

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
March 13, 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. Audit Proposal**
  - B. Landscaping Proposal**
  - C. ALA Conference**
  - D. TIF Update**
  - E. Budget Update**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
February 14 2024

President Gary Holcomb called the meeting to order at 4:30 P.M.

1. Roll Call: Present were: Gary Holcomb, Merrionna Pierce, Roger Strasemeier, Mary Thompson and Linda Todd  
Absent – Catherine Boettcher and Courtnei Travis.
2. Minutes:  
A motion was made by Roger Strasemeier and seconded by Linda Todd to approve the minutes for the Meeting of January 2024. Roll Call Vote: Merrionna Pierce, aye; Roger Strasemeier, aye; Mary Thompson, abstain; and Linda Todd, aye; Three ayes, 1 abstain and 0 nays. Motion carried.
3. Correspondence: None
4. Legal Counsel: A discussion was held regarding potential ownership of a property in Sauk Village. After reviewing the document it was determined that the Library is not the owner of the property.
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: Plans to host a table for sign ups at the Egg Hunt in March
7. Unfinished Business:  
None
8. New Business:
  - A. A proposal was presented to replace the water heater. A motion was made by Roger Strasemeier and seconded Mary Thompson to accept the proposal plus 100 dollars for possible extra costs.. Roll Call Vote: Merrionna Pierce. Aye; Roger Strasemeier, aye; Mary Thompson, aye; and Linda Todd. Four ayes, and 0 nays. Motion carried
  - B. The PTO policy for part time employees was reviewed. No action taken.
  - C. A proposal to change phone companies was presented by Director Williams-Baig. A motion was made by Roger Strasemeier and seconded Linda Todd to accept the contract as presented. Roll Call Vote: Merrionna Pierce. Aye; Roger Strasemeier, aye; Mary Thompson, aye; and Linda Todd. Four ayes, and 0 nays. Motion carried
9. Audience to the public: Trustee Strasemeier requested for attorney intervention with TIF information from the Village.
10. A motion was made by Mary Thompson and seconded by Linda Todd to adjourn the meeting at 5: 17 pm. Three ayes and 1 no, motion carried

Respectfully submitted,  
Rosie Williams-Baig

## **March 2024    LIBRARIAN'S REPORT**

I hope this message finds you all well and safe.

We have been busy preparing for our March Activities. This Saturday we will be hosting our first ever Leprechaun Hunt at 1:00 pm. Kids will enjoy Leprechaun bingo, Leprechaun sundaes and Leprechaun lemonade. After that kids will be on the hunt for all of the Leprechauns treasure! Space is limited and reservations are necessary.

Our annual Egg Hunt will be held Saturday March 23<sup>rd</sup> from 11 – 12 with each age group starting every 15 minutes. As in years past, we will have 4 baskets and 2 bikes per age group! We are thankful for all of the donations we have received thus far and hope to have another great egg hunt!

We will be physically closed or closed for regular business on several dates in March. March 4<sup>th</sup> for Pulaski Day, March 19<sup>th</sup> for Election day, March 23<sup>rd</sup> for the Egg Hunt and March 29<sup>th</sup> for Good Friday.

Sincerely,  
Rosie Williams-Baig  
Director

**FINANCIAL REPORT**  
**Dyer Bank and Trust**

**March 2024**

PAYROLL \$178,185.30  
GENERAL FUND \$ 25,738.89  
MONEY MARKET \$53,049.48  
PETTY CASH \$4,675.83  
CHECKING \$932.59

Total: \$ 191,123.29

Loan  
\$351,806.11



1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

SIKICH.COM

January 17, 2024

President and Board of Trustees  
Nancy L. McConathy Public Library District  
21737 Jeffery Avenue  
Sauk Village, Illinois 60411

Ladies and Gentlemen:

Sikich LLP appreciates being considered for reappointment as independent auditors for the Nancy L. McConathy Public Library District (District). We will make every effort to continue to provide the District with the highest level of audit services that the District is entitled to and expects.

Our proposed fees for conducting the audits of the District’s financial statements are as follows:

	FY 2024	FY 2025	FY 2026
Audit, Board Communication and Comptroller Report	\$ 8,500	\$ 9,195	\$ 9,850

Sincerely,

Brian D. LeFevre, CPA, MBA  
Partner



**C & T Lawn and Landscape**  
1580 Vollmer Road • Lynwood, Illinois 60411  
(708) 596-2320 • (219) 789-2320  
[www.CTlawn.net](http://www.CTlawn.net)

March 6, 2024

TO: McConathy Public Library  
Rosie Williams-Baig, Director  
21737 Jeffery Ave  
Sauk Village, IL 60411

FOR WORK AT: 21737 Jeffery Ave.  
Sauk Village, Illinois

Dear Ms. Williams-Baig:

Thank you for allowing us to service your property over the last few years. We would love to continue maintaining your property. To that end we have enclosed a renewal proposal for the same work that we did last year.

Since 1993 we have been providing residential and commercial properties in the Chicago Southland and Northwest Indiana with quality landscape maintenance and landscape construction. We are completely licensed and insured. We are members in good standing with the BBB (Better Business Bureau) and have an A+ rating. We are also members of the Illinois Landscape Contractors Association (ILCA) where we participate in their safety and training programs.

If you have any questions or are interested in having us complete the work, please contact us anytime. Thanks.

Sincerely,

Tim Groenewold  
owner





**C & T Lawn and Landscape**  
1580 Vollmer Road • Lynwood, Illinois 60411  
(708) 596-2320 • (219) 789-2320  
www.CTlawn.net

## **CONTRACT**

03/06/2024

PAGE 1 OF 3

TO: McConathy Public Library  
21737 Jeffery Ave  
Sauk Village, IL 60411

FOR WORK AT: (#3022) same as above

### **2024-2025 LANDSCAPE MAINTENANCE AND SNOW SERVICES PROPOSAL**

(April 1, 2024 - March 31, 2025)

#### 1. LANDSCAPE SERVICES

- A. Spring Clean-Up: Visit site in early spring to:
- Clean all winter debris, garbage, leaves, sticks, etc. on entire property (including lawn, landscaped areas, drives)
  - Haul away all debris
- B. Landscape Maintenance: Visit site weekly to:
- Cut lawn areas to 2-3" depending on season and temperature.
  - Spin trim all landscaped areas.
  - Edge walks every other week or sooner as needed.
  - Control weeds in landscaping, parking lots, and walkways.
  - All areas on property to be cleaned of grass clippings and minor debris.
- C. Turf fertilizer / weed control program: Visit site 5 times/year:
- Apply crabgrass control plus spring mix fertilizer early spring
  - Apply broadleaf weed control plus fertilizer late spring
  - Apply broadleaf weed control plus fertilizer early summer
  - Apply broadleaf weed control plus fertilizer early fall
  - Apply root builder winterizer late fall
- D. Bush Trimming: Visit site 2 times/year:
- Trim new growth off all bushes and shrubs and clean up the clippings.
  - Completed once in June/July and once in Sept/Oct.

## E. Fall Clean-Up:

-Fall Clean-up of leaves will be performed weekly in November as leaves are falling.

-A final fall clean-up of leaves and debris will occur as late into November as weather permits.

## 2. SNOW SERVICES

A. Plowing Visits: Snow Plowing shall be done after there has been an accumulation of 2 inches or more of snow on the areas to be plowed. During a larger storm we will visit the property approximately every 4-6 inches to clear the snow; assuming road conditions allow us to. Each visit will be charged a separate charge.

B. Depth Of Plowing: All areas shall be plowed in such a way as to leave no more than one quarter inch accumulation.

C. Designated Areas: Plowing is to be done on the following areas:

1. All parking areas;
2. All sidewalks.

D. Time of Completion: Plowing shall commence after a storm that produces two inches of snow or more. We may commence plowing prior this if it is deemed necessary. All snowfalls shall include one call-back during each snow removal operation to clear any snow where vehicles may have been parked during the initial operation.

E. De-icing: Salting of the front walks and drives/lot will be done after an accumulation of a dusting or more of snow or any ice accumulation. The following products will be applied:

1. Calcium Chloride blend ice melt will be applied to the walks
2. Parking lot blend ice melt will be applied to the parking lot and drives.

Due to the inherit corrosive nature of salt products, we are not responsible for any damage from our salting operations.

F. Re-freezing of ice/snow: If snow or ice melts and re-freezes, upon request of the company/association representative we can visit the property and treat as necessary. Time and material will be charged for the visit.

G. Additional Responsibilities: We shall:

1. Not move any ice/snow onto any vehicles parked adjacent\ to any walk or drive areas;
2. Keep all fire hydrants free and clear of snow;
3. Keep all storm drains free of snow and ice;
4. Keep mailboxes clear of snow/ice.



3. GENERAL CONDITIONS

- A. We are responsible for any damage that we cause to property and will correct it as soon as possible.
- B. We have and will keep in effect during this contract our policy of Public Liability and Property Damage insurance in which limits shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Workers Compensation Insurance in compliance with Illinois state laws will also be kept in full force. A certificate of insurance will be provided by us upon request.
- C. Additional Work: No additional work shall be done unless prior written approval from the library representative will be done.

4. BID AMOUNT

- A. Payments:
  - Landscape Maintenance (April-November) will be paid in 8 monthly installments of \$451.00 per month.
  - Snow Services (December-March) will be paid for each visit as follows:
    - Plowing Services: \$170.00 per visit
    - De-icing Services: \$190.00 per visit
- B. Payment Terms: Bills are sent at the end of each month. Net 20 Days; 1½% per month finance charge will be paid on all overdue balances.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

By \_\_\_\_\_

Respectfully submitted,  
C & T LAWN AND LANDSCAPE

*Tim Groenewold*

By \_\_\_\_\_

Tim Groenewold, owner

# Rates & Registration

Register Now

[🔗 \(https://shibboleth.compustystems.com/ala.php\)](https://shibboleth.compustystems.com/ala.php)

*"ALA helped reconnect me, in every way, to the wider picture of this profession. It's easy to feel isolated. Connecting to the national scope and sharing stories with other librarians was literally healing."*

— 2023 ALA Annual Attendee

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## Registration Rates

**Early:** Through March 31 | **Advance:** April 1 – June 21 | **Standard:** June 22 – July 2

### ALA Member

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**Early – \$410**

**Advance – \$470**

**Standard – \$520**

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*ALA and Division Members. Must show proof of membership.*

### Other Member

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## Nancy L. McConathy Public District Policy Manual

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- Drooping pants that expose undergarments
- Sleeveless sun dresses
- Shirts with obscene or inappropriate slogans
- except for religious, health reasons or when associated with library programming, no caps, hoods or head coverings shall be worn.

### V. Benefits and Economic Security

#### 1. Insurance

Life insurance is available for full time employees only. Individual benefits are paid for by the Library. Staff can get other benefits from vendors that contract with the library. Staff will responsible for payment through payroll deductions. (Rev Aug. 2020)

#### 2. Accidents and Emergencies

All accidents, whether to staff or to the public should be reported to the Library Director as soon as possible.

#### 3. Unemployment Compensation

The Library participates in the State of Illinois Unemployment Compensation program. Due to the nature of unemployment compensation policies, current information is available from the Library Director.

#### 4. Workman's Compensation

The Library participates in a Workman's Compensation program. Due to the nature or workman's compensation policies, current information is available from the Library Director.

### VI. Professional Development

#### 1. In-Service Training

The Library Director may require new staff members to take and complete satisfactory training which the Library Director deems necessary.

New employees shall receive orientation training of the general operations for the Library, its objectives and instruction of their duties.

#### 2. Continuing Education

1. The Board may grant limited leaves of absence to staff members, or permit special arrangements of work hours or assignments to permit staff members to attend educational courses, meetings or programs in Library Science or degreed studies if normal operations of the Library are not impaired.



## Nancy L. McConathy Public District Policy Manual

2. The Board may request any staff member to attend, at the Library's expense and with pay, any education courses, meetings or programs in Library Science. This assistance is to pay for the class only. No assistance will be provided towards books, supplies, lab fees or

transportation. If the employee receives any financial assistance the library shall cover the remaining balance. Any applicant must submit their proof of registration for board approval, once approved the employee shall be given the funds to attend the class. If the employee fails to complete to class and or fails, the class the library will require all assistance given to be returned. Should an employee choose to terminate employment within five (5) years of completion of the program they will be responsible for reimbursing the Library to the total amount provided.

### 3. Tuition Reimbursement Policy

All full time employees are eligible to receive tuition assistance to further their education in library related classes. Any employee who wishes to participate in this program must have prior written approval from the Library Director. Once the written request has been received, the Library Director will present the request to the Board of Trustees for final approval. Each candidate will be given assistance based on funds available for the fiscal year (July 1<sup>st</sup>-June 30<sup>th</sup>) at 50% of the cost of the class. This assistance is to pay for the class only. No assistance will be provided towards books, supplies, lab fees, transportation or any other non-class related cost. If the employee receives a scholarship or other assistance, the library will provide 50% of any remaining class cost.

The Library is aware of the high rising cost of tuition and understands that financial burdens can hinder individuals from furthering their education. Assistance will be provided once the candidate has provided proof that they have registered for the class. Prior to receiving the financial assistance, candidates will be required to sign and submit the application form, acknowledging repayment of all assistance. If the candidate fails to complete the class either due to not attending or not passing, the library will require repayment of all assistance for that class. Should the candidate choose to terminate employment within 12 months of completion of the class, they will be responsible for reimbursing the Library the total amount provided.

Class schedules must be reviewed with the Library Director prior to beginning to term to ensure the Library is properly staffed at all times. The Library will do its best to accommodate all schedules, however Library coverage will remain the top priority.

**MEMORANDUM**

**CONFIDENTIAL ATTORNEY-CLIENT PRIVILEGED COMMUNICATION**

TO: Mike McGrath  
FROM: Pat Roberts  
DATE: March 4, 2024  
RE: TIF Annual Meeting and Reporting Requirements

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In sum, the TIF Act requires that municipalities convene a “Joint Review Board” made up of the overlapping governmental bodies that receive property taxes from a designated TIF district, *i.e.*, one member from the school district, park district, library district, township, etc. The Joint Review Board is required to meet annually 180 days after the close of municipal fiscal year (or as soon as the redevelopment project audit for that fiscal year becomes available). Before each annual meeting, the municipality is required to submit certain information to the taxing districts that overlap the redevelopment area, including but not limited to: amendments to the development plan, audited financial statements, certificate of TIF compliance from municipality, description of property purchased in redevelopment area and all activities undertaken in furtherance of development plan.

Annual Meeting Requirements

State law requires that municipalities annually convene a meeting of a **Joint Review Board** for the Village’s Tax Increment Financing (TIF) Districts. This joint review board is made up of a representative from each of the overlapping governments that receive property taxes from a designated TIF District and one member from the public at large. The Joint Review Board is required to meet annually 180 days after the close of the municipal fiscal year or as soon as the redevelopment project audit (and the annual report of which it is part) becomes available. A copy of the TIF Report should be submitted to each of the taxing districts that overlap the TIF district prior to this meeting.

The requirements for the annual meeting of the joint review board are set forth under 65 ILCS 5/11-74.4-5 (“*Public hearing; joint review board*”), subsections (b) and (e). The relevant provisions are as follows:

“(b) Prior to holding a public hearing to approve or amend a redevelopment plan or to designate or add additional parcels of property to a redevelopment project area, the municipality shall convene a joint review board. *The board shall consist of a representative selected by each community college district, local elementary school district and high school district or each local community unit school district, park district, library district,*

*township, fire protection district, and county that will have the authority to directly levy taxes on the property within the proposed redevelopment project area at the time that the proposed redevelopment project area is approved, a representative selected by the municipality and a public member. The public member shall first be selected and then the board's chairperson shall be selected by a majority of the board members present and voting.” (65 ILCS 5/11-74.4-5(b))*

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(e) The joint review board shall meet *annually* 180 days after the close of the municipal fiscal year or as soon as the redevelopment project audit for that fiscal year becomes available to review the effectiveness and status of the redevelopment project area up to that date. (65 ILCS 5/11-74.4-5(e)).

### Reporting Requirements

In addition to annual meeting of the joint review board, the TIF Act also mandates that municipalities comply with certain reporting requirements with all “taxing districts overlapping the redevelopment project area.” The Act currently requires TIF municipalities to submit a report to the Illinois Office of Comptroller (IOC), *and all taxing districts overlapping the redevelopment project area*, no later than 180 days after the close of each municipal fiscal year detailing information about a TIF district. The report must include, but is not limited to, an analysis of the special tax allocation fund, a statement setting forth all activities undertaken in furtherance of the objectives of a TIF District Redevelopment Plan, a legal opinion that the municipality is in compliance with the TIF Act and any amendments to the redevelopment plan.

Enacted in 2021, Public Act 102-0127 amends the TIF Act and expands mandated reporting requirements to include a comparison between the original projected increment and jobs for the TIF district, the actual amount of increment and jobs created to date, and an update on the stated rate of return for a development and the actual debt service on any notes issued by the municipality. In addition, P.A. 102-0127 authorizes municipalities to select a consultant to provide an analysis of the projected increment and the actual debt service on any notes issued by the municipality.

The reporting requirements described above are set forth under 65 ILCS 5/11-74.4-5, subsection (d). The relevant provisions are as follows:

“(d)...[a] municipality shall submit in an electronic format the following information for each redevelopment project area (i) to the State Comptroller under Section 8-8-3.5 of the Illinois Municipal Code, subject to any extensions or exemptions provided at the Comptroller's discretion under that Section, and (ii) *to all taxing districts overlapping the redevelopment project area* no later than 180 days after the close of each municipal fiscal year or as soon thereafter as the audited financial statements become available and, in any case, *shall be submitted before the annual meeting of the Joint Review Board to each of the taxing districts that overlap the redevelopment project area:*

- (1) Any amendments to the redevelopment plan, the redevelopment project area, or the State Sales Tax Boundary.

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- (1.5) A list of the redevelopment project areas administered by the municipality and, if applicable, the date each redevelopment project area was designated or terminated by the municipality.
  - (2) Audited financial statements of the special tax allocation fund once a cumulative total of \$100,000 has been deposited in the fund.
  - (3) Certification of the Chief Executive Officer of the municipality that the municipality has complied with all of the requirements of this Act during the preceding fiscal year.
  - (4) An opinion of legal counsel that the municipality is in compliance with this Act.
  - (5) An analysis of the special tax allocation fund which sets forth:
    - (A) the balance in the special tax allocation fund at the beginning of the fiscal year;
    - (B) all amounts deposited in the special tax allocation fund by source;
    - (C) an itemized list of all expenditures from the special tax allocation fund by category of permissible redevelopment project cost; and
    - (D) the balance in the special tax allocation fund at the end of the fiscal year including a breakdown of that balance by source and a breakdown of that balance identifying any portion of the balance that is required, pledged, earmarked, or otherwise designated for payment of or securing of obligations and anticipated redevelopment project costs. Any portion of such ending balance that has not been identified or is not identified as being required, pledged, earmarked, or otherwise designated for payment of or securing of obligations or anticipated redevelopment projects costs shall be designated as surplus as set forth in Section 11-74.4-7 hereof.
  - (6) A description of all property purchased by the municipality within the redevelopment project area including:
    - (A) Street address.
    - (B) Approximate size or description of property.
    - (C) Purchase price.
    - (D) Seller of property.
  - (7) A statement setting forth all activities undertaken in furtherance of the objectives of the redevelopment plan, including:
    - (A) Any project implemented in the preceding fiscal year.
    - (B) A description of the redevelopment activities undertaken.
    - (C) A description of any agreements entered into by the municipality with regard to the disposition or redevelopment of any property within the redevelopment project area or the area within the State Sales Tax Boundary.

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- (D) Additional information on the use of all funds received under this Division and steps taken by the municipality to achieve the objectives of the redevelopment plan.
  - (E) Information regarding contracts that the municipality's tax increment advisors or consultants have entered into with entities or persons that have received, or are receiving, payments financed by tax increment revenues produced by the same redevelopment project area.
  - (F) Any reports submitted to the municipality by the joint review board.
  - (G) A review of public and, to the extent possible, private investment actually undertaken to date after the effective date of this amendatory Act of the 91st General Assembly and estimated to be undertaken during the following year. This review shall, on a project-by-project basis, set forth the estimated amounts of public and private investment incurred after the effective date of this amendatory Act of the 91st General Assembly and provide the ratio of private investment to public investment to the date of the report and as estimated to the completion of the redevelopment project.
- (8) With regard to any obligations issued by the municipality:
- (A) copies of any official statements; and
  - (B) an analysis prepared by financial advisor or underwriter, chosen by the municipality, setting forth the: (i) nature and term of obligation; (ii) projected debt service including required reserves and debt coverage; and (iii) actual debt service.
- (9) For special tax allocation funds that have experienced cumulative deposits of incremental tax revenues of \$100,000 or more, a certified audit report reviewing compliance with this Act performed by an independent public accountant certified and licensed by the authority of the State of Illinois. The financial portion of the audit must be conducted in accordance with Standards for Audits of Governmental Organizations, Programs, Activities, and Functions adopted by the Comptroller General of the United States (1981), as amended, or the standards specified by Section 8-8-5 of the Illinois Municipal Auditing Law of the Illinois Municipal Code. The audit report shall contain a letter from the independent certified public accountant indicating compliance or noncompliance with the requirements of subsection (q) of Section 11-74.4-3. For redevelopment plans or projects that would result in the displacement of residents from 10 or more inhabited residential units or that contain 75 or more inhabited residential units, notice of the availability of the information, including how to obtain the report, required in this subsection shall also be sent by mail to all residents or organizations that operate in the municipality that register with the municipality for that information according to registration procedures adopted under Section 11-74.4-4.2. All municipalities are subject to this provision.
- (10) A list of all intergovernmental agreements in effect during the fiscal year to which the municipality is a party and an accounting of any moneys transferred or received by the municipality during that fiscal year pursuant to those intergovernmental agreements.