

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
March 14, 2020  
9:00 am**

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
  
- 6. COMMITTEE REPORTS**
  - A. BUDGET AND FINANCE---Merrionna Pierce**
  - B. POLICY AND BYLAWS --- Catherine Boettcher**
  - C. PERSONNEL--- Elizabeth Norcutt**
  - D. PUBLIC RELATIONS--- Crystal Parker**
  
- 7. UNFINISHED BUSINESS**
  - Meeting Room Policy changes**
  - Director eval/ pay increase**
  - Alcohol Policy**
  
- 8. NEW BUSINESS**
  - A. Friends of the Library**
  - B. ALA conference**
  - C. Review of accounting invoice**
  - D. Employee job descriptions**
  - E. Continuing education**
  - F. Pandemic Policy**
  - G. Solar Panels**
  - H. Defibrillators**
  
- 9. AUDIENCE TO THE PUBLIC**
  
- 10. ADJOURNMENT**



NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
February 8, 2020

President Gary Holcomb called the meeting to order at 9:07 A.M.

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Crystal Parker, Merrionna Pierce (left the meeting at 10:31 am) and Roger Strasemeier.  
Absent: Suzanne Downing
2. Minutes: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to approve the January minutes as presented. Six ayes and zero nays. Motion carried.
3. Correspondence: None
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: February monthly Financial Report presented and attached.
  - B. Policy and Bylaws: None
  - C. Personnel: None
  - D. Public Relations: None
7. Unfinished Business:
  - A. The meeting room policy was reviewed again. No changes were made.
8. New Business:
  - A. Director Williams-Baig informed the Board that the requested detailed billing had not yet been received. No action taken.
  - B. Director Williams-Baig presented the Board copies of the official audit and management letter. No action was taken.
  - C. A policy change was suggested regarding allowing alcohol to be consumed at adult library sponsored events. The Library will not be selling or providing the alcohol. All event attendees will need to provide identification to ensue they are over 21. A motion was made by Roger Strasemeier and seconded by Merrionna Peirce to continue with any insurance rider needed to continue with this. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - D. Director Williams-Baig presented a salary increase for the position of Programing Liaison for review and acceptance. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to table this item until the May meeting. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - E. Director Williams-Baig stated that there is no further information regarding the expansion at this time. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to table this item. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - F. President Gary Holcomb presented a technology update plan to ensure our equipment remains up to date. A motion was made by Roger Strasemeier and seconded by Crystal Parker to purchase 3 computers while not exceeding \$1,500.00. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; and Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
9. Audience to the Public: None
10. Adjournment: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to adjourn the meeting at 10:43 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boettcher



**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Special Agenda Minutes**  
**FLSA review**  
**February 22, 2020**

The meeting was called to order at 9:04 a.m. by President Gary Holcomb

1. Roll Call: Present were: Catherine Boettcher, Suzanne Downing, Gary Holcomb, Elizabeth Norcutt, Crystal Parker and Roger Strasemeier. Absent: Merrionna Pierce (arrived at 9:07 am)
2. A review of the Federal Labor Standard Act was done. All full time exempt employees were reviewed at this time.
3. A motion was made by Crystal Parker and seconded by Suzanne Downing to change the Programming Liaison to a non-exempt position and approve the back pay in the amount of \$100.82. Roll call vote: Catherine Boettcher, aye; Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, nay. 6 ayes, 1 nay, motion carried.
4. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to change the Circulation Supervisor to a non-exempt position, approve the back pay in the amount of \$1,315.01 and increase the salary to \$13.35 per hour. . Roll call vote: Catherine Boettcher, aye; Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. 7 ayes, 0 nay, motion carried.
5. A motion was made by Catherine Boettcher and seconded by Suzanne Downing to keep the Assistant Director position as an exempt position, approve the back pay in the amount of \$590.21 and to increase the salary to \$35,568 annually. Roll call vote: Catherine Boettcher, aye; Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, nay. 6 ayes, 1 nay, motion carried.
6. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to table the Director's pay increase pending a performance review. Roll call vote: Catherine Boettcher, aye; Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. 7 ayes, 0 nay, motion carried.
7. Audience to the Public: S. Seiner mentioned the amount of closed days the Library has. A discussion was held regarding the same.
8. Adjournment: A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to adjourn the meeting at 10:10 a.m.

Respectfully submitted,  
Catherine Boettcher  
Secretary



**March 2020**

**LIBRARIAN'S REPORT**

Spring is in the air and we are beginning to get ready for our Easter event. As you may remember from last year, we had over 150 kids for our first Easter Egg hunt last year. We are preparing for even more kids for this year! Dionne has been busy stuffing eggs and designing an event that I am sure will be a hit. Again, we plan to pass out several baskets and one bike for each age group.

We have also begun working on getting the garden ready for planting. As you may recall, we plan to move the garden beds to have more central room in the back area. If you have any suggestions for items to plant please contact Colleen.

We have started the ground work for the "Friends of the Library" and are eager to start! Please spread the word that we are looking for volunteers to be members or "Friends" of the library and we are also looking for people to join the Friends of the library committee and become board members.

Sincerely,  
Rosie Williams-Baig  
Director



## FINANCIAL REPORT

March

Dyer Bank and Trust  
PAYROLL \$106,172.96  
GENERAL FUND \$ 54,507.02  
MONEY MARKET \$103,756.12  
PETTY CASH \$4,564.44  
SAVINGS \$2,090.81  
Total: \$271,091.35

Loan

\$501,997.21



## Meeting Room Policy

The McConathy Public Library strives to be of service to the community and residents around us. To help us better meet this goal, we have instituted the following policy regarding our meeting room. The Library Board of Trustees authorizes the Library Director or the Assistant Director to make the decision to accept or deny all applications submitted. All applications submitted must comply with all regulations in order to be accepted. Acceptance of the application does not imply endorsement, support, co-sponsorship or agreement with applicant or the views presented during the meeting.

Reservation preference of meeting room will be given to Library sponsored events. These will include events/meetings held by library partners.

Regulations:

The following events/meetings will not be permitted:

- For-profit, promotion, fundraising or recruitment events unless Library program related.
- Private social events such as birthday parties, baby/wedding showers, graduations family reunions etc.
- Gambling
- Religious worship
- Political meetings or rallies

The following must be adhered to:

- Application for the use of the Library facilities does not guarantee approval.
- All applications must be accompanied by a deposit of \$25.00. This deposit will be returned to the applicant upon review of the facility to ensure there is no damage or garbage left in the room.
- Applications will be approved on a first-come, first-served basis. Confirmation or denial of applications for reservations will be made in writing.
- Once an application has been accepted, Library staff will notify the requesting party.
- Cancellations must be in writing, and the Library should be notified as soon as possible. If cancellation is received more than 48 hours before the time of the room reservation the Library will provide a full refund of any fees. Cancellations less than 48 hours prior to the time of the room reservation will not receive a refund of any fees.
- Groups cancelling a reservation with no fee are asked to do so as soon as possible and at least 48 hours in advance so others may use the room. Frequent cancellations may result in the suspension of meeting room privileges.
- Room reservations cannot be transferred. Doing so may result in the suspension of meeting room privileges.
- Meeting space users will be held responsible for any damage to the Library's building, grounds, or equipment due to negligence or misconduct.



- No physical changes are allowed in the Library meeting rooms except for rearrangement of furniture. The use of decorations, additional furniture and equipment (other than audio visual aids) requires prior approval.
- Flames and open heating elements are prohibited. Crock pots, coffee pots, and similar items with enclosed heating elements can be used with prior approval and must be noted on the initial meeting room reservation.
- Library staff are available provide A/V setup but are not available to assist with arranging tables or chairs or to assist with meetings or programs, to operate equipment, or to help arrange exhibits.
- Groups are provided 30 minutes prior to and 30 minutes after their reservation for set-up and take-down purposes.
- Groups will be considered 2 or more people meeting to discuss a subject.
- On the date of the event, the room must be checked out on a valid Library card.
- When the room is used for studying purposes a deposit fee will not be charged.
- Any individual or group will be asked to leave if the noise levels become disruptive.
- Any individual or group that reserves a meeting space assumes full legal and financial responsibility for all related event activities in the Library.



## List of achievements/changes since becoming fulltime.

### Administrative

- Began working on “drop dead books” for monthly and quarterly reports as well as payroll upon becoming full time in July of 2017.
- Reviewed and updated the Staff and Library policies to ensure they were up to date and remained relevant, including creating the tuition reimbursement policy.
- Reviewed and updated, as needed, contracts with vendors.
- Instituted Quarterly staff meetings.
- Instituted Annual staff evaluations.
- Instituted a formal disciplinary structure.
- Updated the way we maintain old records.
- Cross trained senior employees to prevent a potential lag in services.
- Updated purchasing process as it applies to supplies to save money.
- Obtained Credit Cards for pertinent bank accounts to avoid previous problems. (several FOIAs)
- Provided opportunities for continuing education for staff.
- Developed a communication space to relay information to staff in between meetings.

### Circulation

- Cross trained senior employees with how to order and catalog new materials.
- Updated circulation items to include more multicultural materials.
- Increased circulation by implementing programs like “Fall into Reading” and “Book Bingo”.

### Public Relations

- Increased our public presence by attending Parent Nights at schools in the community.
- Increased our social media presence by instituting program related Facebook groups as well as posting all pertinent updates for the library.
- Utilized the outdoor electronic sign to promote programs and inform patrons of upcoming events as needed.
- Instituted a monthly electronic newsletter to be sent to anyone who signs up for our email list.

### Programming

- Started an annual Halloween event – 2017- 13 kids; 2018- 7 kids; 2019- 150+ kids.
- Started an annual Christmas event- 2017- 69 kids; 2018- 101 kids; 2019- 136 kids.
- Started an annual Easter event – 2018 -59 kids; 2019- 162 kids.
- Changed Bunco to monthly and included teens.
- Brought back the summer activity program – 2018- 9 kids; 2019 – 8 kids.
- Instituted monthly painting parties.
- End of summer back to school supply give away.
- Created the Programming Liaison to increase our programming monthly. The Liaison has already instituted “Monday Funday” monthly kids movies and monthly movie nights. She also begun working on creating an official “Friends of the Library” board to begin fundraising efforts.



**NANCY L. MCCONATHY**  
**Public Library District**

Evaluation of;

Rosie L. Williams-Baig Library Director  
Started Part-time; 11/04/2016  
Full-time; 07/01/2017  
Appointed Director; 10/01/2018

As the director Rosie L. Williams-Baig consistently integrates a wide variety of skills to outstandingly and effectively to solve problems and carry out duties, responsibilities and objectives of the library. Her overall, performance demonstrates a very high degree of expertise and serves as a model of excellence for others. Rosie L. Williams-Baig frequently demonstrates the ability to integrate a variety of skills to effectively solve problems and carry out duties, responsibilities and objectives. Critical goals, tasks, and projects are achieved within acceptable standards. During the review period, there have been many accomplishments that exceeded expectations, some that may have met expectations and, possibly, some areas where results may not have fully met expectations. Rosie L. Williams-Baig adds value to the library and is a fully competent performer.

There are some areas that show the need for further development and/or improvement in one or more of the critical performance factors is recognizable. These are minable at best and have little or no effect on the day to day operation of the library. Administratively as the library director she has Begun; working to create "drop dead books" for monthly and quarterly reports as well as payroll, reviewed and updated the Staff and Library policies to ensure they were up to date and remained relevant, including creating the tuition reimbursement policy, Instituted Quarterly staff meetings, Instituted Annual staff evaluations, Cross trained senior employees to prevent a potential lag in services.

Circulation

Cross trained senior employees with how to order and catalog new materials.  
Updated circulation items to include more multicultural materials. Increased circulation by implementing programs like "Fall into Reading" and "Book Bingo".

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Public Relations

Increased our public presence by attending Parent Nights at schools in the community {This is an area that can be improved upon}. Increased our social media presence by instituting program related Facebook groups as well as posting all pertinent updates for the library. Utilized the outdoor electronic sign to promote programs and inform patrons of upcoming events as needed. Instituted a monthly electronic newsletter to be sent to anyone who signs up for our email list.

Programming Events

Started an annual Halloween event, an annual Christmas event, annual Easter event, changed Bunco to monthly and included teens, brought back several summer activities programs, instituted monthly painting parties, end of summer back to school supply give away.

New Position within the staff

Created the Programming Liaison to increase our programming monthly. The Liaison has already instituted "Monday Funday" monthly kid's movies and monthly movie nights. She also begun working on creating an official "Friends of the Library" board to begin fundraising efforts.

In Summery

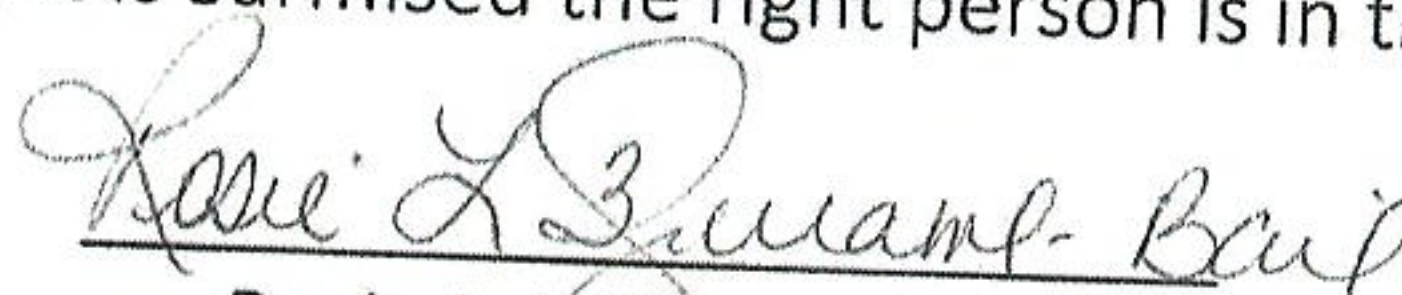
There were 30 (thirty) areas review for this evaluation based on scoring on 4 (Four possible results).

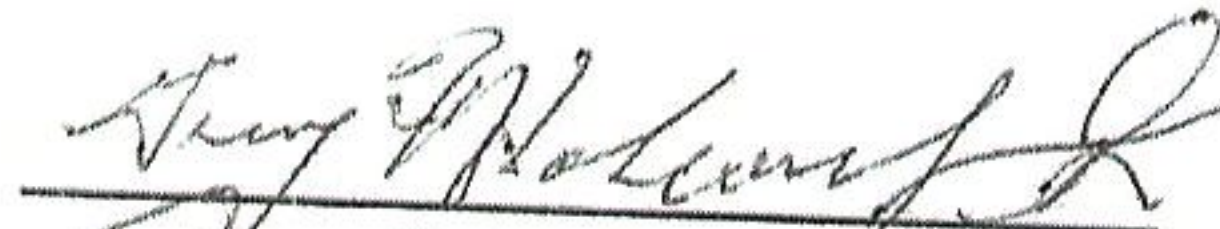
- 1. Very Dissatisfied Point Value 1
- 2. Dissatisfied Point Value 2
- 3. Satisfied Point Value 3
- 4. Vary Satisfied Point Value 4

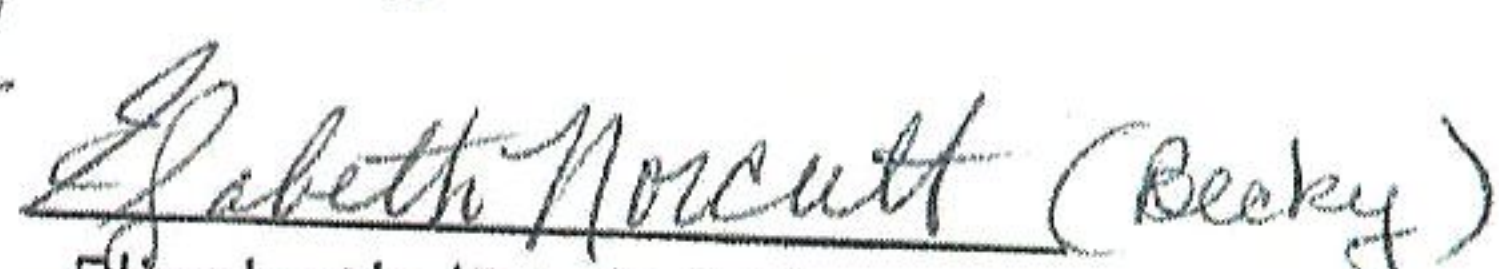
Highest possible point value 120

Rosie L. Williams-Baig overall score was 84 needing very little improvement other than changing things around at which she has already started these new procedures and 95% of these recommended changes will be complete by the March 2020 Board Meeting, bringing her overall score to 110. In closing after reviewing all aspects of the library it is surmised the right person is in the job.

Submitted/Reviewed 2/27/2020

  
Rosie L. Williams-Baig

  
Gary F. Holcomb Sr.

  
Elizabeth (Becky) Norcutt



- I. Vision, Mission, and Strategies**

The director's role has both strategic and operational components. Working with the board, the director must develop a shared vision for the future of the organization, build understanding around the current mission, and develop appropriate goals and strategies to advance that mission.

- How satisfied are you that:

	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure
The director, working with the board, translates the organization's mission into realistic goals and objectives?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>
With input from the board and staff, the director has created an effective process for long-range or strategic planning for the organization?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>

- II. Accomplishment of Management Objectives**

Working with the board, the director establishes operational objectives that support the strategic plan. The director is responsible for leading the staff in the implementation of the strategic plan and any annual plans.



- How satisfied are you that:

	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure
The director selects and cultivates qualified senior staff, models effective behaviors and skills, and builds morale among staff and volunteers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>

- The director ensures that there are appropriate systems in place to facilitate the day-to-date operations of the organization in the areas of:  
Needs Minor Improvement

	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure
a. Development and delivery of programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>
b. Administration and operations?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>
c. Fund raising and resource development?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>

Needs Minor Improvement

Needs Minor Improvement

- **III. Program Management**

Carries out its mission by offering specific programs and services. The director leads the staff in managing and administering these programs and services. This requires a thorough knowledge of the organization's mission area as well as an understanding of technical, operational, and ethical issues.



- How satisfied are you that:

	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure	
The director demonstrates substantive knowledge regarding the organization's programs and services?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>	Needs Minor Improvement
The director works with the board to develop appropriate policies to ensure the efficiency and effectiveness of programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	
The director, through effective oversight and staffing, sets high standards of quality for the organization's programs?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>	Needs Minor Improvement

- **IV. Effectiveness in Fund Raising and Resource Development**

The director, in partnership with the board and appropriate staff, is responsible for developing and implementing appropriate fund-raising and financial development strategies. The director and board use their combined strengths, knowledge, and relationships to help the organization achieve its objectives.

- How satisfied are you that:



	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure	
The director has a clear understanding of the current and future financial resources needed to realize the organization's mission?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	
The director is innovative in the creation of partnerships with businesses or other institutions that contribute to the organization's resources?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>	Needs Minor Improvement
The director is an effective fund raiser, working well with staff, donors, and board members to secure adequate income and strong personal commitments from those who have an interest in the organization?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>	Needs Minor Improvement

- **V. Fiscal Management**

Ensuring that income is managed wisely is especially important for a nonprofit organization operating in the public trust. It is the role of the director to see that solid planning and budgeting systems are in place and that the organization's goals and strategic plan serve as the basis for sound financial planning. In addition, it is the director's responsibility to ensure that qualified staff are hired to accurately monitor, assess, and manage the financial health of the nonprofit.

- How satisfied are you that:



	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure
The director is knowledgeable regarding financial planning, budgeting, management of the organization's investments and endowment, and understands the place of each in the organization's overall financial picture?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> ****	<input type="radio"/>
The Director presents financial reports to the board on a regular basis and submits an annual budget for board review, revision, and approval?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>

- **VI. Operations Management**

The director is responsible for day-to-day management. The director works with staff to develop, maintain, and use the systems and resources that facilitate the effective operation of the organization.

- How satisfied are you that:

	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure
The director is knowledgeable regarding the operations of an	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>

Needs Minor Improvement



effective office environment?					
The director ensures compliance with all legal and regulatory requirements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>

- The director has assured the organization has in place:

	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure
a. Sound risk management policies, including adequate insurance coverage?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>
b. Appropriate personnel policies and systems for staffing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>
c. Plans for the appropriate use of technology and technological systems?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>

- VIII. The Board/ Staff Relationship**

Because many organizational issues require a partnership of board and staff to be addressed effectively, the director should work to create opportunities for senior staff to interact with board members and to ensure that board and staff have a good working relationship.

- How satisfied are you that:



	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure
The director has established appropriate systems for dialogue and communication between the board and staff to ensure that the board maintains a good knowledge of the organization?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>

- IX. External Liaison and Public Image**

The director and board members are key players in establishing and maintaining positive relationships with the many groups that support the work of the nonprofit.

- How satisfied are you that:

	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure
The director maintains a positive professional reputation in the local community and is a good ambassador?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>

Needs Minor Improvement

- The director cultivates effective relationships with:

	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure
Relevant professional organizations?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>

Needs Minor Improvement

- X. Board Perceptions of the Organization**



As the board reviews the performance of the director, it should also gauge its perceptions of the general operations and quality of the organization in the following areas. The responses to these questions may help to focus the board and director's attention on specific areas of organizational strength and limitations and will help to guide future organizational development efforts.

- How would you rate:

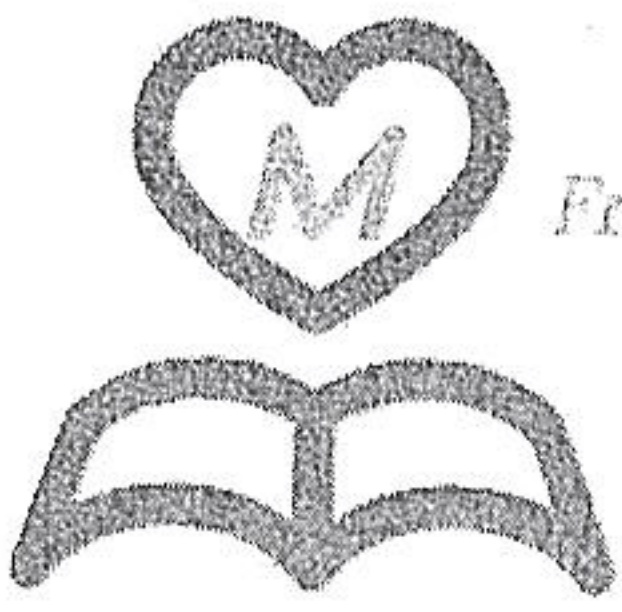
	1. Very Dissatisfied	2. Dissatisfied	3. Satisfied	4. Very Satisfied	5. Not Sure	
a. Administration and Operations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>	Needs Minor Improvement
b. Program Development and Delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	
c. Financial Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	
d. Marketing and Public Relations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	
e. Long-Range and Strategic Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	
f. Fund Raising	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>	Needs Minor Improvement
g. Member Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	
h. Overall Quality of Staff Performance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> **	<input type="radio"/>	<input type="radio"/>	Needs Minor Improvement



# Board vs Director Responsibilities

Responsibilities of	Library Director	Library Board	Friends
<p><b>General</b></p> <p><b>Administrative</b></p>	<p>Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.</p>	<p>Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.</p>	<p>Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.</p>
<p><b>Policy</b></p>	<p>Apprise library board of need for new policies, as well as policy revisions. Present draft policies to the board and implement the policies of the library as adopted by the library board.</p>	<p>Identify and adopt written policies to govern the operation and program of the library.</p>	<p>Support the policies of the library as adopted by the library board.</p>
<p><b>Planning</b></p>	<p>Coordinate and implement a strategic plan with library board, Friends, staff and community.</p>	<p>Ensure that the library has a strategic plan with implementation and evaluation components.</p>	<p>Provide input into the library's strategic plan and support its implementation.</p>
<p><b>Fiscal</b></p>	<p>Prepare an annual budget for the library in accordance with local laws.</p>	<p>Seek adequate funds to carry out library operations. Approve an annual budget for the Library in accordance with local laws.</p>	<p>Conduct fundraising to support the library's mission and plans.</p>
<p><b>Advocacy</b></p>	<p>Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library. Advocate for the library to legislators.</p>	<p>Promote the mission of the library within the community. Advocate for the library to legislators.</p>	<p>Promote the mission of the library within the community. Advocate for the library to legislators.</p>
<p><b>Meetings</b></p>	<p>Prepare for and participate in library board meetings. Ensure that there is a liaison from the board to the Friends and vice versa.</p>	<p>Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.</p>	<p>Maintain a liaison to the library board.</p>
<p><b>Networking</b></p>	<p>Encourage Board and Friends to join state and national professional organizations and make them aware of educational opportunities.</p>	<p>Join state or national library associations as a resource for policies, operations and advocacy for libraries.</p>	<p>Join the American Library Association's United for Libraries Friends of the Library chapter as a resource to better support the library.</p>





*Friends of the Nancy McConathy  
Public Library*

## BETWEEN FRIENDS AND THE LIBRARY

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### **Memorandum of Understanding Between Friends and Libraries**

The following will constitute an operating agreement between the Friends of the Nancy McConathy Public Library (Friends) and the Nancy McConathy Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Nancy McConathy Public library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, however, it is a legally distinct entity and is not a part of the Library.

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

**The Library** agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

**The Library** agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

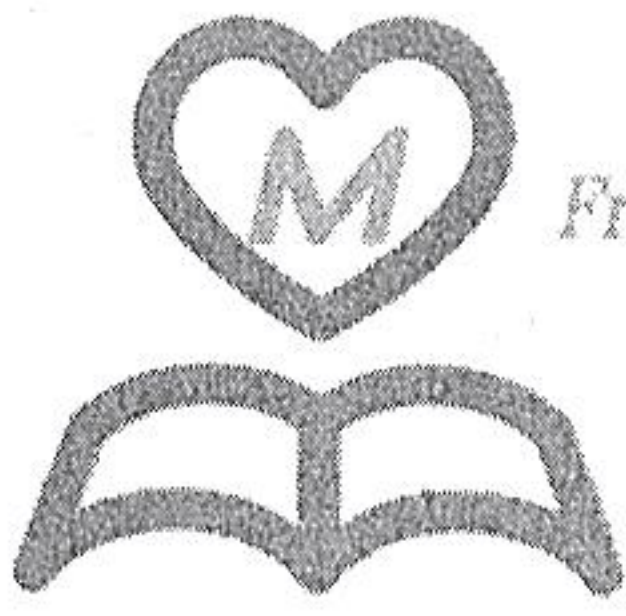
**The Friends** agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

**The Friends** agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.





*Friends of the Nancy McConathy  
Public Library*

## INTRODUCTION

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The Friends of the Library has been established as a group of active volunteers who are independently organized to support, promote, and improve the visibility of the library. The initial reasons for founding the Nancy McConathy Public Library Friends group is to be involved advocacy, community involvement, fundraising, and public relations.

- We provide reach and resources beyond what the library can do on its own.
- We work closely with library leadership and staff in order to determine where our support can make a difference.
- We will work to encourage the community to utilize the library and giving gifts.

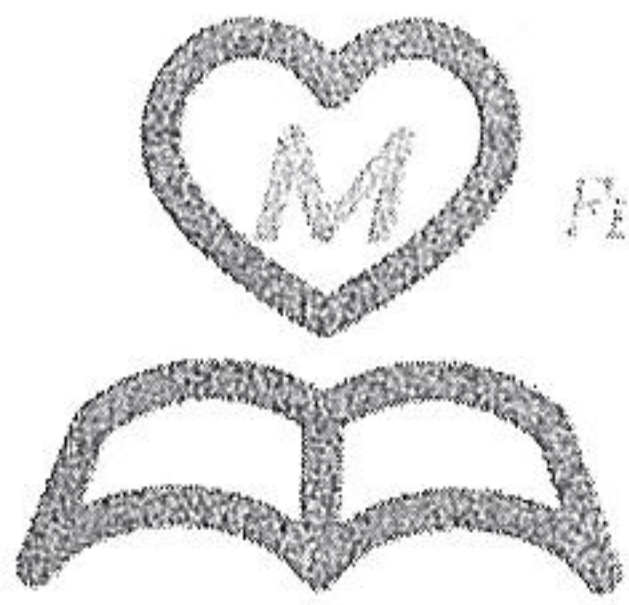
## ETHICS POLICY

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The Friends of the Nancy McConathy Public Library is dependent on the trust of its members to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Friends of the Nancy McConathy Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

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Friends of the Nancy McConathy  
Public Library

## 1. CONFLICT OF INTREST POLICY

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### Nancy McConathy Friends of the Library Conflict of Interest Policy

#### Officers and Board Members

No Board member or committee member of the Friends of the Nancy McConathy Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Friends of the Nancy McConathy Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of the Friends of McConathy Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit

#### Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Friends of the Nancy McConathy Public Library that has resulted or could result in personal benefit to me.

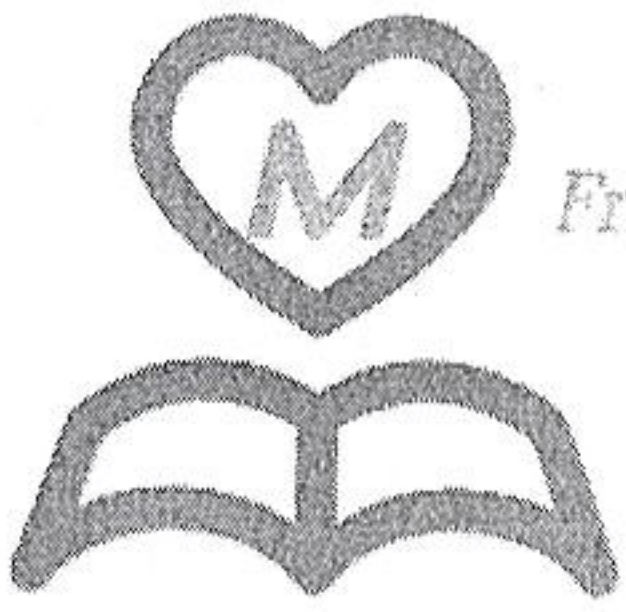
Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Friends of the Nancy McConathy Public Library.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_





## 2. FUNDRAISING PLAN

---

- **Book Sale:** "Book Nook" Sale – Create a sale space within the Library such as at the meeting and open a special sale of books and other donated items.
- **Membership Drive:** Membership drive for new members to join the Friends Group

### Classes of Membership Dues:

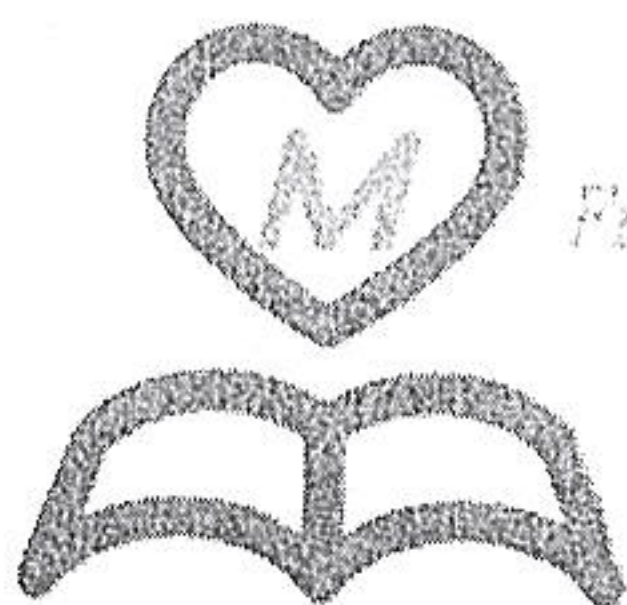
Individual \$2.00      Family \$5.00      Supporting \$10.00      Business \$20.00

- **Casino Night:** Community engagement event fundraiser that would consist of an assortment of casino games. Those attending would receive gaming chips (no cash value) for play in an assortment of casino type games. Winners could be awarded prizes at the conclusion of the event. All proceeds would go to the library.
- **Friend Nights at Local Restaurants:** Fundraising campaign that would partner with local restaurants that offer patrons a percentage of their food bill donated to the Library's friends' group to support a specific fundraising cause.
- **Library Mini Golf:** There have been over 450 Library Mini Golf events that we have hosted in 25 states from Maine to California. We can do events any time of the year, but most events run throughout the Fall, Winter and Spring. Several weeks before your event, we will send you the first hole to set up in your lobby. It serves as a great way to let your patrons know about the upcoming event and helps recruit sponsors. As your sponsor commitments come in, we update a web page for your event on our site with sponsor logos. The more support you have early, the easier it is for businesses to feel comfortable supporting the event. It's a lot like building a shopping mall, once you have the first few anchors, the rest are much easier to secure.

### SAMPLE ADVERTISEMENT

- For \$30 admission, enjoy complimentary heavy hors d'oeuvres from local eateries, & taste the best wines & beers in the region provided by Shade Mountain Winery & Selin's Grove Brewing Company.
- For \$5 admission, all ages can enjoy a round of mini golf and free lunch!





*Friends of the Nancy McConathy  
Public Library*

## OFFICERS

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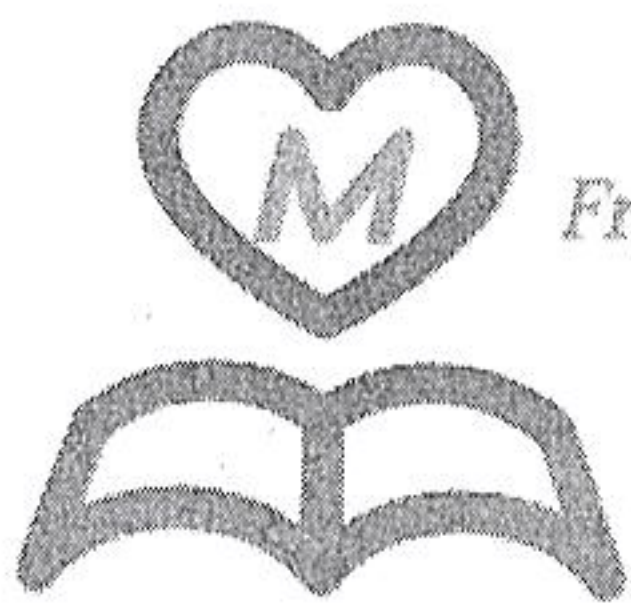
- **President:** The president shall preside at all meetings of the Association and of the board and appoint standing committees (membership, program, public relations, etc.) and the chairpersons thereof. The president is an ex officio member of all committees, except the nominating committee. The president is also responsible for the signing of checks.
- **Vice President:** The vice president shall, in the absence or disability of the president, perform all the functions of the president with the exception of the duty of signing checks during such absence or disability.
- **Secretary:** The secretary shall keep a record of all meetings of the board and of the Association. The secretary shall distribute a draft of the minutes prior to each meeting, and record for the permanent record any corrections made at the time of acceptance. At the end of each year, the secretary shall provide a complete set of the official minutes to the Friends Office for long-term retention.
- **Staff Liaison:** The Staff Liaison shall be responsible for handling all monies of the Association and shall keep appropriate and accurate records. Any check or disbursement must be signed by the president, except in the event of the disability of the president, the treasurer shall be responsible for signing checks. A financial report shall be presented at all meetings of the board and at the annual meeting of the Association.

## COMMITTEES

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- **Finance:** oversees budget and financial activities
- **Program:** responsible for Friends programs. This committee is often the heart and soul of the Friends.
- **Membership:** —maintains member lists and recruits new members
-





*Friends of the Nancy McConathy  
Public Library*

## GUIDING PRINCIPLES

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Board members and employees should uphold the integrity of the Friends of the Nancy McConathy Public Library and should perform their duties impartially and diligently.

Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.

Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Friends of the Nancy McConathy Public Library.

Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.

Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.

Board members and employees should not use or attempt to use their position with the Friends of the Nancy McConathy Public Library to obtain unwarranted privileges or advantages for themselves or others.

Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.

Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

### **Therefore:**

To preserve and uphold the Friends of the Nancy McConathy Public Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Friends of the Nancy McConathy Public Library.

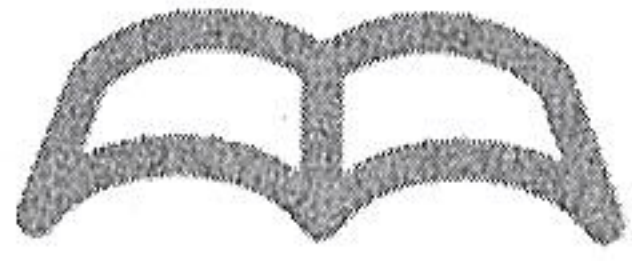
### **Compliance:**

If any Board member or the executive director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the executive committee to discuss the issue. The executive committee will make a recommendation to the full Board based on their findings.



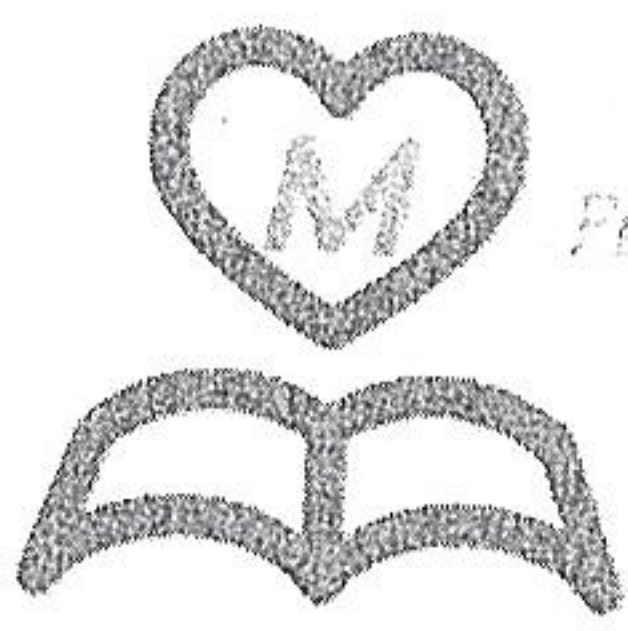


*Friends of the Nancy McConathy  
Public Library*



- Block Party Carnival
- Fashion Show
- Selling commission items
  - -Coffee to go from book nook
  - Partner with other events to sale items such as popcorn water as a way of support
  - 52 candy bars from Amazon for \$33.00





*Friends of the Nancy McConathy  
Public Library*

- Block Party Carnival
- Fashion Show
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  - Partner with other events to sale items such as popcorn water as a way of support
  - 52 candy bars from Amazon for \$33.00



# **Friends of the Library**

The Friends is looking for community members to help continue our mission to bring more programming and events. We welcome and greatly appreciate your financial support and /or gift of time

We are particularly looking for our Friends to:

- Volunteer for specific event especially those that will service the children in the community.

- Lead a program based on your own gifting and talents

**Join the Friends' Committee**

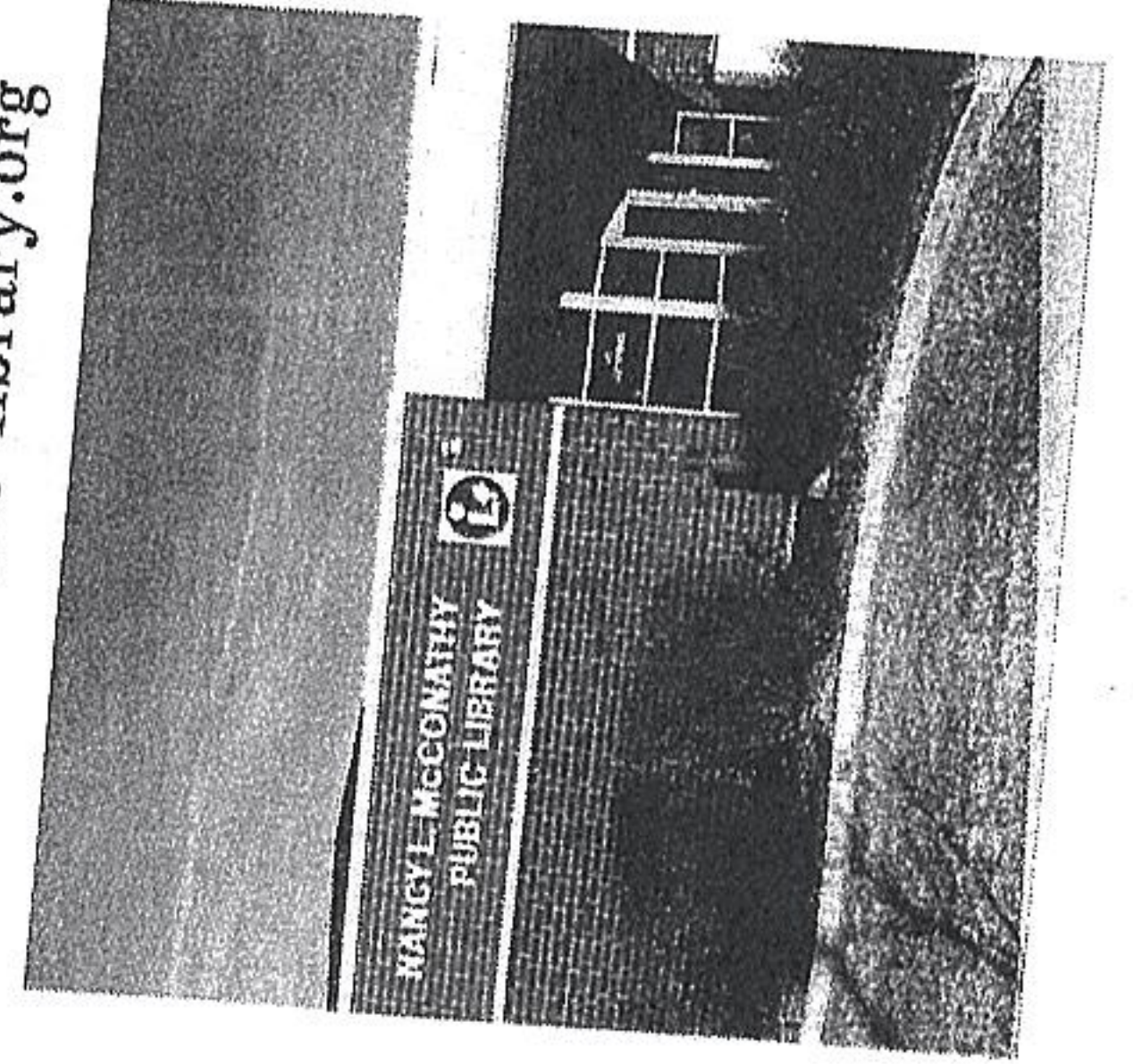
## **Nancy L. McConathy Public Library**



Serving Sauk Village Since 1974

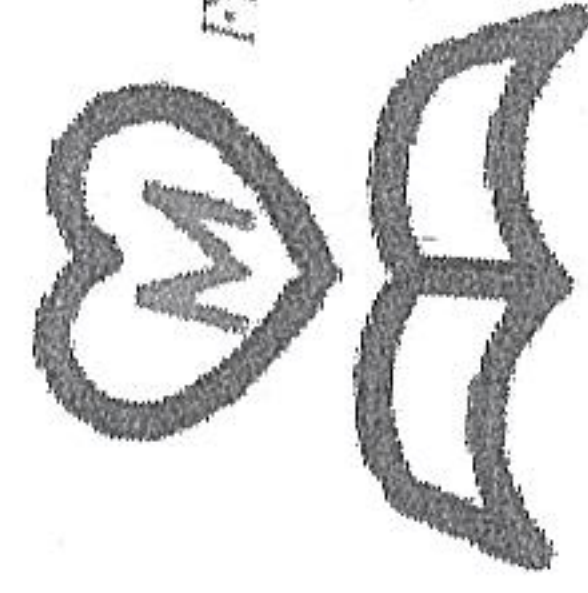
**Come Visit Us**

21737 Jeffrey Ave  
Sauk Village, IL 60411  
(708) 757-4771  
[www.at-the-library.org](http://www.at-the-library.org)



# **LOVE YOUR LIBRARY BECOME A FRIEND**

**Please join Us.**



*Friends of the Nancy McConathy  
Public Library*



**Please detach and return**

## **Who are we:**

Friends of the Library is a nonprofit organization made up of everyday customers and advocates that are passionate about our library.

**Yes, I would love to  
become a Friend of the  
Library**

## **OUR MISSION**

**Building awareness and resources to champion the mission of McConathy Library.**

### **Nancy L McConathy Public Library Mission**

The library hopes to be a valuable institution in the community for furthering the importance of learning and reading. There will be more events in the future for patrons and residents.

### **WHAT WE SUPPORT**

**We provide reach and resources beyond what the library can do on its own. We work closely with library leadership and staff in order to determine where our support can make a difference.**

**Friends of the Library welcomes community support through donations of books and other materials, through memberships and financial donations, and through the participation of volunteers on a weekly, semiannually, or as-needed basis.**

**Libraries are an important part of communities for creating a haven of education, inspiration and opening our eyes to a world through books and publications. A critical component to the success of libraries everywhere are Friends of the Library groups/ organizations.**

**Please detach and return**

**Yes, I would love to  
become a Friend of the  
Library**

**Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### **Disclaimer and Signature:**

I give the McConathy Public Library to contact me at the phone number or email address provided above concerning volunteer opportunities or event programming needs. I certify that my answers are true and complete to the best of my knowledge

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# REGISTRATION & HOUSING INFORMATION

# ALA ANNUAL CONFERENCE & EXHIBITION

JUNE 25-30, 2020 CHICAGO

## REGISTRANT INFORMATION:

Mr.  Ms.  Mrs.  Dr.  I am a first time registrant of the ALA Annual Conference

Member Number \_\_\_\_\_

Name: First \_\_\_\_\_ Last \_\_\_\_\_

Position/Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

The above mailing address is:  home  work

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Attendees may receive exciting advance information from exhibitors like invitations, contests and other hot news.

COUNT ME IN!  yes  no

## BADGE INFORMATION:

Complete the information below, abbreviating as needed. Write clearly and please do not exceed the maximum characters.

First Name \_\_\_\_\_  
(15 characters)

Last Name \_\_\_\_\_  
(15 characters)

Title \_\_\_\_\_  
(40 characters)

Institution/Organization \_\_\_\_\_  
(25 characters)

City \_\_\_\_\_ State \_\_\_\_\_  
(25 characters)

Twitter Handle \_\_\_\_\_

Personal Pronouns:  She/Her/Hers  He/Him/His  They/Them/Theirs  
 Other \_\_\_\_\_  
 I don't want this to show on my badge

## ORGANIZATIONAL MEMBERS:

Employees of ALA Organizational Members will get a special discounted rate off the non-member rate if they register together. This attractive rate: (Early-\$425, Advance-\$500) is available if four or more employees register at the same time. Purchase orders, checks or credit cards will be accepted. For more information contact ahamann@ala.org.

## INSTRUCTIONS

Pages 1 and 2 must be completed and returned with payment (US funds) or credit card information.

## THREE WAYS TO EARLY ADVANCE REGISTER

**By mail:** Send form and payment to:  
ALA Registration Department  
c/o CompuSystems  
2651 Warrenville Rd, Suite 400  
Downers Grove, IL 60515

**Make checks to:** American Library Association

**By fax:** If you pay with a credit card you may fax your completed registration form 24 hours a day to 708-344-4444. Note: Do not mail form if previously faxed. Send fax only once.

**Online:** Access the ALA 2020 Annual Conference homepage at [www.alaannual.org](http://www.alaannual.org) and select "Registration." Non-members and former members are invited to join ALA at [www.ala.org/membership](http://www.ala.org/membership) prior to registering for maximum savings.

**Cancellation policy:** Written requests for refunds must be postmarked by May 29, 2020. Cancellation of registration will result in a handling fee of \$25 for each item cancelled. No phone cancellations. No refunds after May 29, 2020. No refunds given for "Exhibits Only", badges. Refunds will be processed after the Annual Conference.

## PLEASE COMPLETE THE SURVEY BELOW

How will you be traveling to Chicago, IL?

- I am local
- Plane
- Car
- Regional Bu
- Local Public Transportation
- Regional Train
- Other (please specify) \_\_\_\_\_
- N/A

## EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

## SPECIAL NEEDS

If you have a physical or communication need that may affect your participation in conference activities, please contact Conference Services at [confaccess@ala.org](mailto:confaccess@ala.org). We cannot ensure the availability of appropriate accommodations without prior notification of need.

- I have a special physical or communications need and will contact [confaccess@ala.org](mailto:confaccess@ala.org) to discuss accommodations no later than May 29, 2020.



# 2020 ALA ANNUAL CONFERENCE & EXHIBITION

# ALA ANNUAL CONFERENCE & EXHIBITION JUNE 25-30, 2020 CHICAGO

Name \_\_\_\_\_  
Member Number \_\_\_\_\_

## 1. ANNUAL CONFERENCE REGISTRATION: Please check off your selection and insert the appropriate fee in "Amount Enclosed."

REGISTRATION TYPE	EARLY BY NOON 3/15	ADVANCE BY NOON 6/15	ONSITE	AMOUNT ENCLOSED
<b>ALA Personal Member*</b> <i>(ALA and Division Members)</i>	<input type="checkbox"/> \$365	<input type="checkbox"/> \$420	<input type="checkbox"/> \$440	\$
<b>ALA Other Member*</b> <i>(Retired, Student, Trustee, Non-Salaried, and Support Staff)</i>	<input type="checkbox"/> \$195	<input type="checkbox"/> \$240	<input type="checkbox"/> \$270	\$
<b>Non-Member</b> <i>Nonmembers and former members are invited to join ALA at <a href="http://www.ala.org/membership">www.ala.org/membership</a> prior to registering for maximum savings.</i>	<input type="checkbox"/> \$475	<input type="checkbox"/> \$550	<input type="checkbox"/> \$575	\$
<b>Exhibits Only Badge</b> <i>(Includes access only to the exhibits on Saturday, Sunday and Monday only)</i>	<input type="checkbox"/> \$80	<input type="checkbox"/> \$85	<input type="checkbox"/> \$90	\$
<b>One Day Member*</b>	<input type="checkbox"/> \$245 <i>Select day: FRI SAT SUN MON</i>			\$
<b>One Day Other Member*</b>	<input type="checkbox"/> \$170 <i>Select day: FRI SAT SUN MON</i>			\$
<b>One Day Non-Member</b>	<input type="checkbox"/> \$255 <i>Select day: FRI SAT SUN MON</i>			\$

\*must show proof of ALA membership

TOTAL FROM SECTION 1: \$ \_\_\_\_\_

## 2. PRECONFERENCES AND SPECIAL EVENTS: Include the event code found online, the price of your event and the number of tickets you wish to purchase, then put the final amount in the "Amount Enclosed" column. Add up all your events and put that amount in the "Total from Section 2" column. Please print clearly.

EVENT CODE	PRICE PER TICKET	# OF TICKETS	AMOUNT ENCLOSED
	\$		\$
	\$		\$
	\$		\$
	\$		\$

TOTAL FROM SECTION 2: \$ \_\_\_\_\_

ADD THE TOTAL FROM SECTIONS 1 AND 2 ABOVE, AND ENTER HERE:

TOTAL AMOUNT ENCLOSED:

### PAYMENT INFORMATION: Check the type of payment enclosed:

Check     Visa     Mastercard     American Express

Your payment indicates that you agree to the terms to the right.

Credit Card Number \_\_\_\_\_

Expiration Date  
*(Must be 6/20 or after)*

Cardholder Signature \_\_\_\_\_

P.O. # \_\_\_\_\_

### PLEASE NOTE

**Cancellation Policy:** Written requests for refunds must be postmarked by May 29, 2020. Cancellation of registration will result in a handling fee of \$25 for each item cancelled. No phone cancellations. No refunds after May 29, 2020, no exceptions. No refunds given for "Exhibits Only" badges. Refunds will be processed after the Annual Conference.

**Photos/Video:** Attendance at this event constitutes permission for your photograph or video to be taken at the event and used for ALA purposes.



# 2020 HOUSING REQUEST FORM

# ALA ANNUAL CONFERENCE & EXHIBITION JUNE 25-30, 2020 CHICAGO

**DEADLINE FOR SUBMISSION: MAY 26, 2020**

Annual Registration ID: \_\_\_\_\_

## INSTRUCTIONS: (You must be registered for the Conference to register for housing.)

Please complete this form in its entirety to insure speedy processing. All hotels require a one night + tax credit card guarantee to hold your room. Reservations are not guaranteed until onPeak has a credit card on file. **DO NOT SEND DUPLICATE FORMS**—If sharing room(s) designate one person to send request. Be sure to include your e-mail address. Reservations can also be made or changed by visiting [onpeak.com/ala](http://onpeak.com/ala) or by calling 800-584-9047.

## CONFIRMATION WILL BE SENT TO:

Last name of person requesting rooms and confirmation \_\_\_\_\_ First Name \_\_\_\_\_

Name of Company or Firm \_\_\_\_\_

Street Address or P.O. Box number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email (please print clearly to receive electronic confirmation) \_\_\_\_\_

Arrival day/date \_\_\_\_\_ Departure day/date \_\_\_\_\_

## OCCUPANT(S)

Please do not duplicate. If sharing a room, designate one person to complete form. Print last name first.

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_

## HOTEL CHOICES

Please print name and number of hotel as listed on Hotel Locator Map.

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_  
5 \_\_\_\_\_ 6 \_\_\_\_\_

**Smoking Room Requested.** (All rooms are considered non-smoking rooms unless otherwise requested. Please check to ensure the hotels you have requested have smoking rooms available if selecting this option.)

## IMPORTANT NOTES

- Rooms are assigned on a "first come/first served" basis and room availability for your arrival/departure.
- Failure to check into your hotel on the scheduled date of your arrival will result in the cancellation of your reservation and a charge equal to one night's room and tax to the credit card used to guarantee your reservation.
- All changes and/or cancellations prior to June 18 must be made through onPeak, ALA's official housing provider.
- Reservations are not guaranteed until onPeak has a credit card on file.

## CREDIT CARD GUARANTEE—FIRST NIGHT+TAX

Please guarantee my reservation to (check one):  Check (credit card included below for room guarantee only)  Visa  Mastercard  American Express

Credit Card Number \_\_\_\_\_ Expiration Date (Must be 6/20 or after) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Please make checks payable to onPeak.

## ROOM PREFERENCE

Bedding requests are based on availability. Every effort will be made to accommodate requests.

- Single (one person/one bed)
- Double (two people/one bed)
- Double/double (two people, two beds)
- Triple (three people/1-2 beds)
- Quad (four people/two beds)
- Requires ADA accessible room
- Mobility
- Hearing impaired
- Visually impaired

### MAIL PAGE 3 FORM TO:

onPeak LLC  
Attn: ALA Annual 2020  
350 North Clark Street, Suite 200  
Chicago, IL 60654

### EMAIL FORM TO:

[ala@onpeak.com](mailto:ala@onpeak.com)









To: Rosie Williams- Baig

Re: Attendance at the 2020 ALA Annual Conference & Exhibits

The 2020 ALA Annual Conference takes place in Chicago, IL on June 25-30, 2020. This event has the reputation for being a top educational and networking opportunity for librarians. With the theme "Transforming our libraries, ourselves," the emphasis of programs, sessions, discussions, and updates is focused on the future and on tools to help libraries adapt, stay strong, and improve services despite tight budgets.

The networking opportunities have an outstanding track record for bringing long-term professional benefits, including sharing ideas and best practices throughout the field.

If I am supported to attend 2020 ALA Annual Conference, here are some ways in which I would ensure that the investment pays dividends for the library, and how I would make the most of the opportunity for professional development.

I would attend the following programs, among others:

- 10:30 AM – 11:30 AM

No Need to be a "Sage on the Stage" - Be a "Guide on the Side" to Facilitate Inclusive Family STEAM Programs

- 1:00 PM – 2:00 PM

Building Healthier Communities: A Case Study

- 2:30 PM – 3:30 PM

Youth Services Boot Camp 101: Tips, Tricks, and Lessons Learned

- 4:00 PM – 5:00 PM

The Public Library's Role During Elections: Voter Education in the Age of Misinformation

•

I would plan on spending a minimum of 2 hours in the exhibit hall

The networking at ALA conferences is outstanding. I would represent our library as forward-thinking and dynamic in my interactions with people I meet, and would seek to connect with people whose ideas and specializations seem most likely to benefit our library as well as contribute to my professional development and education, making me increasingly effective in





0

## All Schedule Items

5 results found.

### Saturday, June 27

10:30 AM – 11:30 AM

No Need to be a "Sage on the Stage" - Be a "Guide on the Side" to Facilitate Inclusive Family STEAM Programs

Brooks W. Mitchell – Space Science Institute; Keliann LaConte – Space Science Institute

1:00 PM – 2:00 PM

Building Healthier Communities: A Case Study

Chris Brown – Santa Clara County Library District

2:30 PM – 3:30 PM

Youth Services Boot Camp 101: Tips, Tricks, and Lessons Learned

Rebecca Denham – Houston Public Library; Sara Pope – Houston Public Library

4:00 PM – 5:00 PM

The Public Library's Role During Elections: Voter Education in the Age of Misinformation

Haley Samuelson – Cook Memorial Public Library District

### Monday, June 29

10:30 AM – 11:30 AM

How a Library Friends Group built a new library

Denis Cotter – Current Chair of Loudoun County Public Library Board of Trustees



**WILLIAM A. LAU**  
AND COMPANY, LTD.  
CERTIFIED PUBLIC ACCOUNTANTS



18825 Dixie Highway  
Homewood, Illinois 60430  
708/957-4800  
Fax 708-957-4878

February 15, 2020

Mr. Gary F Holcomb Sr.  
Board President  
Nancy Mc Conathy Public Library District  
21737 Jeffery Avenue  
Sauk Village, IL 60411

Dear Mr. Holcomb,

In response to your letter dated January 13, 2020, since the audit final draft was completed by Hearne and reviewed by us on January 29, 2020 we are now able to give you complete billing information.

Attached you will find the detail of the time we spent on reviewing six months of work completed by library staff, twelve months of detail to prepare the treasurers report, and audit preparation work, necessary and requested by Hearne.

We did not bill you for all the time we spent and additionally gave you a 20 percent discount on the bill we did send. We do not give discounts to any other Government Clients.

In many cases it takes us longer to review and repair than it does to do the work correctly in the first place. We have to locate the error, find the original document, figure out how it was recorded incorrectly, undo what was done and then record it correctly. Often it is much quicker to simply record the transaction correctly in the first place.

Had we billed you for all the time, the bill would have been \$ 10, 741.25, however we billed you a total of \$ 6,239.00 which included the 20 percent discount on the audit preparation work. We have been waiting for payment since November 21, 2019, which was the date the audit preparation and workpapers needed by Hearne was delivered to the library.

We are not responsible for scheduling your audit. This was discussed with your head librarian when we helped repair the payroll tax reporting, the last bit of information required in the audit workpapers, we also agreed upon the date the audit workpaper binder would be delivered to the library (11/21/19). When we delivered the workpaper audit binder the morning of November 21, 2019 we reminded your assistant librarian that they had what they needed in order to schedule Hearne.

We will honor our existing fees until March 20, 2020, after that date our discounts and reduced billing hours will be void and the entire \$ 10,741.25 will be due.

Sincerely,

William A. Lau  
and Company, Ltd  
Certified Public Accountants

Visit Our Website At [www.WALCPA.com](http://www.WALCPA.com)



WM A. LAU AND CO. LTD

18825 DIXIE HIGHWAY

HOMEWOOD, IL 60430

708-957-4800

708-957-4878 FAX

# Invoice

Date	Invoice #
11/21/2019	22672A

Bill To
NANCY MC CONATHY PUBLIC LIBRARY 21737 JEFFREY SAUK VILLAGE, IL 60411 NMPLD

Description	Amount
FOR THE PROFESSIONAL SERVICES RENDERED IN CONNECTION WITH THE YEAR END ADJUSTMENTS REPAIRS TO SECOND QUARTER PAYROLL TAX RETURNS CHANGE FROM CASH BASIS TO MODIFIED ACCRUAL BASIS, AUDIT MATERIAL PREPARATIONS, ADJUSTMENTS AND WORKPAPERS  14.25 HRS @ 125.00 1781.25 14.0 HRS @ 220.00 3080.00  DISCOUNT GIVEN 20% (972.25)	3,889.00
<b>Total</b>	<b>\$3,889.00</b>



WM A. LAU AND CO. LTD

18825 DIXIE HIGHWAY  
HOMEWOOD, IL 60430  
708-957-4800  
708-957-4878 FAX

# Invoice

Date	Invoice #
11/13/2019	22669A

Bill To
NANCY MC CONATHY PUBLIC LIBRARY 21737 JEFFREY SAUK VILLAGE, IL 60411 NMPLD

Description	Amount
FOR THE PROFESSIONAL SERVICES RENDERED IN CONNECTION WITH THE ACCOUNTING REVIEW AND REPAIRS 2018-19 YEAR  7.5 HRS @ 125.00	937.50
<b>Total</b>	<b>\$937.50</b>



WM A. LAU AND CO. LTD

18825 DIXIE HIGHWAY  
HOMewood, IL 60430  
708-957-4800  
708-957-4878 FAX

# Invoice

Date	Invoice #
11/8/2019	22661A

Bill To
NANCY MC CONATHY PUBLIC LIBRARY 21737 JEFFREY SAUK VILLAGE, IL 60411 NMPLD

Description	Amount
FOR THE PROFESSIONAL SERVICES RENDERED IN CONNECTION WITH THE PREPARATION OF THE ANNUAL TREASURERS REPORT FOR FISCAL YEAR END 6/30/19  11.3 HRS @ 125.00	1,412.50
<b>Total</b>	<b>\$1,412.50</b>



Time & Expense Journal  
February 1, 2019 - January 31, 2020

Staff	Client	Description	Engagement	Project	Activity	Type	Date	Rate Description	Hrs/Units	Comments
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	02/05/19	ACCOUNTING RATE	0.40	UPDATE PR SHEET 2019, EMAIL TO COLLEEN
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTCONFER	Time	02/08/19	ACCOUNTING RATE	0.20	PHONE W/COLLEEN
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	08/22/19	ACCOUNTING RATE	3.00	REVIEW MONTHS
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTOHC	Time	08/27/19	ACCOUNTING RATE	2.00	REVIEW COLLEENS ACCOUNTING 18-19
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	08/28/19	ACCOUNTING RATE	0.40	NMPLD LOOK OVER 1ST & 2ND QTR 941S
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTOHC	Time	08/28/19	ACCOUNTING RATE	4.00	REVIEW PR AND GL (PR PROBLEM)
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	09/18/19	ACCOUNTING RATE	8.00	REPAIR GL PREP FOR AUDIT
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		AUDITFINAL	Time	09/18/19	WAL RATE	6.10	
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		AUDITFINAL	Time	09/19/19	WAL RATE	5.00	
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	09/19/19	ACCOUNTING RATE	5.25	AUDIT PREP
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	09/20/19	ACCOUNTING RATE	1.00	TREAS REPORT
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	09/20/19	ACCOUNTING RATE	2.00	TREAS REPORT
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		AUDITPRELIM	Time	10/14/19	WAL RATE	2.00	AJES
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		AUDITPRELIM	Time	10/17/19	ACCOUNTING RATE	4.00	AUDIT INFOF OR HEARNE
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		AUDITPRELIM	Time	10/17/19	WAL RATE	2.00	
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	10/23/19	ACCOUNTING RATE	2.40	TREAS REPORT
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	10/24/19	ACCOUNTING RATE	1.40	TREAS REPORT
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	10/24/19	ACCOUNTING RATE	2.00	TREAS RPT
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		AUDITPRELIM	Time	11/07/19	ACCOUNTING RATE	1.00	AUDIT FILES FOR HEARNE ADDITIONAL INFO
NMPLD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPRITAX	Time	11/08/19	ACCOUNTING RATE	0.50	941x



Time & Expense Journal  
February 1, 2019 - January 31, 2020

Staff	Client	Description	Engagement	Project	Activity	Type	Date	Rate Description	Hrs/Units	Comments
NDL	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	11/11/19	ACCOUNTING RATE	2.50	WRAP TREAS RPT
WAL	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	AUDIT		AUDITPRELIM	Time	11/11/19	WAL RATE	1.00	
NMD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		TXNOTICES	Time	11/11/19	ACCOUNTING RATE	0.40	REVIEW 941X THAT ROSIE DID--IN NDL OFFICE
NDL	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	AUDIT		ACCTOHC	Time	11/14/19	ACCOUNTING RATE	2.50	HELP ROSIE REPAIR 2ND QTR 2019 QTRLY PR TAX RETURNS FIX NEEDED FOR AUDIT WORKPAPERS FOR HEARNE
NDL	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	AUDIT		AUDITPRELIM	Time	11/21/19	ACCOUNTING RATE	2.00	WRAP UP AUDIT A/E AND WORKPAPERS FOR HEARNE DELIVER ALL TO LIBRARY IN MORNING AS DISCUSSED W/ ROSIE
NMD	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	COMPILATION		ACCTPREP	Time	11/22/19	ACCOUNTING RATE	0.50	CLOSE OUT OF YR, CALL COLLEEN
WAL	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	AUDIT		AUDITPRELIM	Time	01/10/20	WAL RATE	5.40	FIX DEPR
WAL	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	AUDIT		AUDITFINAL	Time	01/28/20	WAL RATE	1.00	review reports
WAL	NMPLD	NANCY MCCONATHY PUBLIC LIBRARY	AUDIT		AUDITCONFER	Time	01/29/20	WAL RATE	0.50	
Report Totals									68.45	

Audit Hrs Worked  
 @ 220. per hr WAL 23.0 = 5060.00  
 @ 125. per hr NDL 22.75 = 2843.75  
 45.75

Audit Hrs billed  
 WAL 14.0 @ 220.00 = 3080.00  
 NDL 14.25 @ 125.00 = 1781.00  
 28.25

Plus 20% discount  
 < 472.25 >

Bal due 3889.00

Acting Review & Repair  
 11.40 hrs @ 125.00 = 1425.00

Accounting Review same  
 7.5 hrs @ 125.00 = 937.50

Acting Review  
 937.50

Treas rpt  
 11.3 hrs @ 125.00 = 1412.50

Treas rpt  
 11.3 hrs @ 125.00 = 1412.50

1412.50

Printed by NDL on 2/17/2020 at 10:56 AM

10741.25

6239.00



# Circulation Clerk

## General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with no supervisory responsibilities. This position reports to the Night/weekend supervisor and other senior staff as appropriate.

## Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.
- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages
- Collecting and keeping track of all fees and fines collected per shift.
- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.

## Educational/age requirements:

Employees must be 16 years old or older or have clearance to work from their high school. There is no education requirement.

All employees must have good verbal and written communication skills. Must be able to interact harmoniously with all patrons and staff.



# Night/Weekend Supervisor

## General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to senior staff as appropriate.

## Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.
- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages
- Collecting and keeping track of all fees and fines collected per shift.
- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

## Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.



# Night/Weekend Supervisor/ Trainer

## General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to senior staff as appropriate.

## Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.
- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages
- Collecting and keeping track of all fees and fines collected per shift.
- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.
- Assist with training all new hires in all areas of circulation.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

## Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.



# Programing Liaison

## General Description:

Provide and plan activities for all segments of the population. Assist with circulation duties as needed. This is a full-time position that will require nights and weekends. This position reports to senior staff as appropriate.

## Job Duties:

- Greet patrons with friendly customer service.
- Maintain the Library's presence in the community by attending events.
- Developing and implementing programming services.
- Preparing and budgeting for programing.
- Creating a monthly calendar of events.
- Assist with updating our social media and website.
- Must have a strong commitment for public services.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

## Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.



# Lead Circulation Clerk

## General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to Assistant and Director and Director only.

## Job Duties:

- Must be able to complete all circulation duties as needed.
- Must be able to assist in training off all new procedures.
- Handle patron concerns as needed.
- Maintain material catalog including entering new items.
- Must update and maintain the Library website.
- Must maintain viral outreach programs through surveys, newsletters, and social media.
- Updating electronic sign.
- Creating flyers for events and programming.
- Updating and maintaining the Google calendar for the website.
- Ongoing staff training with computer troubleshoot concerns.
- Creating procedural manuals for day to day operations for circulation and processing.
- Assisting in manual labor as needed.
- Maintain inventory for free book distribution.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

## Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.



# Assistant Director

## General Description:

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

## Job Duties:

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

## Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

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



# Director

## General Description:

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

## Job Duties:

- Greet patrons with friendly customer service.
- Assist with circulation when needed.
- Maintain equipment records and needs.
- Ordering circulation materials.
- Ordering supplies and equipment in the absence of the Assistant Director.
- Oversee and maintain all coding entering of all accounting in the absence of the Assistant Director
- Resolving patron concerns as needed.
- Resolving employee concerns.
- Ensuring all reports are completed timely.
- Ensure all payroll is completed timely.
- Must have excellent oral and written communication skills.
- Maintain all employee records.
- Maintain all Library records.
- Ensure employees are properly trained
- Ensure all employees have access to continuing education.
- Reporting all concerns to the Board of Trustees.
- Responsible for maintaining a clean and hazard free environment inside and out.
- Completing all employee evaluations in a timely matter.
- Organizing and implementing quarterly staff meetings
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.
- FOIA officer

## Educational/age requirements:

Employees must be 21 years old or older. This position requires a Bachelors degree.

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



## Pandemics Policy

Under current public health guidelines, it is anticipated that public health authorities will require the closure of public facilities at sometime early in the development of any pandemic. Public facilities will be closed in order to prevent the general public from spreading this disease from person-to-person in public venues. The library will close when directed by public health authorities, or sooner if the Library Director and Board President determine the situation does not warrant the risk of continuing service. Individuals with compromised medical conditions and/or a doctor's excuse may begin taking sick time off or working from home early in development of the crisis, as approved by the Library Director.

Library employees will be urged to "shelter at home" during this crisis. The general public will be informed not to return materials at this time.

After the proper authorities have determined it is safe for public facilities to reopen for business, the library will announce where materials may be returned, designating in a safe place where sterilization procedures may take place if so advised.

Individuals may be asked to sterilize their hands and feet before entering the building for a short period of time after the library reopens for business.

Continuity of completing only basic and essential business, administrative, facility and financial services (Board Meetings, payroll, invoicing for example) for regular library and Library Board business will need to be completed with staff that is available and able to work. The Board President and Library Director may determine that some or all staff may return to work to complete non public duties such as inventory or cleaning/sanitizing.

The Libraries Emergency Closing Personnel Pay Policy will be in effect for 'non-essential' staff should the Library need to close to the public.



## Emergency Pandemic Closing Compensation

The Library Administrator has the authority to adjust the hours of operation during weather or other emergencies to insure the safety of the employee and patrons.

In the event of an emergency closing, all employees scheduled to work will be paid as follows: ~~for the hours they were scheduled to work.~~

**Exempt FTE:** Not exceeding four (4) weeks, exempt staff will be paid their bi-weekly salary.

**Non-Exempt FTE / PT Hourly:** Not exceeding four (4) weeks, all non-exempt IMRF and non- IMRF staff will be paid for their average scheduled hours.

Those employees shall remain available to come in if called.

If an employee was scheduled to use paid time off (PTO), vacation, personal time or sick time and the Library was closed due to an emergency, the employee will be paid the PTO, sick time, personal time or vacation time they were scheduled to use during the time the Library was closed.

For closing longer than four (4) weeks, the Board of Trustees will determine a course of action.