, misplaced, or forgotten item including but not limited to equipment, cash, jewelry, phones, books, keys, documents, or personal identification papers (driver's license, credit cards, etc.) which are found within the boundaries of the Library, pending the identification of the rightful owner or appropriate disposal thereof. The Library assumes no responsibility whatsoever for the care and/or protection of any personal belonging left unattended on the property and for loss, under any circumstances, including theft, vandalism, or malicious mischief of such belonging. All found items should be turned in to Library staff for identification of the rightful owner if possible. Should the item have the owner's name staff will search library records in an attempt to find the rightful owner. All unclaimed items will be held for a maximum of thirty (30) days. After such time, the items will be disposed of at the discretion of the Library. Hazardous and perishable items may be discarded immediately. All other items will either be discarded, donated to a Good Will or placed for sale at the Friends of the Library table within the library. Items that include personal identification such as licenses, checkbooks, prescriptions etc. will be shredded/destroyed to ensure the safety of the owner. **REV. September 2019**

Current Board Member Contact info

President- Gary Holcomb Sr.	1854 E 221 <sup>st</sup> street Sauk Village IL, 60411	708-610-0192 <a href="mailto:eaglegh48@comcast.net">eaglegh48@comcast.net</a>
Vice President - Suzanne Downing	21907 Gailine Ave. Sauk Village, IL. 60411	630-926-1128 <a href="mailto:srdowning@gmail.com">srdowning@gmail.com</a>
Treasurer- Merrionna Pierce	831 Mary Byrne Drive Sauk Village, IL. 60411	708-757-7633 <a href="mailto:Merrionnap2013@yahoo.com">Merrionnap2013@yahoo.com</a>
Secretary Cathy Boettcher	22210 Paxton Ave Sauk Village, IL, 60411	708-757-4549 Boetderhaus1@gmail.com
Trustee- Roger Strasemeier	22226 Torrence Ave. Sauk Village, IL. 60411	708-758-7118 <a href="mailto:Roger.Strasemeier@itwsf.com">Roger.Strasemeier@itwsf.com</a>
Trustee Elizabeth Norcutt	2039 218 <sup>th</sup> place Sauk Village, IL. 60411	708-757-5425 <a href="mailto:randallnorcutt@gmail.com">randallnorcutt@gmail.com</a>
Trustee Crystal Parker	21901 Gailine Ave Sauk Village, IL. 60411	708-501-2099 trusteeparker81@gmail.com
Director- Rosie Williams-Baig	2053 215 <sup>th</sup> place Sauk Village, IL. 60411	708-955-4960 rwilliams5782@aol.com <a href="mailto:mconathpubliclibrary@yahoo.com">mconathpubliclibrary@yahoo.com</a>

# Board vs Director Responsibilities

Responsibilities of	Library Director	Library Board	Friends
<b>General Administrative</b>	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
	Apprise library board of need for new policies, as well as policy revisions. Present draft policies to the board and implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the library board.
<b>Policy</b>	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
<b>Planning</b>	Prepare an annual budget for the library in accordance with local laws.	Seek adequate funds to carry out library operations. Approve an annual budget for the Library in accordance with local laws.	Conduct fundraising to support the library's mission and plans.
<b>Fiscal</b>	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.
<b>Advocacy</b>	Prepare for and participate in library board meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Maintain a liaison to the library board.
<b>Meetings</b>	Encourage Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join state or national library associations as a resource for policies, operations and advocacy for libraries.	Join the American Library Association's United for Libraries Friends of the Library chapter as a resource to better support the library.
<b>Networking</b>			