

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
May 15, 2024
4:30**

Meeting will occur in person

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Linda Todd**
 - B. POLICY AND BYLAWS --- Roger Strasemeier**
 - C. PERSONNEL--- Catherine Boettcher**
 - D. PUBLIC RELATIONS--- Mary Thompson**
 - E. FRIENDS OF THE LIBRARY --- Friends Representative**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A. Camera Proposal**
 - B. ALA Conference Update/ ILA Conference**
 - C. Energy Renewal**
 - D. TIF Update**
 - E. Proposed Staff Increases**
 - F. Budget Update**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
March 13 2024

Vice President Mary Thompson called the meeting to order at 4:36 P.M.

1. Roll Call: Present were: Catherine Boettcher, Merrionna Pierce, Roger Strasemeier and Mary Thompson.
Absent – Gary Holcomb, Linda Todd and Courtnei Travis.
2. Minutes:
A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to approve the minutes for the Meeting of February 2024. Roll Call Vote: Catherine Boettcher, abstain; Merrionna Pierce, aye; Roger Strasemeier, aye; and Mary Thompson, aye. Three ayes, 1 abstain and 0 nays. Motion carried.
3. Correspondence: Director Williams-Baig reviewed the result of the civil court decision regarding Village Trustee Eugene Carter's disorderly conduct in the Library on March 1st 2024.
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: As presented.
 - B. Policy and Bylaws: None
 - C. Personnel: None
 - D. Public Relations: None
 - E. Friends: None
7. Unfinished Business:
None
8. New Business:
 - A. A proposal was presented regarding audit services with Sikich for FY 2024, FY 2025 and FY 2026. A motion was made by Roger Strasemeier and seconded Merrionna Pierce to accept the proposal as presented. Roll Call Vote: Catherine Boettcher, aye; Merrionna Pierce. Aye; Roger Strasemeier, aye and Mary Thompson, aye. Four ayes, and 0 nays. Motion carried
 - B. A proposal was presented landscaping services from April 1 2024 – March 31, 2025. A motion was made by Catherine Boettcher and seconded Merrionna Pierce to accept the proposal as presented. Roll Call Vote: Catherine Boettcher, aye; Merrionna Pierce. Aye; Roger Strasemeier, aye and Mary Thompson, aye. Four ayes, and 0 nays. Motion carried.
 - C. A proposal was presented by Director Williams- Baig to attend the American Library Association. A discussion was held regarding approximate costs. A motion was made by Catherine Boettcher and seconded Roger Strasemeier to approve the purchase of the reservation for the conference and the Director will provide an update on ancillary costs at the next meeting. Roll Call Vote: Catherine Boettcher, aye; Merrionna Pierce. Aye; Roger Strasemeier, aye and Mary Thompson. Four ayes, and 0 nays. Motion carried.
 - D. Director Williams-Baig presented an update on the lack of TIF meetings by the Village of Sauk Village. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to direct the attorney to proceed with any and all legal action against the Village for not having a meeting. Roll Call Vote: Catherine Boettcher, aye; Merrionna Pierce

Aye; Roger Strasemeier, aye and Mary Thompson, aye. Four ayes, and 0 nays. Motion carried

E. A discussion was held regarding the upcoming budget. A draft copy of the budget will be presented at the next meeting. No further action taken.

9. Audience to the public: None

10. A motion was made by Catherine Boettcher and seconded by Merrionna Pierce to adjourn the meeting at 5: 12 pm. Four ayes and 0 no, motion carried

Respectfully submitted,
Rosie Williams-Baig

May 2024 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

This month has started off with many fun activities. We had a very successful Mother's Day event where everyone enjoyed various teas, punch, fruit, scones, coffee and sandwiches. Thank you to Library Trustee Merrionna Pierce for the lovely pictures she took of the event!

We are in the beginning stages of preparing for our Summer Reading programs including the camp and the reading portion. We are excited to start this program! The theme this year is Reading is your Superpower!

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT
Dyer Bank and Trust

May 2024

PAYROLL \$185,509.06
GENERAL FUND \$ 17,586.60
MONEY MARKET \$53,530.40
PETTY CASH \$2,876.54
CHECKING \$1,142.16

Total: \$ 260,644.76

Loan
\$341,895.83

VST Security Solutions, LLC

32 Ridge Road - REAR
Munster, IN 46321

Proposal

Phone:	Fax:	Web Site	REP
888.553.5122	888.553.5772	www.vstsecuritysolutions.com	SC

Proposal Date: 4/22/2024
Proposal #: 3964

Bill To:

Nancy L McConathy Public Library
ATTN: Accounts Payable
21737 Jeffery Ave
Sauk Village, IL 60411

Ship To

Nancy L McConathy Public Library
Colleen Bauhgman
21737 Jeffery Ave
Sauk Village, IL 60411

Item	Description	Qty.	Rate	Total
CBL-SMBK-RG59/18-2-1000	Siamese / RG59 /18AWG 2 Con 95% Copper/1000Ft.	0.6	250.00	150.00T
HD-32CH-DR4KNHD	32 CH Digital Recorder / 4K / USB / 8 TB HDD / NDAA	1	3,000.00	3,000.00T
HD-FTD8-28	8MP Turret Dome / 2.8mm Exir IR / NDAA	5	225.00	1,125.00T
HD-CAM-8MP-VD	8MP Vandal Resistant Dome / 2.8mm / Exir IR	1	250.00	250.00T
Labor	Technician Labor and Training	1	1,360.00	1,360.00
MISC. MATERIAL	Miscellaneous Material & Hardware	1	25.00	25.00T
PS-12VDC-9CH-5A	9 CH 12VDC / 5A Power Supply	1	85.00	85.00T
WARRANTY-1YR	1 year warranty on defective parts or workmanship		0.00	0.00
	Install anew 32 Channel 4K DVR (NDAA COMPLIANT) with 8 TB HDD. VST will install hard drives from older DVR into new system. Install (6) new 4K HD cameras.			
	Camera Locations: 1) Front Exterior Facing Employee Entry 2) Front Entry Exterior above Book Drop 3) Netwrok-DVR Room Facing Opposite Camera 4) Children Area Facing Wall with TV 5) North Wall Facing Aisles 6) A Fiction Aisles. Tax Exempt		0.00%	0.00
	See page 2 for warranty and terms and conditions, which are expressly incorporated by reference herein. By signing or accepting, customer agrees they have read, understand, agree to, and bind themselves to the terms and conditions provided herein and on page 2. You may also request the warranty and terms and conditions by calling 888.553.5122 or emailing info@vstsecuritysolutions.com			

Terms:50% due at time of acceptance, balance due upon completion or delivery of equipment.

Total

\$5,995.00

Signature: _____
Printed Name: _____ Date: _____

Warranty and Additional Terms and Conditions

At VST Security Solutions, our products are fielded tested to guarantee best quality and long-lasting performance.

1 YEAR WARRANTY ON PARTS AND INSTALLATION. VST Security Solutions provides a 1-year warranty on all parts and installation. VST Security warrants that all parts and installation will be free from defects caused by faulty workmanship or defective parts or materials for a period of 1-year from the date of commencement of the warranty. The 1-year warranty commences on the date the product is installed. This 1-year warranty is in lieu of any other warranties expressed or implied at law, and VST Security Solutions makes no other warranties, representations, or guarantees related to the products or services provided. VST Security Solutions disclaims any and all other warranties including any warranty of merchantability and any warranty of fitness for a particular purpose.

The warranty provided herein is provided solely to the customer listed on the original invoice and does not apply to any other persons or entities not listed on the original invoice. VST Security Solutions, LLC is available for service or warranty work upon purchaser request. For the warranty to apply, customer shall notify VST of the warranty claim in a reasonably prompt manner and no later than 4 months after the date of discovery of the warranty claim.

This warranty is not intended to replace insurance. Because the system is operated and managed by the purchaser, VST Security Solutions, LLC makes no representations of the systems ability to prevent loss, theft, damage, or injury, or that these products will protect persons and property. Customer releases VST Security Solutions, LLC from liability for loss of use, loss of time, inconvenience, commercial loss, loss of profits or savings, incidental, special, or consequential damages arising from the use or inability to use products sold by VST Security Solutions, LLC. It is understood that the Customer owns, operates, manages, maintains, and monitors all equipment.

WARRANTY EXCLUSIONS. THE FOLLOWING IS EXCLUDED AND NOT COVERED BY THE 1YEAR WARRANTY.

- Defects caused by the product not being used according to VST training and recommendations.
- Defects resulting from computer viruses, cyber-attacks, cyber security breaches, computer hackers and the like.
- Repairs or software installations done by any non-authorized VST technician. Any such repairs or software installations by a non-authorized VST technician automatically voids the 1-year warranty.
- Defects caused by improper use, abuse, or intentional damage as determined by VST company personnel.
- Damage to product or installation resulting from normal wear or tear.
- Damage to product or installation that has not been reasonably mitigated by customer.
- The warranty is voided if there is any modification or alteration to the product, electrical circuitry, or the original installation by VST by anyone other than authorized VST personnel.
- The warranty is voided if the original serial number is removed, obliterated, or altered from product.
- Defects due to causes beyond our control including but not limited to lightning, abnormal voltage, acts of God, or vandalism.

LIMITATION OF LIABILITY/EXCLUSIVE REMEDY. Customer agrees that its sole and exclusive remedy against VST Security Solutions for any warranty claim, loss, or damage arising out of the purchase, installation, operation, or failure of the product is a refund of the price paid for the product or services as listed on the original invoice. Customer agrees VST shall not be liable, and hereby releases VST from liability, for any other compensatory or punitive damages, incidental damages, or consequential damages including but not limited to damages for lost profits, lost sales, loss of anticipated profits, loss of time or inconvenience, theft of property, injuries to persons or property, and any other indirect, incidental, or consequential losses. **Please Note:** Proposals are based on an initial assessment with the purchaser. Onsite change orders or product substitutions may apply without notice. Marketing material may not always indicate exact product appearance. These warranty terms and conditions can also be found on our website.

VST Security Solutions, LLC

32 Ridge Road - REAR
Munster, IN 46321

Proposal

Phone:	Fax:	Web Site	REP
888.553.5122	888.553.5772	www.vstsecuritysolutions.com	SC

Proposal Date: 4/22/2024
Proposal #: 3965

Bill To:

Nancy L McConathy Public Library
ATTN: Accounts Payable
21737 Jeffery Ave
Sauk Village, IL 60411

Ship To

Nancy L McConathy Public Library
Colleen Bauhgman
21737 Jeffery Ave
Sauk Village, IL 60411

Item	Description	Qty.	Rate	Total
HD-FTD8-28	8MP Turret Dome / 2.8mm Exir IR / NDAA	21	225.00	4,725.00T
Labor	Technician Labor and Training	1	2,800.00	2,800.00
MISC. MATERIAL	Miscellaneous Material & Hardware	1	100.00	100.00T
MOUNT-JBOX	Junction Box	10	25.00	250.00T
WARRANTY-1YR	1 year warranty on defective parts or workmanship		0.00	0.00
	Replace 21 existing cameras with (21) new 4K-HD cameras. (NDAA COMPLIANT) . Use existing cable and power supplies. Tax Exempt		0.00%	0.00
<p>See page 2 for warranty and terms and conditions, which are expressly incorporated by reference herein. By signing or accepting, customer agrees they have read, understand, agree to, and bind themselves to the terms and conditions provided herein and on page 2. You may also request the warranty and terms and conditions by calling 888.553.5122 or emailing info@vstsecuritysolutions.com</p> <p>PAGE 1 of 2</p>				

Terms:50% due at time of acceptance, balance due upon completion or delivery of equipment.

Total \$7,875.00

Signature: _____
Printed Name: _____ Date: _____

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1 YEAR WARRANTY ON PARTS AND INSTALLATION. VST Security Solutions provides a 1-year warranty on all parts and installation. VST Security warrants that all parts and installation will be free from defects caused by faulty workmanship or defective parts or materials for a period of 1-year from the date of commencement of the warranty. The 1-year warranty commences on the date the product is installed. This 1-year warranty is in lieu of any other warranties expressed or implied at law, and VST Security Solutions makes no other warranties, representations, or guarantees related to the products or services provided. VST Security Solutions disclaims any and all other warranties including any warranty of merchantability and any warranty of fitness for a particular purpose.

The warranty provided herein is provided solely to the customer listed on the original invoice and does not apply to any other persons or entities not listed on the original invoice. VST Security Solutions, LLC is available for service or warranty work upon purchaser request. For the warranty to apply, customer shall notify VST of the warranty claim in a reasonably prompt manner and no later than 4 months after the date of discovery of the warranty claim.

This warranty is not intended to replace insurance. Because the system is operated and managed by the purchaser, VST Security Solutions, LLC makes no representations of the systems ability to prevent loss, theft, damage, or injury, or that these products will protect persons and property. Customer releases VST Security Solutions, LLC from liability for loss of use, loss of time, inconvenience, commercial loss, loss of profits or savings, incidental, special, or consequential damages arising from the use or inability to use products sold by VST Security Solutions, LLC. It is understood that the Customer owns, operates, manages, maintains, and monitors all equipment.

WARRANTY EXCLUSIONS. THE FOLLOWING IS EXCLUDED AND NOT COVERED BY THE 1YEAR WARRANTY.

- Defects caused by the product not being used according to VST training and recommendations.
- Defects resulting from computer viruses, cyber-attacks, cyber security breaches, computer hackers and the like.
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- Defects caused by improper use, abuse, or intentional damage as determined by VST company personnel.
- Damage to product or installation resulting from normal wear or tear.
- Damage to product or installation that has not been reasonably mitigated by customer.
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- The warranty is voided if the original serial number is removed, obliterated, or altered from product.
- Defects due to causes beyond our control including but not limited to lightning, abnormal voltage, acts of God, or vandalism.

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Annual Conference

Save the Date for the ILA 2024 Annual Conference!

October 8-10, 2024

Peoria Civic Center, Peoria



We're Sparking Innovation and Imagination in Peoria!

In 2024, we will embark on a journey that will spark imagination and innovation with the ILA Conference theme: **Libraries are Lit: Sparking Innovation and Imagination**. We will celebrate the dynamic role we play in initiating creativity, inspiring new ideas and fostering innovation within our communities. Our conference this year will be in Peoria, located in the heart of Illinois, where we'll explore how we can enrich relationships that spark collaboration, inclusivity, dialogue, and understanding.

General Registration Opens on Monday, July 22, 2024.

Add a reminder to your calendar

EVENTS

Calendar

Events Registration Process

Statement of Appropriate Conduct

Annual Conference

- Conference Proposal Submission Information
 - Annual Conference Featured Speakers
 - Registration Rates & Deadlines
 - Speaker Information and Resources
 - Hotel Information
 - Submit a Poster Session
 - Sponsorship Opportunities
 - Exhibitor Information
 - Past ILA Annual Conferences
 - Future ILA Annual Conferences
-

Proposed Staff Salary Increases for FY 2024-2025

- Full time staff = RWB 31.88 from 30.22
CB 27.15 from 25.45
- All clerks will be at 15.00 as of January 1, 2025
asking for increase to 15.50 from 14.50
- Lead Circulation Supervisor = 18.67 from 16.97
- Lead Circulation Clerk = No change
- Programming Liaison = 16.00 from 14.50
- Maintenance Clerk = 15.50 from 14.50
- Administrative Clerk = 16.00 from 15.00

CODE	ITEM	Budget 2020-2021	Budget 2021-2022	Proposed				Proposed 2024-2025
				Actual 2021-2022	2022-2023	2023-2024	2024-2025	
01-5000	SALARY	\$ 150,000.00	165,000	\$ 135,000.00	\$ 160,000.00	\$ 175,000.00	\$ 215,000.00	
01-5020	INSURANCE	\$ 800.00	800	\$ 400.00	\$ 700.00	\$ 1,000.00	\$ 1,000.00	
01-5040	BOARD AND STAFF	\$ 1,200.00	1,500.00	\$ 2,600.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	
P 01-5655	MORTGAGE	\$ 60,000.00	46,000	\$ 40,000.00	\$ 45,000.00	\$ 40,000.00	\$ 43,000.00	
I 01-5650	MORT. INTEREST		17,000	\$ 14,000.00	\$ 16,000.00	\$ 12,500.00	\$ 15,500.00	
01-5080	JANITORIAL	\$ 12,000.00	14,000	\$ 12,500.00	\$ 14,000.00	\$ 15,000.00	\$ 15,000.00	
01-5100	UTILITIES	\$ 10,500.00	11,000	\$ 10,200.00	\$ 11,500.00	\$ 11,000.00	\$ 15,000.00	
01-5120	TELEPHONE	\$ 2,000.00	2,000	\$ 1,900.00	\$ 2,200.00	\$ 3,000.00	\$ 3,000.00	
01-5140	EQUIP/PURCHASE	\$ 5,000.00	2,000	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	
01-5160	EQUIP/SERVICE	\$ 10,000.00	12,500	\$ 14,000.00	\$ 15,000.00	\$ 16,000.00	\$ 20,000.00	
01-5180	FURNITURE/PURCH	\$ 1,000.00	1,000	\$ 1,200.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	
01-5200	SUPPLIES	\$ 6,000.00	6,000	\$ 4,000.00	\$ 7,000.00	\$ 6,000.00	\$ 6,000.00	
01-5220	BOOKS	\$ 10,000.00	8,500	\$ 13,000.00	\$ 20,000.00	\$ 17,000.00	\$ 20,000.00	
01-5240	PERIODICALS	\$ 100.00	100	\$ -	\$ 100.00	\$ -	\$ -	
01-5260	AV/CD'S	\$ 100.00	100	\$ -	\$ 100.00	\$ -	\$ -	
01-5280	AV/DVD	\$ 1,000.00	750	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
	AV/VIDEOGAMES	\$ 2,000.00	100	\$ -	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	
01-5300	PROGRAMMING	\$ 5,000.00	5,000	\$ 4,900.00	\$ 10,000.00	\$ 12,000.00	\$ 14,000.00	
01-5320	LEGAL NOTICES	\$ 1,500.00	2,000	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
01-5340	LEGAL FEES	\$ 11,000.00	7,500	\$ 7,000.00	\$ 7,000.00	\$ 2,500.00	\$ 2,500.00	
01-5360	PRINTING	\$ 250.00	250	\$ 350.00	\$ 500.00	\$ 500.00	\$ 500.00	
01-5380	POSTAGE	\$ 250.00	250	\$ 150.00	\$ 200.00	\$ 200.00	\$ 200.00	
01-5400	CONTINGENCIES	\$ 5,000.00	2,500	\$ 950.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
01-5420	COMPUTER/SWAN	\$ 12,000.00	13,000	\$ 14,700.00	\$ 16,000.00	\$ 18,500.00	\$ 20,000.00	
01-5440	COMPUTER	\$ 2,500.00	2,500	\$ 3,200.00	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00	
01-5110	INTERNET	\$ 100.00	2,500	\$ 2,900.00	\$ 3,500.00	\$ 4,000.00	\$ 7,000.00	
	BUILDING FUND	\$ 100.00	100	\$ -	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	
	BUILDING IMPROVEMENTS	\$ 100.00	100	\$ 0.00	\$ 100.00	\$ 100.00	\$ 100.00	
	SUBTOTAL	\$ 309,400.00	324,050	\$ 288,450.00	\$ 368,400.00	\$ 369,300.00	\$ 437,300.00	
01-2450	W/H IMRF	\$ 10,000.00	2,500	\$ 5,700.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	
02-5520	EXP		9,750					
01-2300	FICA	\$ 8,500.00	300	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
01-5500			11,500					
09-5500			200					
03-5540	UNEMPLOYMENT	\$ 250.00	300	\$ 350.00	\$ 500.00	\$ 500.00	\$ 500.00	
04-5560	WORKMANS COMP	\$ 500.00	500	\$ 450.00	\$ 100.00	\$ 100.00	\$ 100.00	
05-5580	LIABILITY	\$ 8,000.00	8,500	\$ 9,200.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
06-5480	AUDIT	\$ 15,000.00	12,000	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
	SUBTOTAL	\$ 42,250.00	45,550	\$ 29,700.00	\$ 39,600.00	\$ 39,600.00	\$ 39,600.00	
	TOTAL	\$ 351,650.00	369,600	\$ 318,150.00	\$ 408,000.00	\$ 408,900.00	\$ 476,900.00	
						cook county tax	\$ 471,244.00	
						will county tax	\$ 864.00	
						per capita	\$ 13,000.00	
						e-rate	\$ 5,500.00	
						expected rev.	\$ 489,744.00	