

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
June 9, 2021
5:00 pm**

**Meeting will occur in Person and via Free Conference Call
Call in number 617-793-8740**

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. Motion to convene an executive session to discuss personnel matters pursuant to Section 5ILCS 120/2© 1 for the appointment, employment, compensation, discipline or dismissal of specific employees of the public body or legal counsel for the public body with action to follow; and pending/threatened litigation.**
- 4. Motion to reconvene the Regular Meeting**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---**
 - B. POLICY AND BYLAWS ---**
 - C. PERSONNEL---**
 - D. PUBLIC RELATIONS---**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A. Programming**
 - B. FY 2021-2022 Review**
 - C. Committee Chairs**
 - D. Cease and Desist Letter - Village of Sauk Village**
 - E. Review Policy permitting**
 - F. Meeting Ordinance**
 - G. Auditor Review**
 - H. Library Hours**
 - I. Staff Concerns**
 - J. Appointment of Counsel TIMOTHY C LAPP
HISKES, DILLNER, O'DONNELL, MAROVICH, & LAPP**
 - K. Faxing procedures.**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
May 8, 2021

President Gary Holcomb called the meeting to order at 9:05 A.M.

1. Roll Call: Present were: Catherine Boettcher, Suzanne Downing, Gary Holcomb, Elizabeth Norcutt, Merrionna Pierce, Roger Strasemeier.
Absent: Crystal Parker
2. Minutes: A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to approve the March meeting as presented. Five 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: May monthly Financial Report presented and attached.
 - B. Policy and Bylaws: The presented Surplus Policy was reviewed.
 - C. Personnel: None
 - D. Public Relations: None
7. Unfinished Business: None
8. New Business:

A. Director Williams-Baig presented proposed salary increases for all staff due to mandated Cook County increases beginning in January 2022. A discussion was held. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to approve salary increases for employees # 2,3,4,5, and 7 as presented. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.

B. The proposed Budget for FY 21-22 was presented. Present Holcomb asked for this item to be tabled until the June meeting. Five ayes and 0 nays. Motion carried.

C. A motion was made by Merrionna Pierce and seconded by Catherine Boettcher to approve Juneteenth as a paid holiday. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.

D. A motion was made by Roger Strasemeier and seconded by Suzanne Downing to approve the surplus property policy as presented. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.

E. Director Williams-Baig presented a training opportunity for the remaining and incoming Trustees presented by ATLAS. All Trustees were encouraged to attend. No action taken.

F. Programming Liaison Dionne Miller encourage past, remaining and incoming Trustees to remain active in all areas of programming including attending in person or virtually. No action taken.

G. Director Williams-Baig expressed that there were several staff members who expressed concern about the new Board coming on due to the negative comments made during the election season. Several current Board members expressed concern with the firing rumors of staff but hoped that the incoming and remain Board could work together to do great things for the Library in the future.

9. Adjournment Sine Die: A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to adjourn the meeting Sine Die. Five ayes and zero nays. Motion carried.

10. Reconvene Meeting

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

Absent: None

B. Former Secretary Elizabeth Norcutt swore in all new Board members

C. Appointment of Officers

1. A motion was made by Mary Thompson and seconded by Roger Strasemeier to appoint Diane Sapp as Board President. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Diane Sapp, aye; Roger Strasemeier, aye and Mary Thompson, aye. Seven ayes and 0 nays. Motion carried.

2. A motion was made by Jacqueline McGee and seconded by Gary Holcomb to appoint Mary Thompson as Vice President. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.

3. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to appoint Jacqueline McGee as Treasurer. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Diane Sapp; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.

4. A motion was made by Mary Thompson and seconded by Jacqueline McGee to Carolyn Farmer as Secretary. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Diane Sapp; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.

11. Audience to the Public:

1. Emmet Farmer congratulated the new Board members and suggested to make the library cards valid for 2 years instead of only 1.

2. Larry Sapp congratulated the new Board. He hopes that the whole Board can work together. He stated that outgoing Board did a great job. He stressed that the negative comments made during the election were just used for political reasons to win a seat. The comments may not be how they even feel in their heart. Things were just said. Everyone has their own agendas but at the end of the day we have to work to serve the community.

3. Dionne Miller addressed how people in the community felt that they needed to disassociate from the library in order to remain friends with certain members of the community. She stated that she has worked to build relationships with people to increase patronage in the Library and get over need to pick aside in the community. She hopes to mend the wound politically.

4. Rodrick Grant congratulated the new Board. He thanked the remaining and outgoing Trustees for their service. He reminded all people to remember why they chose to run for those seats, to serve the community. He stated that he hopes the Library will work with the Village to be able do something new.

5. Devonte Turner thanked the audience for attending and encouraged that they continue to come to library and circulate items. He stated that the staff has been affected by the comments made on Facebook and through materials, they felt attacked. He stated he felt that it was disingenuous to not respond to the comments that occurred even if the words were not meant by the people who said them. He stated that there is now a lack of trust between members of the staff and the Board. He stated that the relationship between Board and staff needs to be discussed in a meeting setting.

6. Roger Strasemeier stated he would like everyone to see the whole Board as a group not an "Us" and "Them".

7. Gary Holcomb stated he hopes that more people do become more involved.

8. Mary Thompson stated that she admits that she has not been as active as she should have prior to running for the Board. She acknowledged that she has the time now and the new blood coming to the board will do wonders.

9. Debbie Williams

10. Adjournment: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to adjourn the meeting at 11:40 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,
Elizabeth Norcutt

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Special Meeting Minutes**

May 28, 2021

The meeting was called to order at 3:05 p.m. by President Diane Sapp

1. Roll Call: Present were: Catherine Boettcher, Carolyn Farmer, Gary Holcomb, Jacqueline McGee, Dianne Sapp, Roger Strasemeier and Mary Thompson.
2. A review of the present insurance plans were presented and discussed. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to offer the lowest cost option for health, dental and vision with employee contribution being 100 percent and switching to the Atena offered life insurance to be paid 100 percent by the library. Roll call vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier aye; and Mary Thompson, aye., 6 ayes, 0 nay, motion carried.
3. A discussion was held regarding changing the meeting date at time for all future board meeting of the Nancy L. McConathy Public Library District. A motion was made by Gary Holcomb and seconded by Jacqueline McGee to change all future meetings to the second Wednesday of the month from 5:00 pm – 6:30 pm, with all remaining items to be rolled over to the next meeting. Roll call vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier aye; and Mary Thompson, aye., 6 ayes, 0 nay, motion carried.
4. A motion was made by Roger Strasemeier and seconded by Gary Holcomb adjourn the meeting at 3:50 pm. Roll call vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier aye; and Mary Thompson, aye., 6 ayes, 0 nay, motion carried.

Respectfully submitted,
Rosie Williams-Baig
Director

June 2021 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

The Library has kicked off the summer reading program. All information can be found on our website and social media. We have also started to prepare for our community garden. A huge thank you to Trustee Roger Strasemeier for picking up the landscaping timbers, cutting them and constructing the garden beds! This save the library a lot of time and money!

The Board has received communication from the Village of Sauk Village regarding a Cease and Desist letter to halt all programing involving Liquor consumption and serving alcohol at the Library. It is unfortunate that neither the Library Board member(s), Village Administrator or the Mayor who questioned the Paint and Sip parties took the time to contact me or the Programming Liaison to discuss the nature of the BYOB style painting parties. Equally unfortunate is that the Village of Sauk Village felt the need to send two on duty police officer to hand deliver the letter which was already submitted electronically. This item has been placed on the agenda for the Sauk Village meeting to be held on June 8th meeting. Included in your packet you will find information regarding how the paint and sip parties originated and the policies to reflect the events. This information will also be presented to the Village of Sauk Village.

Since the last meeting additional staff concerns have been presented. The harassment and intimidation has increased. The board has again been asked to discuss and address these concerns and as of the preparation of this document no such discussion has taken place.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT

June 2021

Dyer Bank and Trust
PAYROLL \$78,237.84
GENERAL FUND \$ 26,702.75
MONEY MARKET \$78,810.92
PETTY CASH \$1,907.97
SAVINGS \$4,092.41
Total: \$ 189,751.89

Loan

\$454,922.80

May 2021

Dyer Bank and Trust
PAYROLL \$80,063.13
GENERAL FUND \$ 32,793.86
MONEY MARKET \$78,808.76
PETTY CASH \$3,845.77
SAVINGS \$3,018.34
Total: \$ 198,529.86

Loan

\$454,922.80

FIRM - Nancy L McConathy Public District Lib

General Ledger

May 1, 2021 - May 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
01-1010 DYER BANK - PAYROLL				79,775.10		
05/03/21	20967	DBTPR	LIBERTY NATIONAL		(259.68)	
05/08/21	PAYROLL	DBTPR	Payroll Journal Entry		(4,611.97)	
05/21/21	PAYROLL	DBTPR	Payroll Journal Entry		(4,330.86)	
05/28/21	20982	DBTPR	NCPERS GROUP LIFE INSURANCE		(64.00)	
Totals for 01-1010					<u>(9,266.51)</u>	<u>70,508.59</u>
01-1030 DYER BANK - GEN				32,157.37		
05/03/21	5751	DBTG	CIT (AVAYA)		(114.99)	
05/03/21	5752	DBTG	LIMRICC-UCGA		(132.50)	
05/03/21	5753	DBTG	REICHELT PLUMBING INC.		(2,046.00)	
05/03/21	5754	DBTG	WILLIAM A. LAU & CO. LTD.		(40.00)	
05/13/21	5755	DBTG	C&T LAWN & LANDSCAPING		(425.00)	
05/13/21	5756	DBTG	CINTAS		(114.22)	
05/13/21	5757	DBTG	COMED ELECTRIC		(543.60)	
05/13/21	5758	DBTG	INGRAM LIBRARY SERVICES		(400.71)	
05/13/21	5759	DBTG	REICHELT PLUMBING INC.		(419.00)	
05/13/21	5760	DBTG	VILLAGE OF SAUK VILLAGE		(48.75)	
05/13/21	5761	DBTG	VST SECURITY SOLUTIONS, LLC		(520.50)	
05/13/21	5762	DBTG	WAREHOUSE DIRECT		(82.71)	
05/13/21	5763	DBTG	WAREHOUSE DIRECT		(493.75)	
05/28/21	5764	DBTG	COAST TO COAST SOLUTIONS		(361.97)	
05/28/21	5765	DBTG	COMCAST BUSINESS		(350.12)	
05/28/21	5766	DBTG	NICOR GAS		(178.38)	
Totals for 01-1030					<u>(6,272.20)</u>	<u>25,885.17</u>
01-1055 DYER BANK - PETTY				4,133.32		
Totals for 01-1055					<u>0.00</u>	<u>4,133.32</u>
01-1100 FINE BOX - CASH				15.00		
Totals for 01-1100					<u>0.00</u>	<u>15.00</u>
01-1150 CASH ALLOCATED - GENERAL				(110,074.40)		
Totals for 01-1150					<u>0.00</u>	<u>(110,074.40)</u>
01-1160 DYER BANK - NEW SAVINGS				3,018.34		
Totals for 01-1160					<u>0.00</u>	<u>3,018.34</u>
01-1200 COPIER CHANGE				5.00		
Totals for 01-1200					<u>0.00</u>	<u>5.00</u>
01-1235 DYER BANK - MM				78,808.76		
Totals for 01-1235					<u>0.00</u>	<u>78,808.76</u>
01-1400 PROPERTY TAX RECEIVABLE				144,994.57		
Totals for 01-1400					<u>0.00</u>	<u>144,994.57</u>
01-1450 PPRT RECEIVABLE				371.68		
Totals for 01-1450					<u>0.00</u>	<u>371.68</u>
01-1455 USAC (E-RATE) GRANT RECEIVABLE				2,051.46		
Totals for 01-1455					<u>0.00</u>	<u>2,051.46</u>
01-1460 PER CAPITA GRANT RECBL				13,121.25		
Totals for 01-1460					<u>0.00</u>	<u>13,121.25</u>
01-2000 ACCOUNTS PAYABLE				(3,275.16)		
Totals for 01-2000					<u>0.00</u>	<u>(3,275.16)</u>

FIRM - Nancy L McConathy Public District Lib

General Ledger

May 1, 2021 - May 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
01-2100	ACCRUED PAYROLL			(1,718.12)		
			Totals for 01-2100		0.00	(1,718.12)
01-2200	DEFERRED REVENUE PROP TAX			(144,994.57)		
			Totals for 01-2200		0.00	(144,994.57)
01-2250	ADV COLL-PROP TAX - GENERAL			(134,535.53)		
			Totals for 01-2250		0.00	(134,535.53)
01-2300	FICA W/H			(1,034.98)		
05/08/21	PAYROLL	DBTPR	Payroll Journal Entry		(361.37)	
05/21/21	PAYROLL	DBTPR	Payroll Journal Entry		(341.56)	
			Totals for 01-2300		(702.93)	(1,737.91)
01-2350	FEDERAL W/H			(584.15)		
05/08/21	PAYROLL	DBTPR	Payroll Journal Entry		(286.28)	
05/21/21	PAYROLL	DBTPR	Payroll Journal Entry		(288.48)	
			Totals for 01-2350		(574.76)	(1,158.91)
01-2400	STATE W/H			(378.84)		
05/08/21	PAYROLL	DBTPR	Payroll Journal Entry		(279.74)	
05/21/21	PAYROLL	DBTPR	Payroll Journal Entry		(263.94)	
			Totals for 01-2400		(543.68)	(922.52)
01-2450	IMRF W/H			(1,440.69)		
05/08/21	PAYROLL	DBTPR	Payroll Journal Entry		(177.12)	
05/21/21	PAYROLL	DBTPR	Payroll Journal Entry		(177.41)	
			Totals for 01-2450		(354.53)	(1,795.22)
01-2500	MISC/LIBERTY NATIONAL W/H			(196.58)		
05/03/21	20967	DBTPR	LIBERTY NATIONAL		259.68	
05/08/21	PAYROLL	DBTPR	Payroll Journal Entry		(119.92)	
05/21/21	PAYROLL	DBTPR	Payroll Journal Entry		(119.92)	
			Totals for 01-2500		19.84	(176.74)
01-2550	MEDICARE W/H			(129.18)		
05/08/21	PAYROLL	DBTPR	Payroll Journal Entry		(84.52)	
05/21/21	PAYROLL	DBTPR	Payroll Journal Entry		(79.88)	
			Totals for 01-2550		(164.40)	(293.58)
01-3000	GENERAL FUND BALANCE			11,613.33		
			Totals for 01-3000		0.00	11,613.33
01-4000	PROP TAX REV - GENERAL			(285,046.08)		
			Totals for 01-4000		0.00	(285,046.08)
01-4050	PPRT			(2,391.61)		
			Totals for 01-4050		0.00	(2,391.61)
01-4150	PER CAPITA GRANT			(13,121.25)		
			Totals for 01-4150		0.00	(13,121.25)
01-4200	FINES			(278.50)		
			Totals for 01-4200		0.00	(278.50)
01-4250	LOST CARDS			(15.00)		
			Totals for 01-4250		0.00	(15.00)

FIRM - Nancy L McConathy Public District Lib

General Ledger

May 1, 2021 - May 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
01-4300	LOST MATERIALS INCOME			(312.50)		
			Totals for 01-4300		<u>0.00</u>	<u>(312.50)</u>
01-4400	COMPUTER RENTAL			(1,375.80)		
			Totals for 01-4400		<u>0.00</u>	<u>(1,375.80)</u>
01-4410	PRINTER			(1,551.65)		
			Totals for 01-4410		<u>0.00</u>	<u>(1,551.65)</u>
01-4420	TYPEWRITER			(6.25)		
			Totals for 01-4420		<u>0.00</u>	<u>(6.25)</u>
01-4430	FAX			(1,417.90)		
			Totals for 01-4430		<u>0.00</u>	<u>(1,417.90)</u>
01-4450	DONATIONS			(1,321.77)		
			Totals for 01-4450		<u>0.00</u>	<u>(1,321.77)</u>
01-4500	MISCELLANEOUS SALES			(245.75)		
			Totals for 01-4500		<u>0.00</u>	<u>(245.75)</u>
01-4550	COPIER			(437.95)		
			Totals for 01-4550		<u>0.00</u>	<u>(437.95)</u>
01-4600	E-RATE			(2,051.46)		
			Totals for 01-4600		<u>0.00</u>	<u>(2,051.46)</u>
01-4700	INTEREST INCOME			(41.68)		
			Totals for 01-4700		<u>0.00</u>	<u>(41.68)</u>
01-4800	UTILITY TAX INCOME			(454.75)		
			Totals for 01-4800		<u>0.00</u>	<u>(454.75)</u>
01-4900	GRANT INCOME			(14,983.47)		
			Totals for 01-4900		<u>0.00</u>	<u>(14,983.47)</u>
01-5000	SALARIES			127,612.79		
05/08/21	PAYROLL	DBTPR	Payroll Journal Entry		5,920.92	
05/21/21	PAYROLL	DBTPR	Payroll Journal Entry		5,602.05	
			Totals for 01-5000		<u>11,522.97</u>	<u>139,135.76</u>
01-5020	HOSPITALIZATION			592.00		
05/28/21	20982	DBTPR	NCPERS GROUP LIFE INSURANCE		64.00	
			Totals for 01-5020		<u>64.00</u>	<u>656.00</u>
01-5040	BOARD & STAFF			2,174.62		
			Totals for 01-5040		<u>0.00</u>	<u>2,174.62</u>
01-5080	JANITORIAL-BLDG & GRNDS			13,987.37		
05/13/21	5755	DBTG	C&T LAWN & LANDSCAPING		425.00	
05/13/21	5756	DBTG	CINTAS		114.22	
			Totals for 01-5080		<u>539.22</u>	<u>14,526.59</u>
01-5100	UTILITIES			8,891.88		
05/13/21	5757	DBTG	COMED ELECTRIC		543.60	
05/13/21	5760	DBTG	VILLAGE OF SAUK VILLAGE		48.75	
05/28/21	5766	DBTG	NICOR GAS		178.38	

FIRM - Nancy L McConathy Public District Lib

General Ledger

May 1, 2021 - May 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 01-5100					<u>770.73</u>	<u>9,662.61</u>
01-5110	INTERNET			1,899.50		
05/28/21	5765	DBTG	COMCAST BUSINESS		189.95	
Totals for 01-5110					<u>189.95</u>	<u>2,089.45</u>
01-5120	TELEPHONE			1,707.77		
05/28/21	5765	DBTG	COMCAST BUSINESS		160.17	
Totals for 01-5120					<u>160.17</u>	<u>1,867.94</u>
01-5140	EQUIPMENT PURCHASES			724.93		
05/03/21	5753	DBTG	REICHELTL PLUMBING INC.		2,046.00	
05/13/21	5761	DBTG	VST SECURITY SOLUTIONS, LLC		520.50	
Totals for 01-5140					<u>2,566.50</u>	<u>3,291.43</u>
01-5160	EQUIPMENT/SERVICE			16,534.34		
05/03/21	5751	DBTG	CIT (AVAYA)		114.99	
05/13/21	5759	DBTG	REICHELTL PLUMBING INC.		419.00	
05/13/21	5763	DBTG	WAREHOUSE DIRECT		493.75	
Totals for 01-5160					<u>1,027.74</u>	<u>17,562.08</u>
01-5180	FURNITURE PURCHASES			165.28		
Totals for 01-5180					<u>0.00</u>	<u>165.28</u>
01-5200	SUPPLIES			5,667.12		
05/28/21	5764	DBTG	COAST TO COAST SOLUTIONS		361.97	
Totals for 01-5200					<u>361.97</u>	<u>6,029.09</u>
01-5220	BOOKS			8,119.52		
05/13/21	5758	DBTG	INGRAM LIBRARY SERVICES		400.71	
Totals for 01-5220					<u>400.71</u>	<u>8,520.23</u>
01-5280	AV/VIDEO's/DVD			63.47		
Totals for 01-5280					<u>0.00</u>	<u>63.47</u>
01-5300	PROGRAMMING			3,319.86		
Totals for 01-5300					<u>0.00</u>	<u>3,319.86</u>
01-5320	LEGAL NOTICES			2,572.50		
Totals for 01-5320					<u>0.00</u>	<u>2,572.50</u>
01-5340	LEGAL			7,725.00		
Totals for 01-5340					<u>0.00</u>	<u>7,725.00</u>
01-5360	PRINTING			213.72		
05/13/21	5762	DBTG	WAREHOUSE DIRECT		82.71	
Totals for 01-5360					<u>82.71</u>	<u>296.43</u>
01-5380	POSTAGE			184.10		
Totals for 01-5380					<u>0.00</u>	<u>184.10</u>
01-5400	CONTINGENCY			1,480.65		
Totals for 01-5400					<u>0.00</u>	<u>1,480.65</u>
01-5420	COMPUTER/SWAN			16,733.00		
Totals for 01-5420					<u>0.00</u>	<u>16,733.00</u>
01-5440	COMPUTER			5,321.51		

FIRM - Nancy L McConathy Public District Lib

General Ledger

May 1, 2021 - May 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/03/21	5754	DBTG	WILLIAM A. LAU & CO. LTD.		40.00	
			Totals for 01-5440		<u>40.00</u>	<u>5,361.51</u>
			01-5500 FICA EXPENSES	7,649.79		
			Totals for 01-5500		<u>0.00</u>	<u>7,649.79</u>
			01-5650 MORTGAGE INTEREST EXP	13,083.59		
			Totals for 01-5650		<u>0.00</u>	<u>13,083.59</u>
			01-5655 MORTGAGE PRINCIPAL-EXP	37,124.48		
			Totals for 01-5655		<u>0.00</u>	<u>37,124.48</u>
			02-1150 CASH ALLOCATED - IMRF	40,402.95		
			Totals for 02-1150		<u>0.00</u>	<u>40,402.95</u>
			02-1400 PROP TAX RECBL-IMRF	4,329.45		
			Totals for 02-1400		<u>0.00</u>	<u>4,329.45</u>
			02-2200 DEFERRED REV-PROP TAX RECBL	(4,329.45)		
			Totals for 02-2200		<u>0.00</u>	<u>(4,329.45)</u>
			02-2250 ADV COLL-IMRF	(4,017.15)		
			Totals for 02-2250		<u>0.00</u>	<u>(4,017.15)</u>
			02-3000 IMRF FUND BALANCE	(25,274.82)		
			Totals for 02-3000		<u>0.00</u>	<u>(25,274.82)</u>
			02-5520 IMRF EXP	9,627.48		
			Totals for 02-5520		<u>0.00</u>	<u>9,627.48</u>
			03-1150 CASH ALLOCATED - U/C	8,830.30		
			Totals for 03-1150		<u>0.00</u>	<u>8,830.30</u>
			03-1400 PROP TAX RECBL-U/C	189.76		
			Totals for 03-1400		<u>0.00</u>	<u>189.76</u>
			03-2200 DEF REV-PROP TAX RECBL	(189.76)		
			Totals for 03-2200		<u>0.00</u>	<u>(189.76)</u>
			03-2250 ADV COLL-U/C	(94.86)		
			Totals for 03-2250		<u>0.00</u>	<u>(94.86)</u>
			03-3000 UNEMP COMP FUND BALANCE	(8,509.95)		
			Totals for 03-3000		<u>0.00</u>	<u>(8,509.95)</u>
			03-5540 UNEMPLOYMENT INSURANCE	179.58		
05/03/21	5752	DBTG	LIMRICC-UCGA		132.50	
			Totals for 03-5540		<u>132.50</u>	<u>312.08</u>
			04-1150 CASH ALLOCATED - W/C	1,304.05		
			Totals for 04-1150		<u>0.00</u>	<u>1,304.05</u>
			04-1300 PREPAID INS-W/C	85.94		
			Totals for 04-1300		<u>0.00</u>	<u>85.94</u>
			04-1400 PROP TAX RECBL-W/C	253.60		
			Totals for 04-1400		<u>0.00</u>	<u>253.60</u>

FIRM - Nancy L McConathy Public District Lib

General Ledger

May 1, 2021 - May 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
04-2200	DEF REV PROP TAX RECLB-W/C			(253.60)		
			Totals for 04-2200		<u>0.00</u>	<u>(253.60)</u>
04-2250	ADV COLL-W/C			(158.50)		
			Totals for 04-2250		<u>0.00</u>	<u>(158.50)</u>
04-3006	NON SPENDABLE WORKMENS COMP FUND			(100.00)		
			Totals for 04-3006		<u>0.00</u>	<u>(100.00)</u>
04-5560	WORKMENS COMP EXP			442.00		
			Totals for 04-5560		<u>0.00</u>	<u>442.00</u>
05-1150	CASH ALLOCATED - PUBLIC LIAB INS			51,073.78		
			Totals for 05-1150		<u>0.00</u>	<u>51,073.78</u>
05-1300	PREPAID INS-PUBLIC LIABILITY			3,080.08		
			Totals for 05-1300		<u>0.00</u>	<u>3,080.08</u>
05-1400	PROP TAX RECBL-PUB LIAB			3,477.01		
			Totals for 05-1400		<u>0.00</u>	<u>3,477.01</u>
05-2000	ACCOUNTS PAYABLE			(49.63)		
			Totals for 05-2000		<u>0.00</u>	<u>(49.63)</u>
05-2200	DEF REV-PROP TAX RECBL-PUB LIAB INS.			(3,477.01)		
			Totals for 05-2200		<u>0.00</u>	<u>(3,477.01)</u>
05-2250	ADV COLL-PUBLIC LIAB INS			(3,226.19)		
			Totals for 05-2250		<u>0.00</u>	<u>(3,226.19)</u>
05-3000	PUBLIC LIABILITY INS FUND BALANCE			(46,425.12)		
			Totals for 05-3000		<u>0.00</u>	<u>(46,425.12)</u>
05-3006	NON SPENDABLE LIAB INS FUND			(3,290.00)		
			Totals for 05-3006		<u>0.00</u>	<u>(3,290.00)</u>
05-5580	PUBLIC LIAB INS EXP			8,108.00		
			Totals for 05-5580		<u>0.00</u>	<u>8,108.00</u>
06-1150	CASH ALLOCATED - AUDIT			(65,857.15)		
			Totals for 06-1150		<u>0.00</u>	<u>(65,857.15)</u>
06-1400	PROP TAX RECBL-AUDIT			1,465.87		
			Totals for 06-1400		<u>0.00</u>	<u>1,465.87</u>
06-2200	DEF REV-PROP TAX RECBL-AUDIT			(1,465.87)		
			Totals for 06-2200		<u>0.00</u>	<u>(1,465.87)</u>
06-2250	ADV COLL-AUDIT			(1,360.13)		
			Totals for 06-2250		<u>0.00</u>	<u>(1,360.13)</u>
06-3000	AUDIT FUND BALANCE			70,334.41		
			Totals for 06-3000		<u>0.00</u>	<u>70,334.41</u>
06-5480	AUDIT EXPENSE			11,652.50		
			Totals for 06-5480		<u>0.00</u>	<u>11,652.50</u>
07-1150	CASH ALLOCATED - BLDG & SITE			60,959.91		

FIRM - Nancy L McConathy Public District Lib

General Ledger

May 1, 2021 - May 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 07-1150		<u>0.00</u>	<u>60,959.91</u>
07-1400			PROP TAX RECBL-BLDG & SITE	4,329.45		
			Totals for 07-1400		<u>0.00</u>	<u>4,329.45</u>
07-2200			DEF REV - PROP TAX RECBL-BLDG & SITE	(4,329.45)		
			Totals for 07-2200		<u>0.00</u>	<u>(4,329.45)</u>
07-2250			ADV COLL-BLDG & SITE	(4,017.15)		
			Totals for 07-2250		<u>0.00</u>	<u>(4,017.15)</u>
07-3000			BLDG & SITE FUND BALANCE	(37,613.38)		
			Totals for 07-3000		<u>0.00</u>	<u>(37,613.38)</u>
09-1150			CASH ALLOCATED - FICA	13,360.56		
			Totals for 09-1150		<u>0.00</u>	<u>13,360.56</u>
09-1400			PROP TAX RECBL-FICA	3,716.03		
			Totals for 09-1400		<u>0.00</u>	<u>3,716.03</u>
09-2200			DEF REV-PROP TAX RECBL-FICA	(3,716.03)		
			Totals for 09-2200		<u>0.00</u>	<u>(3,716.03)</u>
09-2250			ADV COLL-FICA	(3,447.97)		
			Totals for 09-2250		<u>0.00</u>	<u>(3,447.97)</u>
09-3000			FICA FUND BALANCE	(21,970.87)		
			Totals for 09-3000		<u>0.00</u>	<u>(21,970.87)</u>
09-5500			FICA EXPENSE	1,647.54		
			Totals for 09-5500		<u>0.00</u>	<u>1,647.54</u>
			Report Total			<u>(14,125.39)</u>

OUT OF BALANCE

Net Profit/(Loss)

Current Period	<u>(17,859.17)</u>
Year-to-Date	<u>(8,011.69)</u>

Distribution count = 53

FIRM - Nancy L McConathy Public District Lib

Vendor Activity - Condensed

May 1, 2021 - May 31, 2021

Vendor ID	Vendor Name	Beginning Balance	Total Payable Amount	Total Discount Taken	Total Paid Amount	Ending Balance
AFE100	ACTION FIRE EQUIPMENT, INC.	(184.00)	0.00	0.00	0.00	(184.00)
ARS100	AIDE RENTAL & SALES #1	(91.00)	0.00	0.00	0.00	(91.00)
ALD100	ALDI	(299.58)	0.00	0.00	0.00	(299.58)
AMZ100	AMAZON	(4,187.36)	0.00	0.00	0.00	(4,187.36)
AMC100	AMBER MECHANICAL CONTRACTORS, INC.	(6,118.53)	0.00	0.00	0.00	(6,118.53)
ALA100	AMERICAN LIBRARY ASSOCIATION	(175.00)	0.00	0.00	0.00	(175.00)
ATM100	ANTMOUND LLC	(300.00)	0.00	0.00	0.00	(300.00)
C&T100	C&T LAWN & LANDSCAPING	(10,570.00)	0.00	0.00	425.00	(10,995.00)
CLO100	CANNA LAW OFFICES, P.C.	(7,725.00)	0.00	0.00	0.00	(7,725.00)
CPB100	CHICAGO PARKING	(24.00)	0.00	0.00	0.00	(24.00)
CTS100	CINTAS	(2,189.76)	0.00	0.00	114.22	(2,303.98)
AVA100	CIT (AVAYA)	(1,149.90)	0.00	0.00	114.99	(1,264.89)
CTC100	COAST TO COAST SOLUTIONS	(614.15)	0.00	0.00	361.97	(976.12)
CMT100	COMCAST BUSINESS	(3,492.28)	0.00	0.00	350.12	(3,842.40)
CMED100	COMED ELECTRIC	(5,822.00)	0.00	0.00	543.60	(6,365.60)
DLX100	DELUXE	(485.12)	0.00	0.00	0.00	(485.12)
DEM100	DEMCO	(305.46)	0.00	0.00	0.00	(305.46)
DLT100	Director of Employment Security	263.64	18.80	0.00	0.00	282.44
DMS100	DOLLAR TREE	(151.78)	0.00	0.00	0.00	(151.78)
DBT100	DRAINS MADE SIMPLE	(900.00)	0.00	0.00	0.00	(900.00)
FMD100	DYER BANK & TRUST	(50,436.29)	0.00	0.00	0.00	(50,436.29)
FDX100	FAMILY DOLLAR	(4.36)	0.00	0.00	0.00	(4.36)
FBN100	FEDEX	(27.67)	0.00	0.00	0.00	(27.67)
FBN100	FIRST BOOK	(380.05)	0.00	0.00	0.00	(380.05)
FBW100	FIVE BELOW	(47.00)	0.00	0.00	0.00	(47.00)
FW100	FRANK WILLIAMS	(311.99)	0.00	0.00	0.00	(311.99)
FRAUD	FRAUD	(470.92)	0.00	0.00	0.00	(470.92)
FCC100	FREECONFERENCECALLER.COM	(60.00)	0.00	0.00	0.00	(60.00)
HKC100	HAPPY KIDS CHICAGO, INC	(250.00)	0.00	0.00	0.00	(250.00)
H&A100	HEARNE & ASSOCIATES, P.C.	(8,990.00)	0.00	0.00	0.00	(8,990.00)
HGD100	HOMEGOODS	(80.19)	0.00	0.00	0.00	(80.19)
ILA100	Illinois Department of Revenue	4,930.30	543.68	0.00	0.00	5,473.98
IMRF W/H	ILLINOIS LIBRARY ASSOCIATION	(130.00)	0.00	0.00	0.00	(130.00)
ING100	IMRF W/H	3,273.04	354.53	0.00	0.00	3,627.57
940	INGRAM LIBRARY SERVICES	(2,689.46)	0.00	0.00	400.71	(3,090.17)
941	Internal Revenue Service	60.49	0.00	0.00	0.00	60.49
JLO100	Internal Revenue Service	20,887.10	2,309.42	0.00	0.00	23,196.52
JLG100	JEWEL OSCO	(159.40)	0.00	0.00	0.00	(159.40)
KIG100	JUNIOR LIBRARY GUILD	(2,600.50)	0.00	0.00	0.00	(2,600.50)
LBTN W/H	KAMM INSURANCE GROUP INC.	(8,108.00)	0.00	0.00	0.00	(8,108.00)
LIM100	LIBERTY NATIONAL	196.58	239.84	0.00	259.68	176.74
MAR100	LIMRICC-UCGA	(129.58)	0.00	0.00	132.50	(262.08)
MRD100	MARTIN WHALEN	(2,662.60)	0.00	0.00	0.00	(2,662.60)
NGL100	MENARDS	(188.54)	0.00	0.00	0.00	(188.54)
VCR100	NCPERS GROUP LIFE INSURANCE	(592.00)	0.00	0.00	64.00	(656.00)
VPA100	NICOR GAS	(2,565.34)	0.00	0.00	178.38	(2,743.72)
ODT100	NOTARY PUBLIC ASSOCIATION	(124.00)	0.00	0.00	0.00	(124.00)
OVG100	OFFICE DEPOT	(70.60)	0.00	0.00	0.00	(70.60)
OTC100	OLIVE GARDEN	(186.70)	0.00	0.00	0.00	(186.70)
OTC100	ORIENTAL TRADING CO.	(209.31)	0.00	0.00	0.00	(209.31)
PNW100	PARTY CITY	(6.41)	0.00	0.00	0.00	(6.41)
ZH100	PENWORTHY COMPANY LLC.	(1,168.13)	0.00	0.00	0.00	(1,168.13)
QUA100	PIZZA HUT	(65.26)	0.00	0.00	0.00	(65.26)
RAI100	QUALITY ALARMS SYSTEMS INC.	(1,764.00)	0.00	0.00	0.00	(1,764.00)
MI100	RAILS	(510.00)	0.00	0.00	0.00	(510.00)
PI100	RAINMAKER IRRIGATION INC.	(250.00)	0.00	0.00	0.00	(250.00)
	REICHELT PLUMBING INC.	(152.00)	0.00	0.00	2,465.00	(2,617.00)

FIRM - Nancy L McConathy Public District Lib

Vendor Activity - Condensed

May 1, 2021 - May 31, 2021

Vendor ID	Vendor Name	Beginning Balance	Total Payable Amount	Total Discount Taken	Total Paid Amount	Ending Balance
RWB100	ROSIE WILLIAMS-BAIG	(225.00)	0.00	0.00	0.00	(225.00)
SMC100	SAMS CLUB	(838.98)	0.00	0.00	0.00	(838.98)
SLP100	SCHOLASTIC LIBRARY PUBLISHING	(597.00)	0.00	0.00	0.00	(597.00)
STP100	STAPLES	(1,323.35)	0.00	0.00	0.00	(1,323.35)
SVT100	STRACK AND VAN TIL	(27.52)	0.00	0.00	0.00	(27.52)
STM100	SUN-TIMES MEDIA	(2,572.50)	0.00	0.00	0.00	(2,572.50)
SWA100	SWAN	(16,750.00)	0.00	0.00	0.00	(16,750.00)
TGT100	TARGET	(107.75)	0.00	0.00	0.00	(107.75)
TSP100	TECHSOUP	(88.00)	0.00	0.00	0.00	(88.00)
THI100	THE HARTFORD	(442.00)	0.00	0.00	0.00	(442.00)
TRPS100	THOMSON REUTERS PROFESSIONAL SOFTWARE & SERVICES	(5,563.51)	0.00	0.00	0.00	(5,563.51)
TJM100	TJ MAXX	(71.28)	0.00	0.00	0.00	(71.28)
TAC100	TOTAL AUTOMATION CONCEPTS, INC.	(4,908.00)	0.00	0.00	0.00	(4,908.00)
USP100	UNITED STATES POSTAL SERVICE	(156.43)	0.00	0.00	0.00	(156.43)
VCS100	VERSATILE COMPUTER SERVICES, INC	(540.00)	0.00	0.00	0.00	(540.00)
VD100	VICTORIA DETTLOFF	(3.37)	0.00	0.00	0.00	(3.37)
VSV100	VILLAGE OF SAUK VILLAGE	(504.54)	0.00	0.00	48.75	(553.29)
VST100	VST SECURITY SOLUTIONS, LLC	0.00	0.00	0.00	520.50	(520.50)
WGN100	WALGREENS	(89.15)	0.00	0.00	0.00	(89.15)
WMT100	WALMART	(431.53)	0.00	0.00	0.00	(431.53)
WLS100	WALTS	(117.00)	0.00	0.00	0.00	(117.00)
WHD100	WAREHOUSE DIRECT	(213.72)	0.00	0.00	576.46	(790.18)
WAL100	WILLIAM A. LAU & CO. LTD.	(1,047.50)	0.00	0.00	40.00	(1,087.50)
ZCS100	ZABINSKI CONSULTING SERVICES, INC.	(2,662.50)	0.00	0.00	0.00	(2,662.50)
	Company Totals	<u>(139,844.70)</u>	<u>3,466.27</u>	<u>0.00</u>	<u>6,595.88</u>	<u>(142,974.31)</u>

ITEM	Budget 2019-2020	Budget 2020-2021	Projected 2020-2021	Proposed 2021-2022
01-5000 SALARY	126500.00	\$ 150,000.00	\$ 155,154.76	\$ 165,000.00
01-5020 INSURANCE	300.00	\$ 800.00	704.00	\$ 800.00
01-5040 BOARD AND STAFF	1000.00	\$ 1,200.00	2,324.62	\$ 1,500.00
P 01-5655 MORTGAGE	67500.00	\$ 60,000.00	44,941.29	\$ 60,858.27
I 01-5650 MORT. INTEREST			15,916.98	X
01-5080 JANITORIAL	10000.00	\$ 12,000.00	15,000.00	\$ 17,000.00
01-5100 UTILITIES	15000.00	\$ 10,500.00	10,765.00	\$ 14,000.00
01-5120 TELEPHONE	2000.00	\$ 2,000.00	2,000.00	\$ 11,000.00
01-5140 EQUIP/PURCHASE	4000.00	\$ 5,000.00	1,000.00	\$ 2,000.00
01-5160 EQUIP/SERVICE	5000.00	\$ 10,000.00	17,042.84	\$ 2,000.00
01-5180 FURNITURE/PURCH	1000.00	\$ 1,000.00	165.28	\$ 12,500.00
01-5200 SUPPLIES	2500.00	\$ 6,000.00	6,000.00	\$ 1,000.00
01-5220 BOOKS	30000.00	\$ 10,000.00	8,000.00	\$ 6,000.00
01-5240 PERIODICALS	600.00	\$ 100.00	-	\$ 8,500.00
01-5260 AV/CD'S	100.00	\$ 100.00	-	\$ 100.00
01-5280 AV/DVD	1000.00	\$ 1,000.00	63.47	\$ 100.00
AV/VIDEOGAMES	2500.00	\$ 2,000.00	-	\$ 750.00
01-5300 PROGRAMMING	2000.00	\$ 5,000.00	4,000.00	\$ 100.00
01-5320 LEGAL NOTICES	2000.00	\$ 1,500.00	2,572.50	\$ 5,000.00
01-5340 LEGAL FEES	7500.00	\$ 11,000.00	6,000.00	\$ 2,000.00
01-5360 PRINTING	350.00	\$ 250.00	200.00	\$ 7,500.00
01-5380 POSTAGE	250.00	\$ 250.00	250.00	\$ 250.00
01-5400 CONTINGENCIES	10000.00	\$ 5,000.00	2,000.00	\$ 250.00
01-5420 COMPUTER/SWAN	11500.00	\$ 12,000.00	16,500.00	\$ 2,500.00
01-5440 COMPUTER	3750.00	\$ 2,500.00	2,418.00	\$ 13,000.00
01-5110 INTERNET			1,709.55	X
BUILDING FUND	10000.00	\$ 100.00	-	\$ 2,500.00
BUILDING IMPROVEMENTS	45000.00	\$ 100.00	-	\$ 100.00
SUBTOTAL	361350.00	\$ 309,400.00	314,728.29	\$ 324,050.00
01-2450 W/F IMRF	10000.00	\$ 10,000.00	1,436.22	\$ 10,296.19
02-5520 EXP			8,859.97	X
01-2300 FICA	8500.00	\$ 8,500.00	210.95	\$ 11,312.25
01-5500			10,071.06	X
09-5500			1,030.24	X
03-5540 UNEMPLOYMENT	250.00	\$ 250.00	174.27	X
04-5560 WORKMANS COMP	425.00	\$ 500.00	500.00	\$ 300.00
05-5580 LIABILITY	8000.00	\$ 8,000.00	8,000.00	\$ 500.00
06-5480 AUDIT	12000.00	\$ 15,000.00	12,000.00	\$ 8,500.00
SUBTOTAL	39175.00	\$ 42,250.00	42,282.71	\$ 12,000.00
TOTAL	400525.00	\$ 351,650.00	357,011.00	\$ 369,600.00



21801 Torrence Ave., Sauk Village, IL 60411 • Phone: (708) 758-3330 • Fax: (708) 758-1634

Local Liquor Control Commissioner

June 3, 2021

Nancy L. McConathy Public Library
Board of Trustees
21737 Jeffrey Avenue
Sauk Village, IL 60411

Dear Madam President:

CEASE AND DESIST ORDER

Please be advised that your establishment is operating unlawfully and serving and/or allowing alcoholic beverages to be served on your premises without a valid liquor license. You are therefore ordered to cease and desist all unlawful operations, specifically allowing the consumption and/or serving of alcohol on your premises without a valid and proper license effective immediately.

The Illinois Liquor Control Act does allow for the "sale of alcohol in library-owned buildings..." but it is very clear that the Library is still required to comply with any state and local liquor licensing requirements, as well as all other applicable laws.

If you wish to schedule a hearing before the Local Liquor Control Commissioner with respect to this matter, please feel free to contact my office at 708-758-3330 or have your attorney contact us.

Very truly yours,

Derrick Burgess, Mayor
Local Liquor Control Commissioner

CC: Members of the Library Board
Director Rosie Williams- Baig
Village Clerk Marva Cambell-Pruitt

MEMORANDUM

To: RAILS
From: Julie A. Tappendorf
Subject: Library District Alcohol Policy
Date: August 4, 2016

On July 15, 2016, Governor Rauner signed P.A. 99-559, amending the Illinois Liquor Control Act ("*Act*") to allow library districts to approve the delivery and sale of alcohol in library-owned buildings during fundraising events or programs of a cultural or educational nature, in accordance with a policy approved by the library board. The new law applies only to library districts, and not municipal libraries. A sample policy, application form, and authorizing resolution are included with this memorandum.

Library districts may approve a written policy governing when and under what circumstances alcoholic liquors may be delivered to and sold at retail in library-owned buildings, which must include:

- the delivery and sale of alcoholic liquor is limited to fundraising events or programs of a cultural or educational nature;
- no alcoholic liquor will be sold, distributed, or consumed in an area of the library that is accessible to the general public during the event;
- no alcoholic liquor will be removed from the venue during the event; and
- steps will be taken to prevent the sale or distribution of alcoholic liquors to persons under the age of 21.

The Act also requires dram shop liability insurance for the library in maximum insurance coverage limits, if any alcohol is to be delivered to or sold at retail on library property.

After adopting a policy, the Library Board may approve the delivery and sale of alcohol in library buildings. An applicant will still be required to comply with any state and local liquor licensing requirements, as well as all other applicable laws.

We are available to discuss the enclosed sample policy, application, and authorizing resolution at your convenience.

Governor Signs "Liquor in Libraries" Bill

July 19, 2016

On July 15, it became legal for libraries to serve alcohol during educational or cultural events, thanks to the efforts of the ILA Public Policy Committee and others. Senate Bill 399 amends the Liquor Control Act of 1934, and was signed into law by Governor Rauner after passing both houses of the Illinois General Assembly. It permits the sale of alcoholic beverages within any building owned by a library district if its board of trustees approves. Under the provisions of this proposal, each library's board of trustees is required to have a written policy governing how and when alcohol can be sold, and provide proof of insurance before approval of liquor sales at a specific event. This bill allows library districts to generate much-needed revenue to be reinvested back into our libraries.

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I. Purpose

_____ seeks to make its libraries cultural hubs of the community by providing timely programming and opportunities for lifelong learning. As such, and in compliance with the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 *et seq.*), the Board of Library Trustees recognizes that, from time to time, it may be reasonable and beneficial to allow alcoholic beverages to be served or sold in AAPLD libraries or on AAPLD property during fundraising events or during programs of a cultural or educational nature with advance approval by the Executive Director. This policy governs when and under what circumstances alcoholic liquors may be delivered to and sold at retail in Library buildings and on Library property.

II. Rules

1. When alcoholic beverages are served

Serving of alcoholic beverages will be permitted only at _____ events or at events co-sponsored by _____. Serving of alcoholic beverages will not be permitted at any event unless first approved in writing by _____ Executive Director. Outside groups or individuals conducting a meeting or event at an _____ library are not allowed to serve alcoholic beverages unless the event conforms to the requirements of this policy.

2. Where alcoholic beverages are served

Alcoholic beverages may be served at pre-approved events held within an enclosed or controlled space in an _____ facility or on _____ grounds provided there are means by which to:

- a. Prevent access to the general public during the event;
- b. Prohibit alcoholic beverages from being removed from the event space by attendees;
- c. Prevent the sale or distribution of alcoholic beverages to persons under the age of 21; and
- d. Prohibit attendees from bringing outside beverages to the event.

3. Who may serve alcoholic beverages

- a. Alcoholic beverages may be served at pre-approved events by catering staff secured for such purpose by _____; and/or
- b. Alcoholic beverages may be served at pre-approved events by any library staff member or volunteer who is of legal age and designated by the Executive Director to do so.

4. Approved event types

Approved events may include but are not limited to fundraising events or programs of a cultural or educational nature. Alcohol will not be served at events where minors are expected or likely to be in attendance.

III. General Rules and Restrictions

- a. All rules and regulations in other _____ policies shall remain in effect during events at which alcoholic beverages are served. These rules and regulations include but are not limited to _____ Meeting Room Policy, Code of Conduct, and various personnel policies;
- b. Purposely deceiving _____ staff in order to unlawfully gain access to an event at which alcoholic beverages are served is a crime and will be reported to law enforcement officials.
- c. The Library reserves the right for its staff, contractors, and representatives to refuse the distribution or sale of alcohol to any guest who appears to be intoxicated, inebriated, or impaired due to alcohol consumption.
- d. To prevent underage drinking, identification will be checked. Acceptable forms of identification include a valid current driver's license or photo ID card issued by the Illinois Secretary of State's Office or any other State, a valid Armed Forces ID, or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.
- e. In the event that this policy or any other Library policy is not complied with, the Library reserves the right to discontinue the service of alcohol at the event and/or the event itself.

IV. Waiver

This Policy is not all-inclusive. Possible approval of special situations not described in this Policy will be determined by the Executive Director. Waiver of any terms or provisions of this Policy may be requested by written application submitted to the Executive Director.

V. Compliance with Laws, Including State and Local Licensing Laws

If any provisions of this policy conflict with any provisions of the Illinois Liquor Control Act of 1934 [235 ILCS 5/1 *et seq.*], the provisions of the Act shall prevail. Compliance with all federal, state, and local laws, including obtaining any required state or local liquor license, is mandatory and expected.



- 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.

XV Alcohol Policy (Adopted June 2020)

The Nancy L. McConathy Public Library seeks to make our Library cultural hubs of the community by providing timely programming and opportunities for lifelong learning. As such, and in compliance with the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 *et seq.*), the Board of Library Trustees recognizes that, from time to time, it may be reasonable and beneficial to allow alcoholic beverages to be sold or served in the library or on our property during fundraising events or during programs of a cultural or educational nature with advance approval by the Executive Director. This policy governs when and under what circumstances alcoholic liquors may be delivered to and sold at retail in Library buildings and on Library property.

1. When alcoholic beverages are served

Serving of alcoholic beverages will be permitted only at library sponsored events only. Serving of alcoholic beverages will not be permitted at any event unless first approved in writing by the Library Director. Outside groups or individuals conducting a meeting or event at the library are not allowed to serve alcoholic beverages unless the event conforms to the requirements of this policy.

2. Where alcoholic beverages are served

Alcoholic beverages may be served at pre-approved events held within an enclosed or controlled space on library grounds provided there are means by which to:



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- a. Prevent access to the general public during the event;
- b. Prohibit alcoholic beverages from being removed from the event space by attendees;
- c. Prevent the sale or distribution of alcoholic beverages to persons under the age of 21; and
- d. Prohibit attendees from bringing outside beverages to the event.

3. Who may serve alcoholic beverages

- a. Alcoholic beverages may be served at pre-approved events by volunteers that have been previously approved by the Library Director to do so.
- b. Alcoholic beverages may be served at pre-approved events by any library staff member or volunteer who is of legal age and designated by the Library Director to do so.

4. Approved event types

Approved events may include but are not limited to fundraising events or programs of a cultural or educational nature. Alcohol will not be served at events where minors are expected or likely to be in attendance.

General Rules and Restrictions

- a. All rules and regulations in other library policies shall remain in effect during events at which alcoholic beverages are served. These rules and regulations include but are not limited to the Meeting Room Policy, Code of Conduct, and various personnel policies;
- b. Purposely deceiving library staff in order to unlawfully gain access to an event at which alcoholic beverages are served is a crime and will be reported to law enforcement officials.
- c. The Library reserves the right for its staff, contractors, and representatives to refuse the distribution of alcohol to any guest who appears to be intoxicated, inebriated, or impaired due to alcohol consumption.
- d. To prevent underage drinking, identification will be checked. Acceptable forms of identification include a valid current driver's license or photo ID card issued by the Illinois Secretary of State's Office or any other State, a valid Armed Forces ID, or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.
- e. In the event that this policy or any other Library policy is not complied with, the Library reserves the right to discontinue the service of alcohol at the event and/or the event itself.

Waiver


This Policy is not all-inclusive. Possible approval of special situations not described in this Policy will be determined by the Library Director or the Board of trustees. Waiver of any terms



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or provisions of this Policy may be requested by written application submitted to the Library Director.

Compliance with Laws, Including State and Local Licensing Laws

 If any provisions of this policy conflict with any provisions of the Illinois Liquor Control Act of 1934 [235 ILCS 5/1 *et seq.*], the provisions of the Act shall prevail. Compliance with all federal, state, and local laws, including obtaining any required state or local liquor license, is mandatory and expected.

From: Emarkham@kammgroup.com,
To: rwilliams5782@aol.com,
Cc: DJurgaitis@kammgroup.com,
Subject: Liquor Liability Insurance
Date: Tue, Feb 25, 2020 12:03 pm

Attachments:

Hi, Rosie. Good to chat with you. As a follow up to our conversation, the library does have 'host liquor' liability coverage. What this means is that since you're not in the business of selling, manufacturing, distributing or serving liquor, the coverage is not excluded which means it's included. This falls under the general liability portion of the policy which carries a \$1M per occurrence limit and a \$2M aggregate limit. You also have a \$1M umbrella liability limit of insurance.

For your information, a separate liquor liability policy can cost around \$400 annually if you ever chose to pursue that coverage. The advantage of doing this is that if there were ever an incident where a claim ensued, it wouldn't detract from your general liability coverage. That would be the upside to having that type of policy. In any event, there is coverage under your current program for the type of event you described to me when we spoke. Please let us know if you have any further questions.

Regards,

Estelle

Estelle Markham

Vice President

Kamm Insurance Group

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Chicago, IL 60606

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ORDINANCE NO. 2020-3

An ordinance to amend ordinance number 2020-1 calling the Regular Meetings of the Nancy L. McConathy Public Library District Board of Trustees

Whereas, the Board of Trustees of the Nancy L. McConathy Public Library District is required pursuant to Section 4-10.0 of the Illinois Public Library District Act (75 ICLS 15/4-10.1) and Section 2.03 of the Illinois Open Meetings Act (5 ILCS 120/2.03) at the beginning of each calendar or fiscal year, and state the regular dates, times and places of such meetings, by posting a copy of the notice at the principle office of the Library District:

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT AS FOLLOWS:

Section 1: The regular meetings of the Board of Trustees of the Nancy L. McConathy Public Library District shall be held on the Second Wednesday of the month at 5:00 pm in the Nancy L. McConathy Library District Building located at 21737 Jeffery Avenue Sauk Village, Illinois.

Section 2: The dates for such regular meetings for the 2020-2021 fiscal year shall be as follows:

July	15, 2020	February	13, 2021
August	12, 2020	March	13, 2021
September	12, 2020	April	10, 2021
October	10, 2020	May	08, 2021
November	14, 2020	June	09, 2021
January	09, 2021	July	14, 2021

Section 3: Public notice of the schedule of regular meetings of the Board of the Trustees of the Nancy L. McConathy Public Library District shall be given by posting a copy of a Legal Notice, substantially in the form of Exhibit A attached hereto, at the principal office of the Library District, immediately upon adoption.

Section 4: The ordinance shall be full force and effect forth with upon its adoption.

Adopted this 09th day of June of 2021 by the following vote:

Ayes:

Nays:

Absent:

President

Secretary