

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

Regular Meeting

May 11, 2019

9:00 am

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

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

- 7. UNFINISHED BUSINESS**
 - A. Electronic Sign Update**

- 8. NEW BUSINESS**
 - A. Library Board Member Update**
 - B. Letters of Interest**
 - C. Voting procedures**
 - D. Financial Update**

- 9. Adjourn sine die**

- 10. Reconvene meeting**
 - A. Roll Call**
 - B. Swearing in**

- 11. AUDIENCE TO THE PUBLIC**

- 12. ADJOURNMENT**

2019 FINANCE SCHEDULE
NANCY L. McCONATHY LIBRARY DISTRICT

Item	Action to be Taken	Time for Action	DATE FOR ACTION	Date Action Taken Last Year	Statutes
MEETING (PREV. WAGE)					
Prevailing Wage Resolution	Adopt/Display	During month of June	N/a	6/9/18	
Prevailing Wage Notice	Publish	Within 30 days of adoption	N/a	6/9/18	820 ILCS 130/9
Prevailing Wage Resolution	File with Dept. of Labor (by mail or on website)	By July 15	N/a	By 7/6/18	820 ILCS 130/9
MEETING (TENT. BUDGET)					
Tent. Budget & App. Ord.	Adopt/Display	30 days prior to Budget hearing	7/13/19	7/14/18	
.02% Tax Resolution	Adopt		On or Before 8/15/19	On or Before 8/7/18	50 ILCS 330/3
Notice of Budget hearing	Publish	30 days prior to Budget hearing	7/13/19	7/14/18	75 ILCS 16/35-5
Notice re: .02% Res.	Publish	At least 30 days before levy and within 15 days of adoption of .02% Res.	On or Before 8/15/19	On or Before 8/7/18	50 ILCS 330/3
BUDGET HEARING					
Budget & App. Ord. with Special Certification	Adopt/file w/library	During 1st fiscal quarter and by 4th Tues. in Sept.	9/14/19	9/8/18	
Est. Of Revenues	Adopt		9/14/19	9/8/18	50 ILCS 330/3
Cert. copy of Budget & App. Ord. & Est. Of Rev.	File w/ Library	By Last Tues. in Dec.	9/14/19	9/8/18	75 ILCS 16/30-85
Cert. copy of Budget & App. Ord. and Estimate of Revenues (With Special Will County Certification Form)	File with Cook and Will County Clerks	Within 30 days of adoption	9/14/19	9/8/18	75 ILCS 16/30-85
Certif. Of Publ. Of Receipts and Disbursements and Financial Report	File with Cook and Will County Clerks and Will County Treasurer		Mail 9/16/19	Mail 9/10/18	35 ILCS 200/18-50
Receipts and Disbursements	Publish		Mail 9/16/19	Mail 9/10/18	
Cert. copy of Budget & App. Ord.	Publish	Immediately after adoption	9/16/19	9/10/18	
OCT./NOV. BOARD MEETING					
Resolution Re: Tax Extension Allocation	Adopt	For filing with Tax Levy	10/12/19	10/13/18	75 ILCS 16/30-85
Findings re: Amt. Nec. to be Raised by Taxes	Adopt	At least 20 days prior to levy	10/12/19	10/13/18	
Black border notice (TIT) of intent to adopt levy	Publish in newsp. Publish on website	7-14 days before hearing (Cannot coincide with Budget Hearing)	10/12/19	10/13/18	35 ILCS 200/18-60
TRUTH IN TAXATION HEARING (LEVY)					
Tax Levy Ord.	Adopt	By 1st Tuesday in December	11/9/19	11/10/18	35 ILCS 200/18-70 35 ILCS 200/18-75 35 ILCS 200/18-80 35 ILCS 200/18-85
Cert. of Compliance w/TIT (2 forms)	Complete	By 1st Tuesday in December/ More than 30 days from publication of .02% res.	11/9/19	11/10/18	75 ILCS 16/30-85 75 ILCS 16/35-5
Cert. copy of Levy Ord.	File w/Library	For filing with Tax Levy	11/9/19	11/10/18	
Resolution Re: Tax Extension Allocation	File with Cook County Clerk	By Last Tues. in Dec.	11/9/19	11/10/18	75 ILCS 16/30-85
Cert. copy of Levy Ord.	File with Cook and Will County Clerks	With Tax Levy	Mail 11/11/19	Mail 11/12/18	
Cert. of Compliance w/TIT	File with Cook and Will County Clerks	By Last Tues. in Dec.	Mail 11/11/19	Mail 11/12/18	75 ILCS 16/30-85
		By Last Tues. in Dec.	Mail 11/11/19	Mail 11/12/18	35 ILCS 200/18-90

May 2019

LIBRARIAN'S REPORT

Congratulations to re-elected board member Gary Holcomb and newly elected board member Cathy Boetcher. We have 2 seats available. I have received four letters of interest from Sauk Village residents. We were recently informed that Frank is in assisted living at St. James Manor.

Rosie had baby Ameera on March 30, 2019. They are both healthy and doing well. I stay in constant contact with Rosie to ensure that everything keeps running smoothly and to keep her informed on the day to day activities.

The Easter Event held on April 20th was a success. We had around 200 children show up for the egg hunt. Three bikes, six baskets, 2 stuffed animals and local gift cards were given out. The children were happy to see the Easter Bunny.

We recently had new security cameras installed and they are working nicely. VST Securities installers were quick and efficient. Some cameras were repositioned to get a better view of certain areas. The children's area is now able to be fully viewed. Outside the whole garden is now viewed along with the south section by the island.

The next board meeting will be June 8, 2019 at 9:00 am.

Sincerely,
Colleen Baughman
Assistant Director

FINANCIAL REPORT

MAY 2019

Dyer Bank and Trust

PAYROLL \$ 115,699.11

GENERAL FUND \$ 47,901.02

MONEY MARKET \$ 115,611.34

PETTY CASH \$ 452.12

SAVINGS \$ 3,865.12

Total: \$283,528.71

Loan

\$536,379.85

Estimate



Signs By Tomorrow

101 W 78th Place

Merrillville, IN 46410

ph. 219-736-7804

fax 219-736-7853

email: merrillville@signsbytomorrow.com

Estimate:

1526

Printed

2/26/2019 1:48:04F

Description: **Full Color LED Outdoor Display, Permits & Install**

Prepared For: Debbie Williams

Company: McConathy Public Library

Estimate Date: 2/25/2019 1:21:39PM

ph: (708) 351-8922

email: dlw1633@aol.com

Dear Debbie:

It's always nice to start a relationship with a new potential customer. Hopefully we can do a lot of other types of signs in the future.

Dedicated Electrical Power Supply must be Provided. 110 Volts

NOTE: There was mention of a vandal cover.

This does not include that process it is not part of the normal purchase. We should be able to fabricate on but taht would add \$500 to \$750 to the project

Sincerely,

Bob Prescott
Owner

Product	Font	Qty	Sides	Height	Width	Unit Cost	Install	Item Total
1 Miscellaneous		1	1	24	96	\$9,700.00	\$0.00	\$9,700.00

Description: Blade M -- 9mm Module
 Full Color -- Single Sided 2 ft H X 8 ft W
 Viewing Angle 160* Horizontal / 90* Vertical
 Wireless Communication Kit (WiFi unit for long range or multiple network setups)
 2 Extension Cables (each 10 feet in length)
 1 Controller
 1 Basic license for LED Cloud System
 5 Year cellular broadband included
 5 Year Warranty

Text:

2 Permits & Application fee		1	1	1	1	\$300.00	\$0.00	\$300.00
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Color:

Description: ESTIMATE ONLY
 SBT \$125.00 Application Fee
 Customer will pay the amount Sauk Village places on the Permit.
 \$175.00
 (Only our Guess)

Text:

3 Installation		1	1	1	1	\$0.00	\$1,000.00	\$1,000.00
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Color:

Description: 2 installers with Bucket Truck to install 2 ft X 8 ft LED Display & hook up to electrical power.
 Dedicated Electrical Power Supply must be Provided -- 110 Volts

Image It We Can Do It!



Signs By Tomorrow
 101 W 78th Place
 Merrillville, IN 46410
 ph. 219-736-7804
 fax 219-736-7853
 email: merrillville@signsbytomorrow.com

Estimate

Estimate: 152

Printed 2/26/2019 1:48:04

Notes:

Line Item Total:	\$11,000.00
Tax Exempt Amt:	\$1,300.00
Subtotal:	\$11,000.00
Taxes:	\$0.00
Total:	\$11,000.00

Deposit Required: \$5,500.00

Company: McConathy Public Library
 21737 Jeffrey Ave.
 Salk Village, IL 60411

Received/Accepted By: _____ / /

Image It We Can Do It!

CHICAGO HEIGHTS CARRIER ELECTRIC CO.

2713 Jackson Avenue
South Chicago Heights, IL 60411
(708) 755-7700 Fax (708) 755-6275

February 27, 2019

Rosie Williams-Baig
Nancy McConathy Public Library
21737 Jeffery Ave.
Sauk Village, IL. 60411

RE: Power for Sign

We propose to furnish and install one 20AMP dedicated circuit from boiler room to new sign...

FOR THE SUM OF \$3,125.00

Notes:

- Painting and patching is assumed by others
- Sign controller is assumed furnished and installed by others
- Final hook up of sign is assumed by others

Respectfully submitted,
Tom O'Neal
Estimator

This Proposal is subject to change if not accepted in writing within 30 days.
Payable terms are Net 30 days.
No work shall commence until this Proposal is signed and returned to the Contractor.

Customer Acceptance

Date

Contractor Acceptance

Date

To Whom it may concern,

Hello, my name is Rachel Eastman and I have
Ded in Sawk Village over 15 yrs now. My children and
I have been coming to this library for this long. I
love it. The library has done so much for my family.
I would love the opportunity to give back. This is
my letter of interest. I would love the opportunity
for the library board to view my letter. ~~@@@@@@@@~~

Thank you so much,

Rachel East

Rachel Eastman

708.546.8510

Please call with
more questions
& concerns.

Crystal L. Parker
21901 Gailine Avenue
Sauk Village, IL 60411

April 28, 2019

Library Board
Mcconathy Public Library
21737 Jeffrey Avenue
Sauk Village, Illinois 60411

Dear Members of the Library Board

My name is Crystal Parker. I am 37 years old and have lived in Sauk Village my entire life.

I am writing this letter to show my interest in becoming a member of the Library Board. Considering my love for libraries and my passion for knowledge, I believe I would be an excellent fit.

For as long as I can remember, Nancy Mcconathy Library has been a fixture in my life and I have fond memories of the many hours I have spent lost in those stacks, searching for my next adventure.

Having worked professionally as a Circulation Assistant at D'Angelo Law Library at the University of Chicago, I gained valuable insights into the workings of libraries.

I hope that I have provided you with an accurate portrait of my desire to join the Board and why I think I would be an asset.

Thank you very much for your time and consideration.

Sincerely,


Crystal L. Parker

April 26-20

Letter of Interest for the open library board member position

To whom it may concern,

I Elizabeth (Becky) Norcutt, have been using the library since 1979 when it was operating out of the house of Sauk Trail. I have been a resident of Sauk Village for over 40 years. The library has always been a great asset for me and the community when it comes to knowledge and accessibility. I feel that children's programs are a great way to introduce families to the power of books and learning.

I feel my background and experience would greatly benefit the library board.

Sincerely,

Elizabeth Norcutt (Becky)