

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Special Meeting
September 8, 2021
5:00 pm**

**Meeting will occur in Person and via Free Conference Call
Call in number 617-793-8740**

- 1. ROLL CALL**
- 2. Conduct of public hearing concerning the intent of
The Board of Library Trustees to sell bonds of the
District in an amount not to exceed \$500,000 for the
purpose of refunding certain outstanding obligations
of the District**
- 3. Audience Participation**
- 4. ADJOURNMENT**

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF LIBRARY TRUSTEES OF
THE NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT,
COOK AND WILL COUNTIES, ILLINOIS
TO SELL NOT TO EXCEED \$500,000 GENERAL OBLIGATION BONDS
(ALTERNATE REVENUE SOURCE)**

PUBLIC NOTICE IS HEREBY GIVEN that the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois (the "*District*"), will hold a public hearing on the 8th day of September, 2021, at 5:00 o'clock P.M. The hearing will be held at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in an amount not to exceed \$500,000 for the purpose of refunding certain outstanding obligations of the District.

By order of the President of The Board of Library Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois.

DATED the 25th day of August, 2021.

Carolyn Farmer
Secretary, The Board of Library Trustees,
Nancy L. McConathy Public Library
District, Cook and Will Counties, Illinois

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Special Meeting
September 8, 2021
5:10 pm**

**Meeting will occur in Person and via Free Conference Call
Call in number 617-793-8740**

- 1. ROLL CALL**
- 2. Budget Hearing**
- 3. Audience Participation**
- 4. ADJOURNMENT**

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
August 11, 2021
5:20 pm**

**Meeting will occur in Person and via Free Conference Call
Call in number 617-793-8740**

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Jacqueline McGee & Gary Holcomb**
 - B. POLICY AND BYLAWS --- Roger Strasemeier**
 - C. PERSONNEL--- Catherine Boettcher**
 - D. PUBLIC RELATIONS--- Mary Thompson**
- 7. UNFINISHED BUSINESS**
 - A. Alcohol Policy update**
- 8. NEW BUSINESS**
 - A. Library Hours**
 - B. Copy Services**
 - C. Friends of the Library**
 - D. Job Description Update- Assistant Director**
 - E. Budget Ordinance**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
August 11, 2021

- President Dianne Sapp called the meeting to order at 5:05 P.M.
1. Roll Call: Present were: Catherine Boettcher, Carolyn Farmer, Gary Holcomb, Jacqueline McGee, Diane Sapp, Roger Strasemeier and Mary Thompson.
Absent: none
 2. Minutes: A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve the minutes for the June meeting as presented. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried. A motion was made by Roger Strasemeier and seconded by Jacqueline McGee to approve the minutes for the July meeting as presented. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.
 3. Correspondence: None
 4. Legal Counsel: Attorney Lapp stated that he placed the notice for the upcoming budget and appropriations hearing in the paper.
 5. Librarian's Report: As presented.
 6. Committee Reports:
 - A. Budget and Finance: As presented
 - B. Policy and Bylaws: The audience participation portion of the bylaws will be reviewed.
 - C. Personnel: One of the new hires has resigned. We hope to replace her soon.
 - D. Public Relations: The new newsletter has been sent out. We are making changes to all social media
 7. Unfinished Business:
 - A. Director Williams-Baig stated that she has reached out to the Village on several occasions and there has been no resolution. The last communication presented was that the pertinent parties would try to arrange a time to meet to discuss the issue and decide how to move forward.
 - B. Director Williams-Baig stated that there have been 4 auditor proposals. The Accountant Kelly has reviewed each firm and has stated that Lauterbach and Amen would be the preferred choice but that for the price savings over three year Sikich would be the way to go. A motion was made by Catherine Boettcher and seconded by Mary Thompson to approve the proposal for Sikich. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.
 - C. Director Williams-Baig gave an update on the building loan. No action was taken.
 8. New Business:
 8. A. Trustee Strasemeier presented changes proposed to the audience participation portion of the Bylaws. These changes include limiting every speaker to 3 minutes. A motion was made by Gary Holcomb and seconded by Jacqueline McGee to approve the bylaws changes. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.
 - B. Director Williams-Baig stated that she has been working to provide passport services at the library. She has reached out to the passport service center and has received no reply. No action taken.
 - C. Director Williams-Baig presented two quotes form Quality Alarm regarding the need to replace the smoke detectors and possibly the fire panel. A motion was made by Mary Thompson and seconded by Catherine Boettcher to approve the quote to replace all smoke detectors and the fire panel for \$2,000.00. Roll Call Vote: Catherine Boettcher, aye; Carolyn

Farmer aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.

D. Director Williams-Baig presented an ordinance authorizing the issuance of not to exceed \$500,000.00 General Obligation Bonds (Alternative Revenue Source) of the Library district for the purpose of refunding outstanding obligations of the library district. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the ordinance. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.

E. Director Williams-Baig presented an ordinance of the library district amending an ordinance previously adopted by the Board of the library trustees of the library district for the purpose of modifying certain terms of the library district. A motion was made by Roger Strasemeier and seconded by Jacqueline McGee to approve the ordinance. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.

9. Audience to the Public: None

10. Adjournment: A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to adjourn the meeting at 6:12 p.m. Six ayes and zero nays. Motion carried.

Respectfully submitted,
Rosie Williams-Baig

SEPTEMBER 2021 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

Since the last meeting we have had several staffing concerns. I would like to take this time to thank President Sapp, Trustee Boettcher and Trustee Holcomb for assisting with these concerns. I am happy that with their help all of the concerns have been addressed and resolved. New responsibilities have been assigned, practices have been changed and all staff have been in-serviced on these changes. Since these changes have been implemented, we have had the resignation of two employees. While we are sad to see them go we are happy they have made the best choices for themselves and their families.

The change in the staff count has resulted in more restructuring in several areas in the library including programming. As a result, I have taken over the programming for the Library. I ask that you please review the calendar and see if there are any opportunities for you to assist with programs. Additionally, I have taken over the Friends of the Library responsibilities. I am happy to say that we have had two meetings and are in the process our first fundraiser! All needed paperwork has been submitted and we are awaiting our official approval! We are so excited to begin this journey with this great group of volunteers!

The Library was able to participate in the Back to School Bash for district 168. Between the two drive through locations were able to pass out over 400 books! We had several people sign up for our newsletter and library cards too!

Our next large event will be the Trunk or Treat to be held on Saturday October 30th from 11 am to 3 pm. We hope to have the support from the Board at this event that we had at the Summer Bash.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT

September 2021

Dyer Bank and Trust

PAYROLL \$39,627.07

GENERAL FUND \$ 29,627.07

MONEY MARKET \$53,814.78

PETTY CASH \$1,238.00

CHECKING \$2,597.81

Total: \$ 126,904.73

Loan

\$444,619.89

August 2021

Dyer Bank and Trust

PAYROLL \$50,984.03

GENERAL FUND \$ 37,935.28

MONEY MARKET \$53,813.83

PETTY CASH \$2,199.43

CHECKING \$2,297.26

Total: \$ 147,299.83

Loan

\$448,062.10



Nancy L. McConathy Public District Staff Policy Manual

Assistant Director

General Description:

This position oversees all positions and reports directly to the Director. This is a full-time position.

Job Duties:

- Greet patrons with friendly customer service.
- Assist with circulation when needed.
- Maintain equipment record and needs.
- Ordering supplies and equipment as needed.
- Resolving patron concerns as needed.
- Resolving employee concerns in the absence of the Director or unless otherwise directed by the Director.
- Ensuring all reports are completed timely in the absence of the Director
- Ensure all payroll is completed timely in the absence of the Director.
- Must have excellent oral and written communication skills.
- Oversee and maintain all coding entering of all accounting.
- Oversee planting and maintaining of the community garden.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.
- FOIA officer
- Grant Writing

Educational/age requirements:

Employees must be 21 years old or older. This position requires an Associates degree at time of hire with the intention to obtain a Bachelors degree within 5 years of employment. The time frame may be adjusted by the Board should there be a need to do so.

All employees must be able to interact harmoniously with all customers and staff.

ORDINANCE NO. 2020- 4:

ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK
AND WILL COUNTIES, ILLINOIS, FOR THE FISCAL YEAR
BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, caused to be prepared and adopted on July 14, 2021, an ordinance providing for tentative budget and appropriations, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget on the 8th day of September, 2021, and notice of said hearing was given at least thirty (30) days prior thereto as required by law substantially in the form of Exhibit A attached hereto, and all other legal requirements have been complied with;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK AND WILL COUNTIES, ILLINOIS, as follows:

SECTION 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2021, and end on June 30, 2022.

SECTION 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of \$543,782.94 or as much thereof as may be authorized by law, is hereby appropriated for the purposes of the Nancy L. McConathy Public Library District, as hereinafter specified for said fiscal year.

PART I
ESTIMATED REVENUE AVAILABLE

Item 1	Estimated Balance on hand July 1, 2021	\$ 170,678.25
Item 2	Receipts during fiscal year from taxes, tax anticipation warrants and receipts from other sources such as fines, rentals and donations	<u>\$ 367,631.00</u>
	TOTAL ESTIMATED AMOUNT AVAILABLE	\$ 538,309.25

PART II
ESTIMATED EXPENDITURES - CORPORATE FUND

<u>Account No.</u>		<u>Amount</u>
1.	Salaries	\$ 165,000.00
2.	Insurance	800.00
3.	Board and Staff	1,500.00
4.	Mortgage	63,000.00
5.	Telephone	2,500.00
6.	Internet	2,000.00
7.	Equipment/Purchase	2,000.00
8.	Equipment/Service	12,500.00
9.	Furniture/Purchase	1,000.00
10.	Supplies	6,000.00
11.	Books	8,500.00
12.	Periodicals	100.00
13.	AV/CD's	100.00
14.	AV/DVD	750.00
15.	AV/VIDEOGAMES	100.00
16.	Programming	5,000.00
17.	Legal Notices	2,000.00
18.	Legal Fees	7,500.00
19.	Printing	250.00
20.	Postage	250.00
21.	Contingencies	2,500.00
22.	Computer/SWAN	13,000.00
23.	Building Improvements	<u>100.00</u>
	SUBTOTAL	\$ 298,950.00
	<u>SPECIAL REVENUE EXPENSES</u>	
24.	Audit	\$ 12,000.00
25.	IMRF	9,750.00
26.	Social Security	11,700.00
27.	Unemployment Insurance	300.00
28.	Workmen's Compensation	500.00
29.	Liability Insurance	8,500.00
30.	Building Fund	
	Janitorial	14,000.00
	Utilities	<u>11,000.00</u>
	SUBTOTAL	\$ 67,750.00
	TOTAL EXPENDITURES	\$ 366,700.00
	Cash on Hand at the beginning of fiscal year (Item 1)	\$ 170,678.25
	Receipts during fiscal year (Item 2)	<u>\$ 367,631.00</u>
	TOTAL	\$ 538,309.25
	LESS TOTAL EXPENDITURES	<u>\$ 366,700.00</u>

Estimated cash on hand at end of fiscal year

\$ 171,609.25

That said several amounts of money are hereby appropriated from moneys received and to be received by the Nancy L. McConathy Public Library District for the purposes above set forth.

SECTION 3: That all unexpected balances of any item or items of any general appropriation in this ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation made by this ordinance.

SECTION 4: That the invalidity of any item or section of this ordinance shall not affect the validity of the whole or part thereof.

SECTION 5: That all ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed.

SECTION 6: That this ordinance shall be in full force and effect from and after passage, approval and publication as provided by law, and shall constitute a continuing budget ordinance, remaining in effect beyond the end of the fiscal year until a new ordinance is adopted.

ADOPTED this 8th day of September, 2021, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President

ATTEST:

Secretary

EXHIBIT A

NOTICE

Notice is hereby given by the Board of Trustees of Nancy L. McConathy Public Library District , pursuant to Section 3 of the Illinois Municipal Budget Law, of a hearing to be held on September 8th, 2021, concerning the intent of the Board of Trustees to adopt an ordinance providing for budget and appropriations of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Copies of the tentative Ordinance providing for Budget and Appropriations of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, for the Fiscal Year Beginning July 1, 2021 and ending June 30, 2022, are available for public inspection from July 15, 2021 through September 8, 2021 at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois, on normal business days between 10:00 a.m. and 3:00 p.m.

The public hearing on the proposed 2021-2022 budget and appropriation ordinance will be held on September 8, 2020, at 5:00 p.m. at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois.

By order of the Board of Trustees of Nancy L. McConathy Public Library District.

Secretary, Board of Trustees
Nancy L. McConathy Public Library
District

July 14, 2021

STATE OF ILLINOIS)
) SS
COUNTY OF C O O K)

I, _____, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, and as such Secretary, I am the keeper of the records and files of the Board of Trustees of said District.

I do further certify that the foregoing is a full, true and complete copy of an ordinance adopted at a meeting of the Board of Trustees of said Library District held on the 8th day of September, 2021.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "An Act in Relation to Meetings", approved July 11, 1957, as amended, and that said Board of Trustees has complied with all of the applicable provisions of said Act.

IN WITNESS WHEREOF, I hereunto affix my official signature at Sauk Village, Illinois, this 8th day of September, 2021.

Secretary, Board of Trustees
Nancy L. McConathy Public Library
District

SECTION 2: The Librarian is hereby directed to display copies of this tentative Ordinance providing for Budget and Appropriations of the Nancy L. McConathy Library District, Cook and Will Counties, Illinois, for the fiscal year beginning July 1, 2021 and ending June 30, 2022, and make the same conveniently available for public inspection from July 15, 2021 through September 12, 2021 at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois, on normal business days between 10:00 a.m. and 3:00 p.m.

SECTION 3: This ordinance shall be in full force and effect forthwith upon its adoption.

Adopted this 8th day of September, 2021 by the following roll call vote:

AYES:

NAYS:

ABSENT:

President, Board of Trustees
Nancy L. McConathy Public Library
District

ATTEST:

Secretary, Board of Trustees
Nancy L. McConathy Public Library
District