

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

**Regular Meeting
February 9, 2022
5:00 pm**

Meeting will occur via Zoom

**McConathy Public Library is inviting you to a scheduled Zoom
meeting.**

Meeting ID: 821 4607 8664

Passcode: 992391

One tap mobile

+13126266799

- 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**
 - E. FRIENDS OF THE LIBRARY --- Friends Representative**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A. Emergency Closure for Weather**
 - B. Bylaws Review and Adjustment.**
 - C. Sexual Harassment Training**
- added * D. Mask Mandate discussin*
9. AUDIENCE TO THE PUBLIC
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

Minutes of the Regular Board Meeting

January 26, 2022

President Dianne Sapp called the meeting to order at 5:01 P.M.

A motion was made by Gary Holcomb and seconded by Mary Thompson to elect Roger Strasemeier as Secretary pro-tem.

1. Roll Call: Present were: Gary Holcomb, Diane Sapp, Roger Strasemeier and Mary Thompson.
Absent: Catherine Boettcher, Carolyn Farmer and Jacqueline McGee.
2. Minutes:
A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve the minutes for December 8, 2021. Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Three ayes and 0 nays. Motion carried.
A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the minutes for December 23, 2021. Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Three ayes and 0 nays. Motion carried.
3. Correspondence: None
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:
8. New Business:
 - A. A discussion was led by Director Williams-Baig regarding ending curbside and reopening the library to patrons. A motion was made by Roger Strasemeier and seconded by Mary Thompson to reopen the library as of Monday January 31, 2022 with the addition of closing Monday – Friday from noon to 1:00 pm to clean and sanitize. Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Four ayes and 0 nays. Motion carried.
 - B. Director Williams-Baig began a discussion to begin paying some library bills via credit card as there have been many problems with the mail, both us receiving bills as well as the companies receiving our payments. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to allow staff to make needed library payments via credit card Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Four ayes and 0 nays. Motion carried.
9. Audience to the Public: None
10. Adjournment: A motion was made by Roger Strasemeier and seconded by Gary Holcomb to adjourn the meeting at 5:27 p.m. Three ayes and zero nays. Motion carried.

Respectfully submitted,
Roger Strasemeier – Secretary Pro-Tem

February 2022 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

Happy Black History Month and Valentine's Day!

If you have not already checked them out, please look at our Black History Month and Why I Love My Library displays! Staff spent a lot of time on these and patrons have been so excited to give us all the reasons they love coming to the library!

This month the library will resume our weekly COVID testing and vaccinations. We have changed the date for the COVID clinics to Saturdays this month in hopes to be more accessible to those who work during the week. In order to maintain the health and safety of our staff and patrons we have had the meeting room and foyer sanitized after every COVID clinic.

Patrons have been very happy to be back in the library again! Closing from 12-1 to clean and sanitize has been very successful and the patrons have been appreciative of our dedication to their health.

We have hired two new part time staff members. We hope this will alleviate the staff issues we have had in the last few months. We encourage the Board to stop by and introduce themselves.

Unless one is needed sooner, our next scheduled Board meeting will be Wednesday March 9th at 5:00 pm. The Auditors plan to present to the Board at this meeting.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT

February 2022

Dyer Bank and Trust

PAYROLL \$59,521.00

GENERAL FUND \$ 33,367.81

MONEY MARKET \$53,824.07

PETTY CASH \$2,041.58

CHECKING \$700.96

Total: \$ 149,455.42

Loan

\$428,251.25

January 2022

Dyer Bank and Trust

PAYROLL \$64,498.37

GENERAL FUND \$ 41,416.97

MONEY MARKET \$53,820.00

PETTY CASH \$2,236.06

CHECKING \$700.96

Total: \$ 162,672.36

Loan

\$431,328.94

FIRM - Nancy L McConathy Public District Lib

Transaction List

January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/01/22	21117	01-1010		BAUGHMAN, COLLEEN M		(1,056.14)
01/01/22	21117	01-5000		SALARY		1,368.00
01/01/22	21117	01-2450		IMRF DEDUCTION		(61.56)
01/01/22	21117	01-2300		FICA-SS		(84.82)
01/01/22	21117	01-2550		FICA-MED		(19.84)
01/01/22	21117	01-2350		FIT		(80.97)
01/01/22	21117	01-2400		Illinois SIT		(64.67)
01/01/22	21117	01-2300		ERFICA-SS		84.82
01/01/22	21117	01-2300		ERFICA-SS		(84.82)
01/01/22	21117	01-2550		ERFICA-MED		(19.84)
01/01/22	21117	01-2550		ERFICA-MED		19.84
01/01/22	21117	999		Illinois SUI		4.24
01/01/22	21117	999		Illinois SUI		(4.24)
01/01/22	21118	01-1010		DETTLOFF, HALEY		(66.86)
01/01/22	21118	01-5000		HOURLY		76.50
01/01/22	21118	01-2300		FICA-SS		(4.74)
01/01/22	21118	01-2550		FICA-MED		(1.11)
01/01/22	21118	01-2400		Illinois SIT		(3.79)
01/01/22	21118	01-2300		ERFICA-SS		4.74
01/01/22	21118	01-2300		ERFICA-SS		(4.74)
01/01/22	21118	01-2550		ERFICA-MED		(1.11)
01/01/22	21118	01-2550		ERFICA-MED		1.11
01/01/22	21118	999		Illinois SUI		0.24
01/01/22	21118	999		Illinois SUI		(0.24)
01/01/22	21119	01-1010		DETTLOFF, VICTORIA		(403.79)
01/01/22	21119	01-5000		HOURLY		462.00
01/01/22	21119	01-2300		FICA-SS		(28.64)
01/01/22	21119	01-2550		FICA-MED		(6.70)
01/01/22	21119	01-2400		Illinois SIT		(22.87)
01/01/22	21119	01-2300		ERFICA-SS		28.64
01/01/22	21119	01-2300		ERFICA-SS		(28.64)
01/01/22	21119	01-2550		ERFICA-MED		(6.70)
01/01/22	21119	01-2550		ERFICA-MED		6.70
01/01/22	21119	999		Illinois SUI		1.43
01/01/22	21119	999		Illinois SUI		(1.43)
01/01/22	21120	01-1010		DOVER, OLGA		(115.38)
01/01/22	21120	01-5000		HOURLY		132.00
01/01/22	21120	01-2300		FICA-SS		(8.18)
01/01/22	21120	01-2550		FICA-MED		(1.91)
01/01/22	21120	01-2400		Illinois SIT		(6.53)
01/01/22	21120	01-2300		ERFICA-SS		8.18
01/01/22	21120	01-2300		ERFICA-SS		(8.18)
01/01/22	21120	01-2550		ERFICA-MED		(1.91)
01/01/22	21120	01-2550		ERFICA-MED		1.91
01/01/22	21120	999		Illinois SUI		0.41
01/01/22	21120	999		Illinois SUI		(0.41)
01/01/22	21121	01-1010		KYLE, DAWN		(101.58)
01/01/22	21121	01-5000		HOURLY		110.00
01/01/22	21121	01-2300		FICA-SS		(6.82)
01/01/22	21121	01-2550		FICA-MED		(1.60)
01/01/22	21121	01-2300		ERFICA-SS		6.82
01/01/22	21121	01-2300		ERFICA-SS		(6.82)
01/01/22	21121	01-2550		ERFICA-MED		(1.60)
01/01/22	21121	01-2550		ERFICA-MED		1.60
01/01/22	21121	999		Illinois SUI		0.34
01/01/22	21121	999		Illinois SUI		(0.34)
01/01/22	21122	01-1010		WILLIAMS-BAIG, ROSIE		(1,193.20)
01/01/22	21122	01-5000		SALARY		1,666.92
01/01/22	21122	01-2450		IMRF DEDUCTION		(75.01)

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January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/01/22	21122	01-2500		RWB 1 LIBERTY NATIONAL		(75.04)
01/01/22	21122	01-2500		RWB 2 LIBERTY NATIONAL		(20.58)
01/01/22	21122	01-2300		FICA-SS		(98.70)
01/01/22	21122	01-2550		FICA-MED		(23.08)
01/01/22	21122	01-2350		FIT		(106.22)
01/01/22	21122	01-2400		Illinois SIT		(75.09)
01/01/22	21122	01-2300		ERFICA-SS		98.70
01/01/22	21122	01-2300		ERFICA-SS		(98.70)
01/01/22	21122	01-2550		ERFICA-MED		(23.08)
01/01/22	21122	01-2550		ERFICA-MED		23.08
01/01/22	21122	999		Illinois SUI		4.93
01/01/22	21122	999		Illinois SUI		(4.93)
01/06/22	5908	01-1030	CAC100	CHAPMAN AND CUTLER LLP		(4,000.00)
01/06/22	5908	01-5340	CAC100	CHAPMAN AND CUTLER LLP		4,000.00
01/06/22	5909	01-1030	CMED100	COMED ELECTRIC		(513.61)
01/06/22	5909	01-5100	CMED100	COMED ELECTRIC		513.61
01/06/22	5910	01-1030	DBT100	DYER BANK & TRUST		(4,564.37)
01/06/22	5910	01-5655	DBT100	DYER BANK & TRUST		3,477.62
01/06/22	5910	01-5650	DBT100	DYER BANK & TRUST		1,086.75
01/06/22	5911	01-1030	KIG100	KAMM INSURANCE GROUP INC.		(1,257.00)
01/06/22	5911	01-5040	KIG100	KAMM INSURANCE GROUP INC.		1,257.00
01/06/22	5912	01-1030	QUA100	QUALITY ALARM SYSTEMS INC.		(588.00)
01/06/22	5912	01-5160	QUA100	QUALITY ALARM SYSTEMS INC.		588.00
01/07/22	5913	01-1030	WHD100	WAREHOUSE DIRECT		(41.23)
01/07/22	5913	01-5360	WHD100	WAREHOUSE DIRECT		41.23
01/15/22	21123	01-1010		BAUGHMAN, COLLEEN M		(1,105.19)
01/15/22	21123	01-5000		SALARY		1,436.40
01/15/22	21123	01-2450		IMRF DEDUCTION		(64.64)
01/15/22	21123	01-2300		FICA-SS		(89.05)
01/15/22	21123	01-2550		FICA-MED		(20.82)
01/15/22	21123	01-2350		FIT		(88.80)
01/15/22	21123	01-2400		Illinois SIT		(67.90)
01/15/22	21123	01-2300		ERFICA-SS		89.05
01/15/22	21123	01-2300		ERFICA-SS		(89.05)
01/15/22	21123	01-2550		ERFICA-MED		(20.82)
01/15/22	21123	01-2550		ERFICA-MED		20.82
01/15/22	21123	999		Illinois SUI		4.45
01/15/22	21123	999		Illinois SUI		(4.45)
01/15/22	21124	01-1010		DETTLOFF, HALEY		(235.98)
01/15/22	21124	01-5000		HOURLY		270.00
01/15/22	21124	01-2300		FICA-SS		(16.74)
01/15/22	21124	01-2550		FICA-MED		(3.91)
01/15/22	21124	01-2400		Illinois SIT		(13.37)
01/15/22	21124	01-2300		ERFICA-SS		16.74
01/15/22	21124	01-2300		ERFICA-SS		(16.74)
01/15/22	21124	01-2550		ERFICA-MED		(3.91)
01/15/22	21124	01-2550		ERFICA-MED		3.91
01/15/22	21124	999		Illinois SUI		0.84
01/15/22	21124	999		Illinois SUI		(0.84)
01/15/22	21125	01-1010		DETTLOFF, VICTORIA		(391.99)
01/15/22	21125	01-5000		HOURLY		448.50
01/15/22	21125	01-2300		FICA-SS		(27.81)
01/15/22	21125	01-2550		FICA-MED		(6.50)
01/15/22	21125	01-2400		Illinois SIT		(22.20)
01/15/22	21125	01-2300		ERFICA-SS		27.81
01/15/22	21125	01-2300		ERFICA-SS		(27.81)
01/15/22	21125	01-2550		ERFICA-MED		(6.50)
01/15/22	21125	01-2550		ERFICA-MED		6.50
01/15/22	21125	999		Illinois SUI		1.39

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January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/15/22	21125	999		Illinois SUI		(1.39)
01/15/22	21126	01-1010		DOVER, OLGA		(309.39)
01/15/22	21126	01-5000		HOURLY		354.00
01/15/22	21126	01-2300		FICA-SS		(21.95)
01/15/22	21126	01-2550		FICA-MED		(5.14)
01/15/22	21126	01-2400		Illinois SIT		(17.52)
01/15/22	21126	01-2300		ERFICA-SS		21.95
01/15/22	21126	01-2300		ERFICA-SS		(21.95)
01/15/22	21126	01-2550		ERFICA-MED		(5.14)
01/15/22	21126	01-2550		ERFICA-MED		5.14
01/15/22	21126	999		Illinois SUI		1.10
01/15/22	21126	999		Illinois SUI		(1.10)
01/15/22	21127	01-1010		KYLE, DAWN		(472.33)
01/15/22	21127	01-5000		HOURLY		528.00
01/15/22	21127	01-2300		FICA-SS		(32.74)
01/15/22	21127	01-2550		FICA-MED		(7.65)
01/15/22	21127	01-2350		FIT		(2.99)
01/15/22	21127	01-2400		Illinois SIT		(12.29)
01/15/22	21127	01-2300		ERFICA-SS		32.74
01/15/22	21127	01-2300		ERFICA-SS		(32.74)
01/15/22	21127	01-2550		ERFICA-MED		(7.65)
01/15/22	21127	01-2550		ERFICA-MED		7.65
01/15/22	21127	999		Illinois SUI		1.64
01/15/22	21127	999		Illinois SUI		(1.64)
01/15/22	21128	01-1010		WILLIAMS-BAIG, ROSIE		(1,252.94)
01/15/22	21128	01-5000		SALARY		1,750.27
01/15/22	21128	01-2450		IMRF DEDUCTION		(78.76)
01/15/22	21128	01-2500		RWB 1 LIBERTY NATIONAL		(75.04)
01/15/22	21128	01-2500		RWB 2 LIBERTY NATIONAL		(20.58)
01/15/22	21128	01-2300		FICA-SS		(103.86)
01/15/22	21128	01-2550		FICA-MED		(24.29)
01/15/22	21128	01-2350		FIT		(115.77)
01/15/22	21128	01-2400		Illinois SIT		(79.03)
01/15/22	21128	01-2300		ERFICA-SS		103.86
01/15/22	21128	01-2300		ERFICA-SS		(103.86)
01/15/22	21128	01-2550		ERFICA-MED		(24.29)
01/15/22	21128	01-2550		ERFICA-MED		24.29
01/15/22	21128	999		Illinois SUI		5.19
01/15/22	21128	999		Illinois SUI		(5.19)
01/18/22	5914	01-1030	AMC100	AMBER MECHANICAL CONTRACTORS, INC.		(2,010.00)
01/18/22	5914	01-5160	AMC100	AMBER MECHANICAL CONTRACTORS, INC.		2,010.00
01/18/22	5915	01-1030	C&T100	C&T LAWN & LANDSCAPING		(525.00)
01/18/22	5915	07-5475	C&T100	C&T LAWN & LANDSCAPING		525.00
01/18/22	5916	01-1030	CTS100	CINTAS		(50.68)
01/18/22	5916	01-5200	CTS100	CINTAS		50.68
01/18/22	5917	01-1030	CTS100	CINTAS		(239.83)
01/18/22	5917	07-5080	CTS100	CINTAS		239.83
01/18/22	5918	01-1030	AVA100	CIT (AVAYA)		(114.99)
01/18/22	5918	01-5160	AVA100	CIT (AVAYA)		114.99
01/18/22	5919	01-1030	CMT100	COMCAST BUSINESS		(532.37)
01/18/22	5919	01-5120	CMT100	COMCAST BUSINESS		177.42
01/18/22	5919	01-5110	CMT100	COMCAST BUSINESS		354.95
01/18/22	5920	01-1030	CMED100	COMED ELECTRIC		(488.05)
01/18/22	5920	01-5100	CMED100	COMED ELECTRIC		488.05
01/18/22	5921	01-1030	DMS100	DRAINS MADE SIMPLE		(650.00)
01/18/22	5921	07-5080	DMS100	DRAINS MADE SIMPLE		650.00
01/18/22	5922	01-1030	NCR100	NICOR GAS		(481.35)
01/18/22	5922	01-5100	NCR100	NICOR GAS		481.35
01/18/22	5923	01-1030	PNW100	PENWORTHY COMPANY LLC.		(1,427.72)

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January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/18/22	5923	01-5220	PNW100	PENWORTHY COMPANY LLC.		1,427.72
01/18/22	5924	01-1030	SKH100	SIKICH		(800.00)
01/18/22	5924	06-5480	SKH100	SIKICH		800.00
01/18/22	5925	01-1030	SWA100	SWAN		(3,667.25)
01/18/22	5925	01-5420	SWA100	SWAN		3,667.25
01/19/22	21129	01-1010	LMC100	LIMRICC- LIFE INS		(28.80)
01/19/22	21129	01-5020	LMC100	LIMRICC- LIFE INS		28.80
01/20/22	5926	01-1030	ING100	INGRAM LIBRARY SERVICES		(33.88)
01/20/22	5926	01-5220	ING100	INGRAM LIBRARY SERVICES		33.88
01/20/22	21130	01-1010	NGL100	NCBERS GROUP LIFE INSURANCE		(32.00)
01/20/22	21130	01-5020	NGL100	NCBERS GROUP LIFE INSURANCE		32.00
01/29/22	21131	01-1010		BAUGHMAN, COLLEEN M		(1,156.41)
01/29/22	21131	01-5000		SALARY		1,436.40
01/29/22	21131	01-2450		IMRF DEDUCTION		(64.64)
01/29/22	21131	01-2300		FICA-SS		(89.06)
01/29/22	21131	01-2550		FICA-MED		(20.83)
01/29/22	21131	01-2350		FIT		(37.56)
01/29/22	21131	01-2400		Illinois SIT		(67.90)
01/29/22	21131	01-2300		ERFICA-SS		89.06
01/29/22	21131	01-2300		ERFICA-SS		(89.06)
01/29/22	21131	01-2550		ERFICA-MED		(20.83)
01/29/22	21131	01-2550		ERFICA-MED		20.83
01/29/22	21131	999		Illinois SUI		4.45
01/29/22	21131	999		Illinois SUI		(4.45)
01/29/22	21132	01-1010		DETTLOFF, HALEY		(225.48)
01/29/22	21132	01-5000		HOURLY		258.00
01/29/22	21132	01-2300		FICA-SS		(16.00)
01/29/22	21132	01-2550		FICA-MED		(3.75)
01/29/22	21132	01-2400		Illinois SIT		(12.77)
01/29/22	21132	01-2300		ERFICA-SS		16.00
01/29/22	21132	01-2300		ERFICA-SS		(16.00)
01/29/22	21132	01-2550		ERFICA-MED		(3.75)
01/29/22	21132	01-2550		ERFICA-MED		3.75
01/29/22	21132	999		Illinois SUI		0.80
01/29/22	21132	999		Illinois SUI		(0.80)
01/29/22	21133	01-1010		DETTLOFF, VICTORIA		(460.16)
01/29/22	21133	01-5000		HOURLY		526.50
01/29/22	21133	01-2300		FICA-SS		(32.64)
01/29/22	21133	01-2550		FICA-MED		(7.64)
01/29/22	21133	01-2400		Illinois SIT		(26.06)
01/29/22	21133	01-2300		ERFICA-SS		32.64
01/29/22	21133	01-2300		ERFICA-SS		(32.64)
01/29/22	21133	01-2550		ERFICA-MED		(7.64)
01/29/22	21133	01-2550		ERFICA-MED		7.64
01/29/22	21133	999		Illinois SUI		1.63
01/29/22	21133	999		Illinois SUI		(1.63)
01/29/22	21134	01-1010		DOVER, OLGA		(204.52)
01/29/22	21134	01-5000		HOURLY		234.00
01/29/22	21134	01-2300		FICA-SS		(14.51)
01/29/22	21134	01-2550		FICA-MED		(3.39)
01/29/22	21134	01-2400		Illinois SIT		(11.58)
01/29/22	21134	01-2300		ERFICA-SS		14.51
01/29/22	21134	01-2300		ERFICA-SS		(14.51)
01/29/22	21134	01-2550		ERFICA-MED		(3.39)
01/29/22	21134	01-2550		ERFICA-MED		3.39
01/29/22	21134	999		Illinois SUI		0.73
01/29/22	21134	999		Illinois SUI		(0.73)
01/29/22	21135	01-1010		JACKSON, ELIZABETH L		(121.91)
01/29/22	21135	01-5000		HOURLY		132.00

FIRM - Nancy L McConathy Public District Lib

Transaction List

January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/29/22	21135	01-2300		FICA-SS		(8.18)
01/29/22	21135	01-2550		FICA-MED		(1.91)
01/29/22	21135	01-2300		ERFICA-SS		8.18
01/29/22	21135	01-2300		ERFICA-SS		(8.18)
01/29/22	21135	01-2550		ERFICA-MED		(1.91)
01/29/22	21135	01-2550		ERFICA-MED		1.91
01/29/22	21135	999		Illinois SUI		0.41
01/29/22	21135	999		Illinois SUI		(0.41)
01/29/22	21136	01-1010		KYLE, DAWN		(270.82)
01/29/22	21136	01-5000		HOURLY		294.00
01/29/22	21136	01-2300		FICA-SS		(18.22)
01/29/22	21136	01-2550		FICA-MED		(4.26)
01/29/22	21136	01-2400		Illinois SIT		(0.70)
01/29/22	21136	01-2300		ERFICA-SS		18.22
01/29/22	21136	01-2300		ERFICA-SS		(18.22)
01/29/22	21136	01-2550		ERFICA-MED		(4.26)
01/29/22	21136	01-2550		ERFICA-MED		4.26
01/29/22	21136	999		Illinois SUI		0.91
01/29/22	21136	999		Illinois SUI		(0.91)
01/29/22	21137	01-1010		PARKER, CRYSTAL L		(162.56)
01/29/22	21137	01-5000		HOURLY		186.00
01/29/22	21137	01-2300		FICA-SS		(11.53)
01/29/22	21137	01-2550		FICA-MED		(2.70)
01/29/22	21137	01-2400		Illinois SIT		(9.21)
01/29/22	21137	01-2300		ERFICA-SS		11.53
01/29/22	21137	01-2300		ERFICA-SS		(11.53)
01/29/22	21137	01-2550		ERFICA-MED		(2.70)
01/29/22	21137	01-2550		ERFICA-MED		2.70
01/29/22	21137	999		Illinois SUI		0.58
01/29/22	21137	999		Illinois SUI		(0.58)
01/29/22	21138	01-1010		WILLIAMS-BAIG, ROSIE		(1,387.33)
01/29/22	21138	01-5000		SALARY		1,750.27
01/29/22	21138	01-2450		IMRF DEDUCTION		(78.76)
01/29/22	21138	01-2300		FICA-SS		(108.52)
01/29/22	21138	01-2550		FICA-MED		(25.38)
01/29/22	21138	01-2350		FIT		(67.54)
01/29/22	21138	01-2400		Illinois SIT		(82.74)
01/29/22	21138	01-2300		ERFICA-SS		108.52
01/29/22	21138	01-2300		ERFICA-SS		(108.52)
01/29/22	21138	01-2550		ERFICA-MED		(25.38)
01/29/22	21138	01-2550		ERFICA-MED		25.38
01/29/22	21138	999		Illinois SUI		5.43
01/29/22	21138	999		Illinois SUI		(5.43)
01/31/22	5927	01-1030	DBT100	DYER BANK & TRUST		(4,248.00)
01/31/22	5927	01-5655	DBT100	DYER BANK & TRUST		3,077.69
01/31/22	5927	01-5650	DBT100	DYER BANK & TRUST		1,170.31
01/31/22	5928	01-1030	JLG100	JUNIOR LIBRARY GUILD		(2,600.50)
01/31/22	5928	01-5220	JLG100	JUNIOR LIBRARY GUILD		2,600.50
01/31/22	5929	01-1030	OSMFM100	ODELSON, STERK, MURPHEY, FRAZIER & MCGRATH, LTD		(123.75)
01/31/22	5929	01-5340	OSMFM100	ODELSON, STERK, MURPHEY, FRAZIER & MCGRATH, LTD		123.75
01/31/22	21139	01-1010	RWB100	ROSIE WILLIAMS-BAIG		(956.20)
01/31/22	21139	01-2500	RWB100	ROSIE WILLIAMS-BAIG		956.20
				Transaction Balance		<u>0.00</u>

Transaction Totals	
Total Debits	<u>44,450.60</u>
Total Credits	<u>44,450.60</u>
Account Hash Total	<u>39960.0000</u>

FIRM - Nancy L McConathy Public District Lib

Transaction List

January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
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Transaction count = 45
Distribution count = 288

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
February 9, 2022
5:00 pm**

Meeting will occur via Zoom

**McConathy Public Library is inviting you to a scheduled Zoom
meeting.**

Meeting ID: 821 4607 8664

Passcode: 992391

One tap mobile

+13126266799

- 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**
 - E. FRIENDS OF THE LIBRARY --- Friends Representative**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A. Emergency Closure for Weather**
 - B. Bylaws Review and Adjustment.**
 - C. Sexual Harassment Training**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

February 2022 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

Happy Black History Month and Valentine's Day!

If you have not already checked them out, please look at our Black History Month and Why I Love My Library displays! Staff spent a lot of time on these and patrons have been so excited to give us all the reasons they love coming to the library!

This month the library will resume our weekly COVID testing and vaccinations. We have changed the date for the COVID clinics to Saturdays this month in hopes to be more accessible to those who work during the week. In order to maintain the health and safety of our staff and patrons we have had the meeting room and foyer sanitized after every COVID clinic.

Patrons have been very happy to be back in the library again! Closing from 12-1 to clean and sanitize has been very successful and the patrons have been appreciative of our dedication to their health.

We have hired two new part time staff members. We hope this will alleviate the staff issues we have had in the last few months. We encourage the Board to stop by and introduce themselves.

Unless one is needed sooner, our next scheduled Board meeting will be Wednesday March 9th at 5:00 pm. The Auditors plan to present to the Board at this meeting.

Sincerely,
Rosie Williams-Baig
Director

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
January 26, 2022

President Dianne Sapp called the meeting to order at 5:01 P.M.

A motion was made by Gary Holcomb and seconded by Mary Thompson to elect Roger Strasemeier as Secretary pro-tem.

1. Roll Call: Present were: Gary Holcomb, Diane Sapp, Roger Strasemeier and Mary Thompson.
Absent: Catherine Boettcher, Carolyn Farmer and Jacqueline McGee.

2. Minutes:

A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve the minutes for December 8, 2021. Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Three ayes and 0 nays. Motion carried.

A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the minutes for December 23, 2021. Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Three ayes and 0 nays. Motion carried.

3. Correspondence: None
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:

8. New Business:

A. A discussion was led by Director Williams-Balg regarding ending curbside and reopening the library to patrons. A motion was made by Roger Strasemeier and seconded by Mary Thompson to reopen the library as of Monday January 31, 2022 with the addition of closing Monday – Friday from noon to 1:00 pm to clean and sanitize. Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Four ayes and 0 nays. Motion carried.

B. Director Williams-Balg began a discussion to begin paying some library bills via credit card as there have been many problems with the mail, both us receiving bills as well as the companies receiving our payments. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to allow staff to make needed library payments via credit card Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Four ayes and 0 nays. Motion carried.

9. Audience to the Public: None

10. Adjournment: A motion was made by Roger Strasemeier and seconded by Gary Holcomb to adjourn the meeting at 5:27 p.m. Three ayes and zero nays. Motion carried.

Respectfully submitted,
Roger Strasemeier – Secretary Pro-Tem

**FINANCIAL REPORT
Dyer Bank and Trust**

January 2021

PAYROLL \$59,521.00
GENERAL FUND \$ 33,367.81
MONEY MARKET \$53,824.07
PETTY CASH \$2041.58
SAVINGS \$700.96

Total: \$ 149,455.42

Loan
\$428,251.25

January 2022

PAYROLL \$64,498.37
GENERAL FUND \$ 41,416.97
MONEY MARKET \$53,820
PETTY CASH \$2,236.06
SAVINGS \$700.96

Total: \$ 162,672.36

Loan
\$431,328.94

FIRM - Nancy L McConathy Public District Lib

Transaction List

January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/01/22	21117	01-1010		BAUGHMAN, COLLEEN M		(1,056.14)
01/01/22	21117	01-5000		SALARY		1,368.00
01/01/22	21117	01-2450		IMRF DEDUCTION		(61.56)
01/01/22	21117	01-2300		FICA-SS		(84.82)
01/01/22	21117	01-2550		FICA-MED		(19.84)
01/01/22	21117	01-2350		FIT		(80.97)
01/01/22	21117	01-2400		Illinois SIT		(64.67)
01/01/22	21117	01-2300		ERFICA-SS		84.82
01/01/22	21117	01-2300		ERFICA-SS		(84.82)
01/01/22	21117	01-2550		ERFICA-MED		(19.84)
01/01/22	21117	01-2550		ERFICA-MED		19.84
01/01/22	21117	999		Illinois SUI		4.24
01/01/22	21117	999		Illinois SUI		(4.24)
01/01/22	21118	01-1010		DETTLOFF, HALEY		(66.86)
01/01/22	21118	01-5000		HOURLY		76.50
01/01/22	21118	01-2300		FICA-SS		(4.74)
01/01/22	21118	01-2550		FICA-MED		(1.11)
01/01/22	21118	01-2400		Illinois SIT		(3.79)
01/01/22	21118	01-2300		ERFICA-SS		4.74
01/01/22	21118	01-2300		ERFICA-SS		(4.74)
01/01/22	21118	01-2550		ERFICA-MED		(1.11)
01/01/22	21118	01-2550		ERFICA-MED		1.11
01/01/22	21118	999		Illinois SUI		0.24
01/01/22	21118	999		Illinois SUI		(0.24)
01/01/22	21119	01-1010		DETTLOFF, VICTORIA		(403.79)
01/01/22	21119	01-5000		HOURLY		462.00
01/01/22	21119	01-2300		FICA-SS		(28.64)
01/01/22	21119	01-2550		FICA-MED		(6.70)
01/01/22	21119	01-2400		Illinois SIT		(22.87)
01/01/22	21119	01-2300		ERFICA-SS		28.64
01/01/22	21119	01-2300		ERFICA-SS		(28.64)
01/01/22	21119	01-2550		ERFICA-MED		(6.70)
01/01/22	21119	01-2550		ERFICA-MED		6.70
01/01/22	21119	999		Illinois SUI		1.43
01/01/22	21119	999		Illinois SUI		(1.43)
01/01/22	21120	01-1010		DOVER, OLGA		(115.38)
01/01/22	21120	01-5000		HOURLY		132.00
01/01/22	21120	01-2300		FICA-SS		(8.18)
01/01/22	21120	01-2550		FICA-MED		(1.91)
01/01/22	21120	01-2400		Illinois SIT		(6.53)
01/01/22	21120	01-2300		ERFICA-SS		8.18
01/01/22	21120	01-2300		ERFICA-SS		(8.18)
01/01/22	21120	01-2550		ERFICA-MED		(1.91)
01/01/22	21120	01-2550		ERFICA-MED		1.91
01/01/22	21120	999		Illinois SUI		0.41
01/01/22	21120	999		Illinois SUI		(0.41)
01/01/22	21121	01-1010		KYLE, DAWN		(101.58)
01/01/22	21121	01-5000		HOURLY		110.00
01/01/22	21121	01-2300		FICA-SS		(6.82)
01/01/22	21121	01-2550		FICA-MED		(1.60)
01/01/22	21121	01-2300		ERFICA-SS		6.82
01/01/22	21121	01-2300		ERFICA-SS		(6.82)
01/01/22	21121	01-2550		ERFICA-MED		(1.60)
01/01/22	21121	01-2550		ERFICA-MED		1.60
01/01/22	21121	999		Illinois SUI		0.34
01/01/22	21121	999		Illinois SUI		(0.34)
01/01/22	21122	01-1010		WILLIAMS-BAIG, ROSIE		(1,193.20)
01/01/22	21122	01-5000		SALARY		1,666.92
01/01/22	21122	01-2450		IMRF DEDUCTION		(75.01)

**FIRM - Nancy L McConathy Public District Lib
Transaction List**

January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/01/22	21122	01-2500		RWB 1 LIBERTY NATIONAL		(75.04)
01/01/22	21122	01-2500		RWB 2 LIBERTY NATIONAL		(20.58)
01/01/22	21122	01-2300		FICA-SS		(98.70)
01/01/22	21122	01-2550		FICA-MED		(23.08)
01/01/22	21122	01-2350		FIT		(106.22)
01/01/22	21122	01-2400		Illinois SIT		(75.09)
01/01/22	21122	01-2300		ERFICA-SS		98.70
01/01/22	21122	01-2300		ERFICA-SS		(98.70)
01/01/22	21122	01-2550		ERFICA-MED		(23.08)
01/01/22	21122	01-2550		ERFICA-MED		23.08
01/01/22	21122	999		Illinois SUI		4.93
01/01/22	21122	999		Illinois SUI		(4.93)
01/06/22	5908	01-1030	CAC100	CHAPMAN AND CUTLER LLP		(4,000.00)
01/06/22	5908	01-5340	CAC100	CHAPMAN AND CUTLER LLP		4,000.00
01/06/22	5909	01-1030	CMED100	COMED ELECTRIC		(513.61)
01/06/22	5909	01-5100	CMED100	COMED ELECTRIC		513.61
01/06/22	5910	01-1030	DBT100	DYER BANK & TRUST		(4,564.37)
01/06/22	5910	01-5655	DBT100	DYER BANK & TRUST		3,477.62
01/06/22	5910	01-5650	DBT100	DYER BANK & TRUST		1,086.75
01/06/22	5911	01-1030	KIG100	KAMM INSURANCE GROUP INC.		(1,257.00)
01/06/22	5911	01-5040	KIG100	KAMM INSURANCE GROUP INC.		1,257.00
01/06/22	5912	01-1030	QUA100	QUALITY ALARM SYSTEMS INC.		(588.00)
01/06/22	5912	01-5160	QUA100	QUALITY ALARM SYSTEMS INC.		588.00
01/07/22	5913	01-1030	WHD100	WAREHOUSE DIRECT		(41.23)
01/07/22	5913	01-5360	WHD100	WAREHOUSE DIRECT		41.23
01/15/22	21123	01-1010		BAUGHMAN, COLLEEN M		(1,105.19)
01/15/22	21123	01-5000		SALARY		1,436.40
01/15/22	21123	01-2450		IMRF DEDUCTION		(64.64)
01/15/22	21123	01-2300		FICA-SS		(89.05)
01/15/22	21123	01-2550		FICA-MED		(20.82)
01/15/22	21123	01-2350		FIT		(88.80)
01/15/22	21123	01-2400		Illinois SIT		(67.90)
01/15/22	21123	01-2300		ERFICA-SS		89.05
01/15/22	21123	01-2300		ERFICA-SS		(89.05)
01/15/22	21123	01-2550		ERFICA-MED		(20.82)
01/15/22	21123	01-2550		ERFICA-MED		20.82
01/15/22	21123	999		Illinois SUI		4.45
01/15/22	21123	999		Illinois SUI		(4.45)
01/15/22	21124	01-1010		DETTLOFF, HALEY		(235.98)
01/15/22	21124	01-5000		HOURLY		270.00
01/15/22	21124	01-2300		FICA-SS		(16.74)
01/15/22	21124	01-2550		FICA-MED		(3.91)
01/15/22	21124	01-2400		Illinois SIT		(13.37)
01/15/22	21124	01-2300		ERFICA-SS		16.74
01/15/22	21124	01-2300		ERFICA-SS		(16.74)
01/15/22	21124	01-2550		ERFICA-MED		(3.91)
01/15/22	21124	01-2550		ERFICA-MED		3.91
01/15/22	21124	999		Illinois SUI		0.84
01/15/22	21124	999		Illinois SUI		(0.84)
01/15/22	21125	01-1010		DETTLOFF, VICTORIA		(391.99)
01/15/22	21125	01-5000		HOURLY		448.50
01/15/22	21125	01-2300		FICA-SS		(27.81)
01/15/22	21125	01-2550		FICA-MED		(6.50)
01/15/22	21125	01-2400		Illinois SIT		(22.20)
01/15/22	21125	01-2300		ERFICA-SS		27.81
01/15/22	21125	01-2300		ERFICA-SS		(27.81)
01/15/22	21125	01-2550		ERFICA-MED		(6.50)
01/15/22	21125	01-2550		ERFICA-MED		6.50
01/15/22	21125	999		Illinois SUI		1.39

FIRM - Nancy L McConathy Public District Lib

Transaction List

January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/15/22	21125	999		Illinois SUI		(1.39)
01/15/22	21126	01-1010		DOVER, OLGA		(309.39)
01/15/22	21126	01-5000		HOURLY		354.00
01/15/22	21126	01-2300		FICA-SS		(21.95)
01/15/22	21126	01-2550		FICA-MED		(5.14)
01/15/22	21126	01-2400		Illinois SIT		(17.52)
01/15/22	21126	01-2300		ERFICA-SS		21.95
01/15/22	21126	01-2300		ERFICA-SS		(21.95)
01/15/22	21126	01-2550		ERFICA-MED		(5.14)
01/15/22	21126	01-2550		ERFICA-MED		5.14
01/15/22	21126	999		Illinois SUI		1.10
01/15/22	21126	999		Illinois SUI		(1.10)
01/15/22	21127	01-1010		KYLE, DAWN		(472.33)
01/15/22	21127	01-5000		HOURLY		528.00
01/15/22	21127	01-2300		FICA-SS		(32.74)
01/15/22	21127	01-2550		FICA-MED		(7.65)
01/15/22	21127	01-2350		FIT		(2.99)
01/15/22	21127	01-2400		Illinois SIT		(12.29)
01/15/22	21127	01-2300		ERFICA-SS		32.74
01/15/22	21127	01-2300		ERFICA-SS		(32.74)
01/15/22	21127	01-2550		ERFICA-MED		(7.65)
01/15/22	21127	01-2550		ERFICA-MED		7.65
01/15/22	21127	999		Illinois SUI		1.64
01/15/22	21127	999		Illinois SUI		(1.64)
01/15/22	21128	01-1010		WILLIAMS-BAIG, ROSIE		(1,252.94)
01/15/22	21128	01-5000		SALARY		1,750.27
01/15/22	21128	01-2450		IMRF DEDUCTION		(78.76)
01/15/22	21128	01-2500		RWB 1 LIBERTY NATIONAL		(75.04)
01/15/22	21128	01-2500		RWB 2 LIBERTY NATIONAL		(20.58)
01/15/22	21128	01-2300		FICA-SS		(103.86)
01/15/22	21128	01-2550		FICA-MED		(24.29)
01/15/22	21128	01-2350		FIT		(115.77)
01/15/22	21128	01-2400		Illinois SIT		(79.03)
01/15/22	21128	01-2300		ERFICA-SS		103.86
01/15/22	21128	01-2300		ERFICA-SS		(103.86)
01/15/22	21128	01-2550		ERFICA-MED		(24.29)
01/15/22	21128	01-2550		ERFICA-MED		24.29
01/15/22	21128	999		Illinois SUI		5.19
01/15/22	21128	999		Illinois SUI		(5.19)
01/18/22	5914	01-1030	AMC100	AMBER MECHANICAL CONTRACTORS, INC.		(2,010.00)
01/18/22	5914	01-5160	AMC100	AMBER MECHANICAL CONTRACTORS, INC.		2,010.00
01/18/22	5915	01-1030	C&T100	C&T LAWN & LANDSCAPING		(525.00)
01/18/22	5915	07-5475	C&T100	C&T LAWN & LANDSCAPING		525.00
01/18/22	5916	01-1030	CTS100	CINTAS		(50.68)
01/18/22	5916	01-5200	CTS100	CINTAS		50.68
01/18/22	5917	01-1030	CTS100	CINTAS		(239.83)
01/18/22	5917	07-5080	CTS100	CINTAS		239.83
01/18/22	5918	01-1030	AVA100	CIT (AVAYA)		(114.99)
01/18/22	5918	01-5160	AVA100	CIT (AVAYA)		114.99
01/18/22	5919	01-1030	CMT100	COMCAST BUSINESS		(532.37)
01/18/22	5919	01-5120	CMT100	COMCAST BUSINESS		177.42
01/18/22	5919	01-5110	CMT100	COMCAST BUSINESS		354.95
01/18/22	5920	01-1030	CMED100	COMED ELECTRIC		(488.05)
01/18/22	5920	01-5100	CMED100	COMED ELECTRIC		488.05
01/18/22	5921	01-1030	DMS100	DRAINS MADE SIMPLE		(650.00)
01/18/22	5921	07-5080	DMS100	DRAINS MADE SIMPLE		650.00
01/18/22	5922	01-1030	NCR100	NICOR GAS		(481.35)
01/18/22	5922	01-5100	NCR100	NICOR GAS		481.35
01/18/22	5923	01-1030	PNW100	PENWORTHY COMPANY LLC.		(1,427.72)

FIRM - Nancy L McConathy Public District Lib

Transaction List

January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/18/22	5923	01-5220	PNW100	PENWORTHY COMPANY LLC.		1,427.72
01/18/22	5924	01-1030	SKH100	SIKICH		(800.00)
01/18/22	5924	06-5480	SKH100	SIKICH		800.00
01/18/22	5925	01-1030	SWA100	SWAN		(3,667.25)
01/18/22	5925	01-5420	SWA100	SWAN		3,667.25
01/19/22	21129	01-1010	LMC100	LIMRICC- LIFE INS		(28.80)
01/19/22	21129	01-5020	LMC100	LIMRICC- LIFE INS		28.80
01/20/22	5926	01-1030	ING100	INGRAM LIBRARY SERVICES		(33.88)
01/20/22	5926	01-5220	ING100	INGRAM LIBRARY SERVICES		33.88
01/20/22	21130	01-1010	NGL100	NCPERS GROUP LIFE INSURANCE		(32.00)
01/20/22	21130	01-5020	NGL100	NCPERS GROUP LIFE INSURANCE		32.00
01/29/22	21131	01-1010		BAUGHMAN, COLLEEN M		(1,156.41)
01/29/22	21131	01-5000		SALARY		1,436.40
01/29/22	21131	01-2450		IMRF DEDUCTION		(64.64)
01/29/22	21131	01-2300		FICA-SS		(89.06)
01/29/22	21131	01-2550		FICA-MED		(20.83)
01/29/22	21131	01-2350		FIT		(37.56)
01/29/22	21131	01-2400		Illinois SIT		(67.90)
01/29/22	21131	01-2300		ERFICA-SS		89.06
01/29/22	21131	01-2300		ERFICA-SS		(89.06)
01/29/22	21131	01-2550		ERFICA-MED		(20.83)
01/29/22	21131	01-2550		ERFICA-MED		20.83
01/29/22	21131	999		Illinois SUI		4.45
01/29/22	21131	999		Illinois SUI		(4.45)
01/29/22	21132	01-1010		DETTLOFF, HALEY		(225.48)
01/29/22	21132	01-5000		HOURLY		258.00
01/29/22	21132	01-2300		FICA-SS		(16.00)
01/29/22	21132	01-2550		FICA-MED		(3.75)
01/29/22	21132	01-2400		Illinois SIT		(12.77)
01/29/22	21132	01-2300		ERFICA-SS		16.00
01/29/22	21132	01-2300		ERFICA-SS		(16.00)
01/29/22	21132	01-2550		ERFICA-MED		(3.75)
01/29/22	21132	01-2550		ERFICA-MED		3.75
01/29/22	21132	999		Illinois SUI		0.80
01/29/22	21132	999		Illinois SUI		(0.80)
01/29/22	21133	01-1010		DETTLOFF, VICTORIA		(460.16)
01/29/22	21133	01-5000		HOURLY		526.50
01/29/22	21133	01-2300		FICA-SS		(32.64)
01/29/22	21133	01-2550		FICA-MED		(7.64)
01/29/22	21133	01-2400		Illinois SIT		(26.06)
01/29/22	21133	01-2300		ERFICA-SS		32.64
01/29/22	21133	01-2300		ERFICA-SS		(32.64)
01/29/22	21133	01-2550		ERFICA-MED		(7.64)
01/29/22	21133	01-2550		ERFICA-MED		7.64
01/29/22	21133	999		Illinois SUI		1.63
01/29/22	21133	999		Illinois SUI		(1.63)
01/29/22	21134	01-1010		DOVER, OLGA		(204.52)
01/29/22	21134	01-5000		HOURLY		234.00
01/29/22	21134	01-2300		FICA-SS		(14.51)
01/29/22	21134	01-2550		FICA-MED		(3.39)
01/29/22	21134	01-2400		Illinois SIT		(11.58)
01/29/22	21134	01-2300		ERFICA-SS		14.51
01/29/22	21134	01-2300		ERFICA-SS		(14.51)
01/29/22	21134	01-2550		ERFICA-MED		(3.39)
01/29/22	21134	01-2550		ERFICA-MED		3.39
01/29/22	21134	999		Illinois SUI		0.73
01/29/22	21134	999		Illinois SUI		(0.73)
01/29/22	21135	01-1010		JACKSON, ELIZABETH L		(121.91)
01/29/22	21135	01-5000		HOURLY		132.00

FIRM - Nancy L McConathy Public District Lib

Transaction List

January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
01/29/22	21135	01-2300		FICA-SS		(8.18)
01/29/22	21135	01-2550		FICA-MED		(1.91)
01/29/22	21135	01-2300		ERFICA-SS		8.18
01/29/22	21135	01-2300		ERFICA-SS		(8.18)
01/29/22	21135	01-2550		ERFICA-MED		(1.91)
01/29/22	21135	01-2550		ERFICA-MED		1.91
01/29/22	21135	999		Illinois SUI		0.41
01/29/22	21135	999		Illinois SUI		(0.41)
01/29/22	21136	01-1010		KYLE, DAWN		(270.82)
01/29/22	21136	01-5000		HOURLY		294.00
01/29/22	21136	01-2300		FICA-SS		(18.22)
01/29/22	21136	01-2550		FICA-MED		(4.26)
01/29/22	21136	01-2400		Illinois SIT		(0.70)
01/29/22	21136	01-2300		ERFICA-SS		18.22
01/29/22	21136	01-2300		ERFICA-SS		(18.22)
01/29/22	21136	01-2550		ERFICA-MED		(4.26)
01/29/22	21136	01-2550		ERFICA-MED		4.26
01/29/22	21136	999		Illinois SUI		0.91
01/29/22	21136	999		Illinois SUI		(0.91)
01/29/22	21137	01-1010		PARKER, CRYSTAL L		(162.56)
01/29/22	21137	01-5000		HOURLY		186.00
01/29/22	21137	01-2300		FICA-SS		(11.53)
01/29/22	21137	01-2550		FICA-MED		(2.70)
01/29/22	21137	01-2400		Illinois SIT		(9.21)
01/29/22	21137	01-2300		ERFICA-SS		11.53
01/29/22	21137	01-2300		ERFICA-SS		(11.53)
01/29/22	21137	01-2550		ERFICA-MED		(2.70)
01/29/22	21137	01-2550		ERFICA-MED		2.70
01/29/22	21137	999		Illinois SUI		0.58
01/29/22	21137	999		Illinois SUI		(0.58)
01/29/22	21138	01-1010		WILLIAMS-BAIG, ROSIE		(1,387.33)
01/29/22	21138	01-5000		SALARY		1,750.27
01/29/22	21138	01-2450		IMRF DEDUCTION		(78.76)
01/29/22	21138	01-2300		FICA-SS		(108.52)
01/29/22	21138	01-2550		FICA-MED		(25.38)
01/29/22	21138	01-2350		FIT		(67.54)
01/29/22	21138	01-2400		Illinois SIT		(82.74)
01/29/22	21138	01-2300		ERFICA-SS		108.52
01/29/22	21138	01-2300		ERFICA-SS		(108.52)
01/29/22	21138	01-2550		ERFICA-MED		(25.38)
01/29/22	21138	01-2550		ERFICA-MED		25.38
01/29/22	21138	999		Illinois SUI		5.43
01/29/22	21138	999		Illinois SUI		(5.43)
01/31/22	5927	01-1030	DBT100	DYER BANK & TRUST		(4,248.00)
01/31/22	5927	01-5655	DBT100	DYER BANK & TRUST		3,077.69
01/31/22	5927	01-5650	DBT100	DYER BANK & TRUST		1,170.31
01/31/22	5928	01-1030	JLG100	JUNIOR LIBRARY GUILD		(2,600.50)
01/31/22	5928	01-5220	JLG100	JUNIOR LIBRARY GUILD		2,600.50
01/31/22	5929	01-1030	OSMFM100	O DELSON, STERK, MURPHEY, FRAZIER & MCGRATH, LTD		(123.75)
01/31/22	5929	01-5340	OSMFM100	O DELSON, STERK, MURPHEY, FRAZIER & MCGRATH, LTD		123.75
01/31/22	21139	01-1010	RWB100	ROSIE WILLIAMS-BAIG		(956.20)
01/31/22	21139	01-2500	RWB100	ROSIE WILLIAMS-BAIG		956.20
				Transaction Balance		<u>0.00</u>

Transaction Totals	
Total Debits	44,450.60
Total Credits	44,450.60
Account Hash Total	39960.0000

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Transaction List

January 1, 2022 - January 31, 2022

Date	Reference	Account	Payee ID	Description	1099	Amount
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Transaction count = 45
Distribution count = 288

Inclement Weather/Emergency Closing Missed Hours Form

Employee Name: _____

Date of Library Closure: _____ # of Hours Missed _____

I understand that by checking this box I decline to make up my missing hours, thus I will not get paid for these hours.

I understand that by checking this box I have 90 days to speak with the Director to make up the hours that I missed due to an emergency Library closing.

Date of hour completion: _____

Employee Signature: _____

Director Signature: _____

Inclement Weather/Emergency Closing Missed Hours Form

Employee Name: _____

Date of Library Closure: _____ # of Hours Missed _____

I understand that by checking this box I decline to make up my missing hours, thus I will not get paid for these hours.

I understand that by checking this box I have 90 days to speak with the Director to make up the hours that I missed due to an emergency Library closing.

Date of hour completion: _____

Employee Signature: _____

Director Signature: _____



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article I. Name

Section 1.01 The name of the Library shall be the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois.

Section 1.02 The name of the organization shall be the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois (also known as the Board).

Section 1.03 The address of the Library shall be 21737 Jeffery Avenue, Sauk Village, Illinois 60411.

Article II. Trustees

Section 2.01 The Board consists of seven popularly elected district residents who meet the qualifications established in 75 ILCS 16/30-20.

Section 2.02 Trustees serve six-year terms.

Section 2.03 Vacancies

- (a) All vacancies shall be filled by appointment by the remaining trustees in accordance with 75 ILCS 16/30-25.
- (b) The Board shall work to identify the best qualified candidate for appointment by requesting applications from qualified residents and will conduct interviews with said candidates
- (c) The Board agrees to keep the information submitted by the interested parties who are not selected for consideration for future vacancies.

Section 2.04 Trustees will serve without compensation. Any expenses incurred as a result of library duties will be reimbursed from Library funds. Valid invoices and mileage receipts are required for reimbursement.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

- 2.05 The Board will review and adopt an Ethics Statement at the first meeting of the Fiscal new year.
- 2.06 In order to be an effective Board Member, all Trustees should attend all meetings and read materials present for review prior the meetings, Trustees will be provided with the information regarding trainings but can seek the information on their own. Trustees are required to attend at least one training session, in person or virtually, related to the Library per fiscal year. All expenses related to the training session will be reimbursed with Library Funds.
- 2.07 In order to be an active Board Member, all Trustees should make a point to attend at least one activity or program per calendar year.
- 2.07 Trustees shall do their best to not have vested interests directly or indirectly in any person, association or corporation in contract with or presenting contract to the Library. Nor may any Trustee take or receive any money or other thing of value such as a gift or bribe or other means of influencing his or her vote or action in his or her official capacity. Any contract made and procured in violation thereof is void. However, if deemed appropriate, any Trustee may provide materials, services or labor as it is stated in 50 ILCS 105/3. All votes and actions of Trustees must remain in compliance of 50 ILCS 105/3-4.5.
- 2.08 **Orientation**
New Trustees shall meet with the Board President and the Library Director and be provided the following:
- (a) A tour of the facility grounds including staff introductions.
 - (b) A copy of all policies, including staff and library, as well a copy of the bylaws. Copies can be presented electronically at the request of the Trustee.
 - (c) A reference sheet outlining duties of the Trustees vs. Library Director
 - (d) Current contact information for the Board, Library Director and Assistant Director.
 - (e) A list of pertinent Social Media and contact information for the Library.



Bylaws of the Nancy L. McConathy Public Library District
Board of Trustees

Article III. Officers

- Section 3.01 The Board of Trustees shall have four officers; President, Vice President, Secretary and Treasurer. Every two years, at the May Board meeting following an election, Officer positions will be presented to the Board for nomination and appointment. At the next regularly scheduled meeting, an appointment process will occur. Once a Trustee is nominated for a position a vote of approval by the majority the Board is required for appointment.
- Section 3.02 Officers may be appointed to a maximum of two consecutive two-year terms for any specific office. After their last term is up, they may not serve in that role for at least one year. Trustees may immediately serve in a different officer role. Each officer will serve a term of two years unless a new election for Officers be needed. Officers will be asked to step down from their position if they miss more than six regularly scheduled Board Meetings during a calendar year.
- Section 3.03 All necessary officers will be asked to sign signature cards to allow them to approve and sign checks for all expenditures.
- Section 3.04 Roles of the President
- (a) Call and preside at all called meetings of the Board.
 - (b) Sign all necessary financial or historical documentation.
 - (c) Appoint other Board members to serve as Chairpersons on committees
 - (d) Authorize calls for special meetings
 - (e) Along with the Library Director, prepare meeting agendas. Board members who would like items on the agenda may contact the Director or Board President one week prior to the scheduled meeting time and date.
 - (f) Serve as a spokesperson for the Board in public announcements. The President may delegate this role to another officer if he or she is unable to perform this task.



Bylaws of the Nancy L. McConathy Public Library District
Board of Trustees

Section 3.05 Roles of Vice President

- (a) Perform the duties of the President in the absence, incapacity of or refusal to act.
- (b) Perform the duties of the Secretary in the absence, incapacity of or refusal to act.
- (c) Perform the duties of the Treasurer in the absence, incapacity of or refusal to act.

Section 3.06 Roles of the Secretary

- (a) Keep an accurate record of the Board Meetings
- (b) Administer oaths and affirmations of office

The Secretary may delegate duties but shall retain final responsibility. At the end of the fiscal year, two Trustees (neither being the Secretary) shall be appointed by the President to review and audit the Secretary's records.

Section 3.07 Roles of the Treasurer

- (a) Work with the Assistant Director to maintain an accounting of all Library funds
- (b) Make a financial report at each regular Board meeting
- (c) Work with the Assistant Director to furnish any financial information as may be requested by the Board.
- (d) Be bonded in the amount as may be required by state statute.

The Board shall hire a certified public accountant to perform an audit of the Treasurer's records on a quarterly basis.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article IV. Meetings

Section 4.01 The regularly scheduled Board meeting shall take place on the second Wednesday of each month at 5pm at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois 60411, unless changed in accordance with the Open Meetings Act.

Section 4.02 Four Trustees shall constitute a quorum for the purpose of conducting a meeting.

Section 4.03 The business shall include, but is not limited to the following items that shall be covered in the sequence listed below:

- I. Roll Call
- II. Approval of Minutes
- III. Correspondence
- IV. Legal Report
- V. Librarian's Report
- VI. President's Report
- VII. Committee Reports
 - a. Budget and Finance
 - b. Policy and Bylaws
 - c. Personnel
 - d. Public Relations
- VIII. Unfinished Business
- IX. New Business
- X. Audience to the Public
- XI. Adjournment

Section 4.04 The Library Director shall distribute the agenda and all pertinent information for the meeting to the Library Trustees 48 hours prior to the scheduled date and time of the Board Meeting. Trustees wishing to present an item for the agenda shall provide all necessary information for the item, in writing, to the Library Director, 96 hours prior to the required 48 hours posting date and time of the agenda.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

- Section 4.05 Written minutes shall be kept for all meetings, whether open or closed session. All minutes must have the meeting date, time and location; a list of the names of all Trustees who were present or absent for the meeting; a summary of each discussion for all items on the agenda; and a record of all votes taken on each item.
- Section 4.06 Public Comment
- (a) Any person who desires to comment on Library matters during a regular Board meeting shall be required to identify themselves by name prior to making their comment. Each speaker shall have a maximum of three minutes to express their comments or questions. The President of the Board shall be entrusted to terminate individual or comments as a whole for repetitive, not library related, political, divisive or disruptive comments.
 - (b) The total time allotted for public comment shall be thirty minutes per meeting.
 - (c) Individual time allotment and total comment time allotment may be extended by a two-thirds majority vote of the members present at that meeting.
- Section 4.07 Special and or Emergency meetings shall be called by the President, Secretary of four Trustees. Audience participation during special or emergency meetings shall be focused solely on the items listed on the agenda. Special meeting notice and packet information will be provided to all Trustees at least 48 hours prior to the date and time of the posted meeting. Emergency meeting notice and packet information will be provided to all Trustees at least 24 hours prior to the date and time of the posted meeting.
- Section 4.08 All meeting notices shall be placed in a highly visible area inside the library 48 hours prior to the date and time of in the meeting in accordance with the Open Meetings Act.
- Section 4.09 If a Trustee is unable to physically attend a meeting they are able to to attend the meeting virtually. Trustees participating virtually shall have the same rights, privilege and responsibilities
- Section 4.10 All meetings shall be governed by Robert's Rules of Order.



**Bylaws of the Nancy L. McConathy Public Library District
Board of Trustees**

Article V. Executive Director

- Section 5.01 The relationship between the Director and the Board of Trustees should one of cooperation and communication with clearly defined roles and responsibilities. The role of the Library Board is to set the policies and plan for the long-term plan for the Library. The Director serves as the administrator and professional consultant who covers the day -to-day operations of the Library. The Board shall not attempt to dictate day-to-day practices and procedures. The Director shall not set policy without direction and prior approval of the Board. While the Board is expected to participate in events and programs as participants or volunteers there should be no disciplinary or direct interactions with the staff.
- Section 5.02 Carry out the Library's policies established by the Board
- Section 5.03 Have full responsibility for services, programs, book selections and personnel management.
- Section 5.04 Attend all Boards meetings or inform the Board that a designee will be present.
- Section 5.05 Authorize capital expenditures not to exceed \$1,000.00 for any one item.
- Section 5.06 Be included on the necessary signature cards to authorize them to sign checks for all Library expenditures.



**Bylaws of the Nancy L. McConathy Public Library District
Board of Trustees**

Article VI. Committees

Section 6.01 The Library shall have four standing committees; Budget and Finance, Policy and Bylaws, Personnel, and Public Relations. The President shall seek volunteers from the Board to serve as Chair on one of the standing committees. The President reserves the right to assign Trustees to committees should no one volunteer. The committee Chair will work with the Library Director to present new ideas, practices and policies to the Board for review and approval.

(a) Budget and Finance Committee role and responsibilities:

- (1) Work with the Director to prepare and present the annual budget.
- (2) Work with the Director to review any future financial plans. If funds are not presently available for plans the Budget and Finance committee will present plans for ways to finance the plans.

(b) Policy and Bylaws Committee role and responsibilities:

- (1) Review the Policy manual annually.
- (2) Provide recommended changes of the policy manual and bylaws to the Board as needed.

(c) Personnel Committee role and responsibilities:

- (1) Work with the Director to word and coordinate the presentation of job postings for new positions.
- (2) Work with the Board President Coordinate the annual evaluation of the Director.

(d) Public Relations role and responsibilities:

- (1) Work with the Programming Liaison to coordinate all Public Outreach from the Board of Trustees.

Section 6.02 The President shall appoint additional committees should the Board find it necessary.

Section 6.03 Committees shall only have advisory powers. All action items must be presented to the Board as a whole for review and approval.



Bylaws of the Nancy L. McConathy Public Library District
Board of Trustees

Article VII. General

- Section 7.01 For the purpose of conducting business, all items presented for approval of the Board require a motion and second before a vote can take place. An approval of the majority of the Board present at that meeting is needed to take action on any topic.
- Section 7.02 Any rules and policies may be temporarily suspended, for the purpose of conducting the business scheduled for that meeting, during any meeting with a two-thirds majority vote. This suspension will cease at the end of the meeting.
- Section 7.03 The Bylaws and Policy Manuals will be reviewed annually to ensure validity and current practice. Amendments and changes to the Bylaws and Policy Manuals can occur at any meeting provided that the changes have been submitted to the Director in the time needed to include the proposed changes in the meeting packet.
- Section 7.04 All contracts for supplies, materials, or labor involving an expenditure in excess of \$25,000.00 shall be let to the lowest responsible bidder after publication of a request for bids in accordance with the law.
- Section 7.05 Checks issued on Library's accounts shall be signed by two authorized signatories.



**Bylaws of the Nancy L. McConathy Public Library District
Board of Trustees**

Article VIII. Friends of the Library Committee

- Section 8.01 Friends of the Library Committee shall be maintained as a separate fund for accounting purposes, and the balance in the Fund shall be reported to the Board at the culmination of each fiscal year. Monies attributable to the Fund may be added to cash from other sources to obtain the highest rate of interest.
- Section 8.02 The Friends of the Library Committee shall establish a separate bank account (fund) and shall be maintained as a separate fund for accounting purposes, and the balance in the account shall be reported to the Board at the culmination of each fiscal year.
- Section 8.03 Within Sixty days after the close of the fiscal year, any account balance exceeding \$7,000.00 shall be transferred in to the general fund and used for either special purposes and /or programs as determined by the Board during the current fiscal year.
- Section 8.04 The Friends of the Library committee, should money be available, support two intergenerational Library programs each year. The programs shall be selected at the discretion at the Programing Liaison and Executive Director



**Bylaws of the Nancy L. McConathy Public Library District
Board of Trustees**

ORDINANCE 2021-2

Ordinance 2021-2: Establishing Procedures for the Nancy L. McConathy Public Library District

Adopted this 13th day of March, 2021 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAINING:

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

ATTEST:

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



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

CERTIFICATE

I, Elizabeth Norcutt, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary, and as such am keeper of the books and records of THE BOARD OF LIBRARY TRUSTEES OF THE NANCY L. MCCONATHY LIBRARY DISTRICT, COOK AND WILL COUNTIES, ILLINOIS; and

I DO FURTHER CERTIFY that the above attached Ordinance for "Establishing Procedures for the Nancy L. McConathy Public Library District" is a true and correct copy of said ordinance which was presented, passed, and recorded by said Board at their Board meeting on March 13, 2021, Oby a vote of:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Elizabeth Norcutt, Secretary

Board of Trustees

Nancy L. McConathy Public Library District

(SEAL)

POLICY PROHIBITING SEXUAL HARASSMENT

I. PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Nancy L. McConathy Public Library District to prohibit harassment of any person by any official, agent or employee on the basis of sex or gender. All officials, agents and employees are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.

Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal, if subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, the library director or a member of the board of trustees.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the library district will not be presumed to have knowledge of the harassment.

Resolution Outside Library District. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the library district. However, all employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the library district. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No library official shall take any retaliatory action against any library employee due to library employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any library employee that is taken in retaliation for a library employee's involvement in protected activity pursuant to this policy,

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge — due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 LCS 430/565, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the library and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the library district shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

Note: This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.