

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
July 13, 2019
9:00 am**

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**

- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Gary Holcomb**
 - B. POLICY AND BYLAWS ---**
 - C. PERSONNEL---Suzanne Downing**
 - D. PUBLIC RELATIONS---**

- 7. UNFINISHED BUSINESS**
 - A. Sign construction update**
 - B. Board vs. Director Responsibilities**

- 8. NEW BUSINESS**
 - A. Resolution Declaring the Intent to Levy a Building Tax**
 - B. Tentative Budget Ordinance**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

July 2019

LIBRARIAN'S REPORT

Our summer space program continues to be well attended. The kids have been making paper mache` planets, volcanoes and tornados. The kids have also been enjoying space related treats and drinks.

Our summer reading program has been doing great as well! As of today we have circulated 365 books for the program! Our goal for the end of the program is 1000 and we are well on our way to achieve that goal!

Our summer help started June 24th. We have 3 teenage girls from Sauk Village who have been trained through Bloom Township to help with our summer program and gardening needs. So far, they all have been very helpful and eager to learn!

We are also working with Bloom Township for the summer to help employ two local teens. These teens will be assisting with all of the summer programs, working in the garden, and assisting with other library tasks as needed.

Colleen and I have been busy trying to get all of the reports needed for the month of June as it is the end of the month, end of the quarter and end of the fiscal year. Thankfully, we have a good handle on it and should have all completed soon.

As I am sure you saw, our sign has been installed! We are loving it and so are our patrons!

Sincerely,
Rosie Williams-Baig
Director

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

Minutes of the Regular Board Meeting

June 8, 2019

President Debra Williams called the meeting to order at 9:21 A.M.

A motion was made to appoint Roger Strasemeier as President Pro-Tem. 4 ayes 0 Nays, motion carried.

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Merrionna Pierce and Roger Strasemeier.
2. Absent: Suzanne Downing
3. Minutes: May minutes were presented. A motion was made by Catherine Boettcher and seconded by Merrionna Pierce to approve. 4 ayes, 0 nays, Motion carried.
4. Correspondence: None.
5. Legal Counsel: The board reviewed the financial schedule for the upcoming fiscal year provided by the attorney.
6. Librarian's Report: As presented.
7. Committee Reports:
 - A. Budget and Finance: May 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. The electrical work needed for the sign has been completed and the sign has been ordered. Sign should be installed the last week of June.
8. New Business:
 - A. A motion was made by Catherine Boettcher and seconded by Gary Holcomb to appoint Elizabeth Norcutt as trustee. Four ayes and 0 nays. Motion carried
 - B. A motion was made by Gary Holcomb and seconded by Catherine Boettcher to appoint Crystal Parker as trustee. Five ayes and 0 nays. Motion carried
 - C. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to appoint Gary Holcomb as Board President. Six ayes and 0 nays. Motion carried
 - D. A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to appoint Suzanne Downing as Board Vice President. Six ayes and 0 nays. Motion carried
 - E. A motion was made by Roger Strasemeier and seconded by Crystal Parker to appoint Merrionna Pierce as Board Treasurer. Six ayes and 0 nays. Motion carried
 - F. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to appoint Catherine Boettcher as Board Secretary. Six ayes and 0 nays. Motion carried
 - G. A draft budget was presented to the board and reviewed.
9. Audience to the Public: None
10. Adjournment: A motion was made by Roger Strasemeier and seconded by Crystal Parker to adjourn the meeting at 9:49 a.m. Six ayes and zero nays. Motion carried.

Respectfully submitted,
Catherine Boettcher
Secretary

FINANCIAL REPORT

July 2019

Dyer Bank and Trust

PAYROLL \$89,534.78

GENERAL FUND \$ 37,914.03

MONEY MARKET \$109,750.42

PETTY CASH \$2,000.00

SAVINGS \$4,316.28

Total: \$243,515.51

Loan

\$533,156.43

**RESOLUTION DECLARING THE INTENT
TO LEVY A BUILDING TAX**

WHEREAS, the Nancy L. McConathy Public Library District has need to levy a tax for the purpose of the rental of buildings required for library purposes, for the purchase of buildings, for the construction and equipment of buildings, and for the maintenance, repairs and alterations of library buildings and equipment;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois:

SECTION 1: That an additional tax shall be levied for the 2019 tax year in the amount of .02% of the value of all the taxable property in the District, as equalized or assessed by Department of Local Government Affairs, and for the purchase of buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment.

SECTION 2: This Resolution shall be in full force and effect from and after its passage, approval and publication as required by law.

BE IT FURTHER RESOLVED that the Librarian be and is hereby directed to publish notice of the intention to levy a tax in the amount of .02% of the value of the taxable property of the District for 2019, the proceeds of such tax to be used for the purposes stated herein, such notice to be in full compliance with the requisites of Section 35-5 of the Illinois Public Library District Act, substantially in the form of Exhibit A attached hereto.

Adopted this 10th day of July, 2019, 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

EXHIBIT A

NOTICE OF INTENT TO LEVY A BUILDING TAX

Notice is hereby given by the Board of Trustees of the Nancy L. McConathy Public Library District of the intent to levy a tax in the amount of .02% of the value of the taxable property of the District for 2019, the proceeds of such tax to be used for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment.

Pursuant to Section 35-5 of the Illinois Public Library District Act (75 ILCS 16/1-1 et seq.) the question of levying such a .02% tax will be submitted to the electors of the District in accordance with the general election law of the State of Illinois if, within THIRTY (30) days of the date of publication hereof, a petition is filed with the Board of Trustees at the Office/Library of the District, 21737 Jeffery Avenue, Sauk Village, Illinois, asking that the question of levying such a tax be submitted to the electors of the District.

The petition must be signed by at least 587 electors of the District, said number of electors being equal in number to 10% of the total number of registered voters in the District. If a valid petition is timely filed, the question of levying a .02% tax shall be submitted to the electors of the District at the election to be held March 17, 2020.

July 10, 2019

/s/ Catherine Boettcher
Secretary, Board of Trustees
Nancy L. McConathy Public Library
District

ORDINANCE NO. 2019-

ORDINANCE PROVIDING FOR TENTATIVE BUDGET AND APPROPRIATIONS OF NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK AND WILL COUNTIES, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020.

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, is required, pursuant to the "Illinois Municipal Budget Law" (Ill. Comp. Stat., c. 50, par. 330/1 et seq.) and pursuant to Section 30-85 of the Illinois Public Library District Act (Ill. Comp. Stat., c. 75, par. 16/30-85) to prepare, in tentative form, a Budget and Appropriations Ordinance for the fiscal year beginning July 1, 2019 and ending June 30, 2020, and to make the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon;

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: The tentative form for the Ordinance Providing for Tentative Budget and Appropriations of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, for the Fiscal Year Beginning July 1, 2019, and ending June 30, 2020, shall be as follows:

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, 2019 AND ENDING JUNE 30, 2020

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 10, 2019, 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 14th day of September, 2019, 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, 2019, and end on June 30, 2020.

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 \$599,040.51 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, 2019 | \$ 243,515.51 |
| Item 2 | Receipts during fiscal year from taxes, tax anticipation warrants and receipts from other sources such as fines, rentals and donations | <u>\$ 355,525.00</u> |
| | TOTAL ESTIMATED AMOUNT AVAILABLE | \$ 599,040.51 |

PART II
ESTIMATED EXPENDITURES - CORPORATE FUND

| <u>Account No.</u> | <u>Amount</u> |
|---|----------------------|
| 1. Salaries | \$ 126,500.00 |
| 2. Insurance | 300.00 |
| 3. Board and Staff | 1,000.00 |
| 4. Mortgage | 67,500.00 |
| 5. Janitorial | 10,000.00 |
| 6. Utilities | 15,000.00 |
| 7. Telephone | 2,000.00 |
| 8. Equipment/Purchase | 4,000.00 |
| 9. Equipment/Service | 5,000.00 |
| 10. Furniture/Purchase | 1,000.00 |
| 11. Supplies | 2,500.00 |
| 12. Books | 30,000.00 |
| 13. Periodicals | 600.00 |
| 14. AV/CD's | 100.00 |
| 15. AV/DVD | 1,000.00 |
| 16. AV/VIDEOGAMES | 2,500.00 |
| 17. Programming | 2,000.00 |
| 18. Legal Notices | 2,000.00 |
| 19. Legal Fees | 7,500.00 |
| 20. Printing | 350.00 |
| 21. Postage | 250.00 |
| 22. Contingencies | 10,000.00 |
| 23. Computer/SWAN | 11,500.00 |
| 24. Computer/INTERNET | 3,750.00 |
| 25. Building Improvements | 45,000.00 |
| 26. Building Fund | <u>\$ 10,000.00</u> |
| SUBTOTAL | \$ 361,350.00 |
| <u>ADDITIONAL FINANCIAL EXPENSES</u> | |
| 25. Audit | \$ 12,000.00 |
| 26. IMRF | 10,000.00 |
| 27. Social Security | 8,500.00 |
| 28. Unemployment Insurance | 250.00 |
| 29. Workmen's Compensation | 425.00 |
| 30. Liability Insurance | <u>8,000.00</u> |
| SUBTOTAL | \$ 39,175.00 |
| TOTAL EXPENDITURES | \$ 400,525.00 |
| Cash on Hand at the beginning of fiscal year (Item 1) | \$ 243,515.51 |
| Receipts during fiscal year (Item 2) | <u>\$ 355,525.00</u> |
| TOTAL | \$ 599,040.51 |
| LESS TOTAL EXPENDITURES | <u>\$ 400,525.00</u> |
| Estimated cash on hand at end of fiscal year | \$ 198,515.51 |

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 14th day of September, 2019, 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 14, 2019, 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, 2019, and ending June 30, 2020.

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, 2019 and ending June 30, 2020, are available for public inspection from July 13, 2019 through September 14, 2019 at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois, on normal business days between 9:30 a.m. and 3:00 p.m.

The public hearing on the proposed 2019-2020 budget and appropriation ordinance will be held on September 14, 2019, at 9:00 a.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.

/s/ Catherine Boettcher
Secretary
Board of Trustees

July 10, 2019

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

I, Catherine Boettcher, 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 14th day of September, 2019.

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 14th day of September, 2019.

Secretary, Board of Trustees

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, 2019 and ending June 30, 2020, and make the same conveniently available for public inspection from July 10, 2019 through September 14, 2019 at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois, on normal business days between 9:30 a.m. and 3:00 p.m.

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

Adopted this 14th day of September, 2019 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