

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
January 12, 2019**

- 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. Review of Proposed Salary Changes for staff**
  
- 8. NEW BUSINESS**
  - A. New Financial Policy review and Approval**
  - B. Proposed Salary Increase Approval**
  - C. Electronic Sign Approval**
  - D. Security Camera Proposal Review and Approval**
  - E. New Accountant Proposal**
  - F. New Employee Hire**
  - G. Candidates for April Election**
  - H. Comp Time Policy**
  - I. Outdoor Lighting Replacement**
  
- 9. AUDIENCE TO THE PUBLIC**
  
- 10. ADJOURNMENT**

**January 2019**

**LIBRARIAN'S REPORT**

Since our last meeting the library has been very busy! We had a VERY successful Santa event on December 22, 2018. We had a total of 106 kids pre-register to meet with Santa. The staff made sure that all 106 children had a toy that and book, both wrapped and labeled from Santa. Each child also had a goodie bag filled with candy canes, hot chocolate, a chocolate cookie and a to go cup! Of the 106 who signed up we had 83 children and families actually attend! In addition to those who pre-registered, we had 12 children come to take pictures. Children who did not register by the due date received a goodie bag, a book and a holiday stuffed animal.

I would like to take this time to thank all of the staff for their hard work to prepare for the event! I would also like to thank everyone who donated a toy, took the time to purchase the toys with donated funds and took the time to wrap them. I would also like to thank Former Director Nanette Wargo for the donation of all the chocolate chip cookies.

As you know, we were closed during the week of Christmas to do intense cleaning. We were able to clean out and reorganize the media room and it looks amazing. We have many things that we are reallocating to the sale table or other community partners as we don't have a use for them.

We have been looking for proposals for the following items: Accounting, security cameras, printers and other contracted vendors. Many of these proposals have been included for your review today. We will also be discussing salary increase for an employee and the possible hiring of an additional employee.

Sincerely,  
Rosie Williams-Baig  
Director

## FINANCIAL REPORT

January 2018

Dyer Bank and Trust

PAYROLL \$103,873.15

GENERAL FUND \$ 23,056.23

MONEY MARKET \$115,322.92

PETTY CASH \$1,414.80

SAVINGS \$2,011.85

Total: \$245,668.95

Loan

\$551,000.00

**NANCY MC CONATHY PUBLIC LIBRARY DISTRICT  
CHECK LIST DETAIL**

All Bank Accounts  
November 1, 2018 - November 30, 2018

Check Number	Check Date	Payee	Description	Amount
<b>Payroll Checks</b>				
20263	11/10/18	BAUGHMAN, COLLEEN M		840.15
20264	11/10/18	DETTLOFF, V.		286.66
20265	11/10/18	HERNANDEZ, M.		178.96
20266	11/10/18	POOLE, A.		151.42
20267	11/10/18	STRASEMEIER, J.		86.99
20268	11/10/18	TURNER, D.		612.36
20269	11/10/18	WILLIAMS-BAIG, R.		1,162.81
20270	11/24/18	BAUGHMAN, COLLEEN M		840.15
20271	11/24/18	DETTLOFF, V.		228.44
20272	11/24/18	HERNANDEZ, M.		178.96
20273	11/24/18	POOLE, A.		111.77
20274	11/24/18	STRASEMEIER, J.		127.29
20275	11/24/18	TURNER, D.		612.36
20276	11/24/18	WILLIAMS-BAIG, R.		1,162.81
<b>Payroll Check Total</b>				<u>6,581.13</u>
<b>Vendor Checks</b>				
1814	11/26/18	MARION'S TOWING	SNOW REMOVAL	225.00
5051	11/09/18	VILLAGE OF SAUK VILLAGE	WATER AND SEWER 9/1/18 THRU 10/31/18	72.13
5052	11/09/18	DEMCO	SUPPLIES	401.63
5053	11/09/18	WILLIAM A. LAU & CO. LTD	MONTHLY ACCOUNTING SEPT, 2018	300.00
5054	11/09/18	INGRAM	BOOKS	638.43
5055	11/09/18	AVAYA	TELEPHONE EQUIP PMT	117.67
5056	11/09/18	CINTAS	CLEANING 10/2, 10/9, 10/16,10/23,10/30/18	395.00
5057	11/09/18	CINTAS	CLEANING 10/18/18	49.46
5058	11/09/18	COM ED	ELECTRIC SERVICE 10/5/18 TO 11/5/18	427.91
5059	11/09/18	KAMM INSURANCE GROUP	POLICY #OCCA122507 10/19/18 THRU 10/19/19 LIAB INS	6,567.00
5060	11/19/18	WILLIAM A. LAU & CO. LTD	MONTHLY ACCOUNTING OCTOBER, 2018	300.00
5061	11/19/18	WILLIAM A. LAU & CO. LTD	AUDIT PREP ACCOUNTING	1,425.00
5062	11/19/18	CANNA AND CANNA, LTD.	LEGAL SVC FINANCIAL DOCS, FOIA REQUEST, SEXUAL HARASSMENT POLICY, INFO ON SOLD PROPERTY	796.25
5063	11/19/18	NI GAS	GAS SVC 10/5/18 THRU 11/6/18	250.22
5064	11/19/18	COMCAST	INTERNET	194.85
5065	11/27/18	A T & T	TELEPHONE	176.99
5066	11/27/18	KORELLIS ROOFING	ROOF MAINTENANCE	516.49
CK20269	11/14/18	DUPLICATE CHECK		1,162.81
<b>Vendor Check Total</b>				<u>14,016.84</u>
<b>Check List Total</b>				<u><u>20,597.97</u></u>

Check count = 32



# NANCY MC CONATHY PUBLIC LIBRARY DISTRICT

## Check List

All Bank Accounts

December 1, 2018 - December 31, 2018

Check Number	Check Date	Payee	Amount
<b>Payroll Checks</b>			
20278	12/08/18	BAUGHMAN, COLLEEN M	840.15
20279	12/08/18	DETTLOFF, V.	335.94
20280	12/08/18	POOLE, A.	192.39
20281	12/08/18	HERNANDEZ, M.	111.77
20282	12/08/18	STRASEMEIER, J.	158.65
20283	12/08/18	TURNER, D.	612.36
20284	12/08/18	WILLIAMS-BAIG, R.	1,162.81
20285	12/22/18	BAUGHMAN, COLLEEN M	840.15
20286	12/22/18	DETTLOFF, V.	340.42
20287	12/22/18	HERNANDEZ, M.	237.21
20288	12/22/18	POOLE, A.	147.83
20289	12/22/18	STRASEMEIER, J.	131.78
20290	12/22/18	TURNER, D.	612.36
20291	12/22/18	WILLIAMS-BAIG, R.	1,162.81
20292	12/22/18	WARGO, N.	1,358.72
			<b>Payroll Check Total</b>
			<u>8,245.35</u>
<b>Vendor Checks</b>			
5067	12/05/18	AVAYA	117.67
5068	12/05/18	DYER BANK AND TRUST	6,402.50
5069	12/05/18	CHICAGO SUNTIMES	367.92
5070	12/07/18	INGRAM	87.45
5071	12/07/18	CREATIVE PRODUCT SOURCE	116.06
5072	12/07/18	CINTAS	243.00
5073	12/11/18	CINTAS	49.46
5074	12/11/18	TOTAL AUTOMATION CONCEPTS, INC.	4,908.00
5084	12/31/18	QUALITY ALARM	570.00
5085	12/31/18	COMCAST	481.59
5086	12/31/18	DYER BANK AND TRUST	6,391.67
5087	12/31/18	A T & T	36.25
5088	12/31/18	COM ED	405.81
5089	12/31/18	NI GAS	394.07
5090	12/31/18	HEARN AND ASSOCIATES P.C.	8,450.00
5091	12/31/18	CANNA AND CANNA, LTD.	673.75
5092	12/31/18	SUPPLIES OUTLET.COM	199.15
20277	12/07/18	NCPERS GROUP LIFE	48.00
			<b>Vendor Check Total</b>
			<u>29,942.35</u>
			<b>Check List Total</b>
			<u><u>38,187.70</u></u>

Check count = 33

## Proposed salary increase/salary schedule

Rosie

Initial Increase from 35,500.00 to 40,000.00 effective immediately.

Raises shall occur on an annual basis pending satisfactory evaluation from the Board. The amount of the raise shall be commiserating with the most recent Cost of Living Analysis or 1,000 whichever is greater.

5,000 dollars increase effective immediately after completion of the recommended Masters in Library Science program.

After completion, raises shall return to previous structure throughout the life of her employment but shall not exceed 65,000.00 dollars.

Colleen

Initial Increase from 26,750.00 to 30,000.00 effective immediately.

Raises shall occur on an annual basis pending satisfactory evaluation from the Director. The amount of the raise shall be commiserating with the most recent Cost of Living Analysis or 1,000 whichever is greater.

5,000 dollars increase effective immediately after completion of Bachelors in Library Science Program.

After completion, raises shall return to previous structure throughout the life of her employment but shall not exceed 50,000.00 dollars.

## McConathy Public Library Financial Policy

It is the attempt of the Library Director of the Nancy L. McConathy Public Library to maintain fiscal transparency and responsibility. In order to do this, it is imperative that there is a policy in place to allow the Library staff the ability to make immediate payments of items should a need be presented.

In order to maintain the everyday fiscal workings of the McConathy Public Library, the Board agree to the following:

### **\$1.00- \$999.99:**

The Library Director shall be given the authority to immediately pay any payment request under \$1,000.00. Examples of this would include but are not limited to:

- Payment of all bills and invoices
- Immediate needs or supplies for the Library

### **\$1,000.00- 2,500.00:**

The Library Director shall be given the authority to immediately pay any payment request under \$2,500.00 with the written approval of any two (2) Board members by either in person signature on the request or via email.

- Payment of all bills and invoices
- Immediate needs or supplies for the Library

### **\$2,500.00 and above:**

The Library Director shall inform the entire Board, via email, of the need of this immediate payment. It is the responsibility of the Trustees to read the email and reply with consent or declination of consent in two (2) business days. The absence of a reply will serve as an abstention vote for payment. Similar to voting during a regular board meeting, a vote of abstention will go with the majority vote.

This practice shall only be used when an extreme need is present. The Library Director and staff shall do their best to ensure all large item purchases shall be researched and allow enough time for in person presentation at the next Regular Board Meeting.

### **Emergency need:**

Where a situation arises that may threaten or endanger the health, safety or welfare of the Library patrons and or employees, the Library director shall be given the authority to immediately pay any payment request regardless of amount, with the written approval of Library Board Treasurer.

Once payment has been authorized and sent, the Library Director will be responsible for informing the board of the payment amount, payment date, reason the item. This information will be provided, in writing, to the Board of Trustees during the next Regular Board Meeting





3628 Union Ave. PH: 708-754-6366  
 Steger, IL 60475 Fax: 708-754-6066

# Estimate

allrightsign@comcast.net  
 www.allrightsign.com

Date	Estimate #
11/8/2018	E 1774

<b>Bill To / Address</b>	
Sauk Village Public Library 21737 Jeffery Ave Sauk Village, IL 60411	
P.O. No.	

<b>Project Address/ Ship To</b>
Sauk Village Public Library 21737 Jeffery Ave Sauk Village, IL 60411

Ref #	Rep	Terms	Completion Time Frame	
		50% Down- Balance on Completion	8-12 weeks	
Item	Description	Qty	Cost	Total
18 Signage & ...	Supply (1) 2'1" x 6' single faced illuminated sign cabinet decorated to read "Sauk Village Public Library" with logo and 2'1" x 6' Monochrome Think Sign Message Centers. Artwork to be completed at a later date. The sign will communicate through a wireless package, capable of displaying 4 lines of 5.5" tall copy with 16 characters. Note the customer is responsible for supplying a computer with Windows 7 or better to operate the software, plus have sufficient 120 volt 10 amp service within 6' of the sign connection.		7,977.03	7,977.03
02 Labor - Inst...	Labor to install (1) 2'1" x 6' single faced illuminated sign cabinet with electronic message center onto the building. Permits and Fees to be billed as additional if required by the Village.		1,520.00	1,520.00

Our policy is payment in full upon completion; we retain a security interest in our product ("signage") until full payment has been received. In the event full payment or other acceptable arrangements have not been received for a fifteen-day period after installation, we reserve the right to repossess the product and to levy interest at a rate of 1-1/2% per month on any unpaid balance. Your signature on the quotation indicates a contract and acceptance of these terms. In the event collection efforts should become necessary, I agree to pay any and all collection cost, reasonable attorney fees and court cost.

<b>Subtotal</b>	\$9,497.03
<b>Sales Tax (7.0%)</b>	\$0.00
<b>Total</b>	\$9,497.03

Note: We will install and connect within 6' of existing electrical.  
 All permits and fees will be billed as additional. Delivery time does not begin until permits have been recieved.

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



**VST Security Solutions, LLC**

32 Ridge Road - REAR  
Munster, IN 46321

**Proposal**

Phone:	Fax:	Web Site	REP
888.553.5122	888.553.5772	www.vstsecuritysolutions.com	SC

**Proposal Date:** 12/12/2018  
**Proposal #:** 2451

**Bill To:**

Nancy L McConathy Public Library  
Colleen Bauhgman  
21737 Jeffery Ave  
Sauk Village, IL 60411

**Ship To**

Nancy L McConathy Public Library  
Colleen Bauhgman  
21737 Jeffery Ave  
Sauk Village, IL 60411

Item	Description	Qty.	Rate	Total
CBL-SMBK-RG59/18-2-5...	Siamese Cbl / RG59 /18AWG 2 Con 95% Copper/500Ft.	3	170.00	510.00T
HD-24CH-DR-4TB	24 CH HD-DVR / 4 TB HDD / USB	1	2,350.00	2,350.00T
HD-CAM-5MP-FD2.8	5MP Fixed IR Turret Dome / 3 Axis	16	195.00	3,120.00T
Labor	Technician Labor and Training	1	2,400.00	2,400.00
PS-12VDC-16P-10A	12VDC / 16CH / 10A / Power Box	1	110.00	110.00T
UPS-Surge	400VA / 255W / UPS / 6 Outlet	1	90.00	90.00T
WARRANTY-1YR	1 year warranty on all parts and labor installed by VST. See website for terms and conditions.	1	0.00	0.00
	Install a new Mega Plus 24 channel DVR and replace (16) existing cameras with new 5 Megapixel cameras for superior resolution. VST will install all new cabling and eliminate existing video baluns and any defective cables. Tax Exempt		0.00%	0.00

Terms:50% due at time of acceptance, balance due upon completion or delivery of equipment.

**Total** **\$8,580.00**

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**VST Security Solutions, LLC**

32 Ridge Road - REAR  
Munster, IN 46321

**Proposal**

Phone:	Fax:	Web Site	REP
888.553.5122	888.553.5772	www.vstsecuritysolutions.com	SC

**Proposal Date:** 12/12/2018  
**Proposal #:** 2452

**Bill To:**

Nancy L McConathy Public Library  
Colleen Bauhgman  
21737 Jeffery Ave  
Sauk Village, IL 60411

**Ship To**

Nancy L McConathy Public Library  
Colleen Bauhgman  
21737 Jeffery Ave  
Sauk Village, IL 60411

Item	Description	Qty.	Rate	Total
WARRANTY-ADD-2YR	2 year additional warrantry on all parts and labor. Tax Exempt	1	760.00 0.00%	760.00 0.00

**Total** **\$760.00**

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



**MC CONATHY PUBLIC LIBRARY DISTRICT**  
**PROPOSAL**

Submitted By: O'Neill & Gaspardo, LLC  
19070 S. Everett Blvd., Suite 208  
Mokena, Illinois 60448  
Contact Person: Brett Moeller  
(708) 478-2900  
Date: December 14, 2018

# MC CONATHY PUBLIC LIBRARY DISTRICT PROPOSAL

## TABLE OF CONTENTS

Letter of Transmittal	1
Firm Qualifications	2
Qualifications of Key Personnel & Current Workload	3 - 4
Audit Approach & Fee Schedule	5
Conclusion	6



# **MC CONATHY PUBLIC LIBRARY DISTRICT** **PROPOSAL**

## **LETTER OF TRANSMITTAL**

O'Neill & Gaspardo, LLC is pleased to submit this proposal to support the MC CONATHY PUBLIC LIBRARY DISTRICT. Our firm has completed hundreds of governmental audits, since starting 50 years ago. Also, we have experienced staff. All our audit managers have been performing government audits with our firm for at least ten years.

The accounting firm of O'Neill & Gaspardo, LLC is independent of the MC CONATHY PUBLIC LIBRARY DISTRICT and its employees as defined by generally accepted auditing standards.

# **MC CONATHY PUBLIC LIBRARY DISTRICT** **PROPOSAL**

## **FIRM QUALIFICATIONS**

O'Neill & Gaspardo is a firm of thirteen employees including seven C.P.A.'s. We presently have seven employees with experience in governmental audits. We have operated in the Chicago area since October 1969. During this time we have gained a great deal of experience and a fine reputation for serving various governmental units. All professional staff work from our office in Mokena, Illinois.

In August of 2017 our firm successfully completed the tenth independent quality review of our accounting and auditing practices. The review was conducted by a team of CPA's appointed by the Illinois CPA Society. After thorough study of our procedures and work practices, the reviewers concluded that our firm complies with the stringent quality control standards established by the American Institute of Certified Public Accountants.

# MC CONATHY PUBLIC LIBRARY DISTRICT PROPOSAL

## FIRM QUALIFICATIONS

The following is a partial list of governmental organizations O'Neill & Gaspardo has provided audit services for:

<b>Government Organizations</b>	<b>Years of Service</b>	<b>Contact Name</b>	<b>Phone</b>
University Park Public Library	20	Tracy Ducksworth	708-534-2580
Worth Public Library District	18	Carol Hall	708-448-2855
Matteson Public Library	18	Kathy Berggren	708-748-4431
Crete Park District	13	Pat Polzin	708-672-6969
South Cook Mosquito Abatement District	23	Doug Wright	708-333-4120

# MC CONATHY PUBLIC LIBRARY DISTRICT PROPOSAL

## QUALIFICATIONS OF KEY PERSONNEL

Partner: Brian L. Gaspardo, C.P.A., M.B.A., Twenty years governmental auditing at O'Neill & Gaspardo and four years at "Big Four" accounting firm. Bachelor of Arts from Harvard University and Masters in Business Administration from University of Chicago. He is registered as a Certified Public Accountant in the State of Illinois.

Manager: Brett L. Moeller, C.P.A., Twenty-three years governmental auditing at O'Neill & Gaspardo. Bachelor of Science from Governor's State University. He is registered as a Certified Public Accountant in the State of Illinois.

Each of the above has had multiple years of experience working on the clients previously listed. O'Neill & Gaspardo also has other staff members with multiple years of experience in governmental auditing. We estimate 50% of our audit time will be performed by a manager or partner, while the remaining 50% will be senior accountants, however, our staffing is always determined by the nature of the work involved to maximize return to the client.



# **MC CONATHY PUBLIC LIBRARY DISTRICT** **PROPOSAL**

## **AUDIT APPROACH**

Our audit will be conducted in accordance with U.S. Generally Accepted Auditing Standards and will include tests of your accounting records and other procedures we consider necessary to enable us to express an opinion. Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement. Our audit will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed.

## **FEE SCHEDULE**

### **Audit**

Our estimated audit fees are based on the Library's books and records being well organized, accurate and available to audit by the November 1<sup>st</sup> following each fiscal year end. If the records are ready to audit by November 1<sup>st</sup>, then the audit fees will not exceed \$11,000 for the year ended June 30, 2018. If you prefer a three year engagement the estimated fees will be \$10,000, \$10,750, and \$11,250 for the years ended June 30, 2018, 2019 and 2020, respectively. These fees include preparing reports required by Cook County and the Illinois Comptroller. If the records are not complete and ready to audit until after November 1<sup>st</sup> in any year, then the audit fees will be based on hours incurred and our standard hourly rates.

### **Accounting Services**

Accounting services will be performed after the end of each quarter and include, but are not limited, to the following:

- Review transactions recorded in the general ledger for the quarter for errors and unusual items.
- Review bank reconciliation at the end of the quarter for errors and unusual items.
- Review statement of revenue and expenses for the quarter and balance sheet at the end of the quarter for errors and unusual items.
- Review any potential errors and unusual items with the Library's management.

Accounting fees will be billed quarterly and are estimated to be between \$800 to \$1,000 per quarter.

### **Assistance in Implementing QuickBooks Accounting Software**

We will assist the Library in implementing QuickBooks Accounting Software. Fees will be billed based on hours incurred and standard rates.

# **MC CONATHY PUBLIC LIBRARY DISTRICT** **PROPOSAL**

## **CONCLUSION**

O'Neill & Gaspardo, LLC is a local firm which specializes in giving quality service to governmental organizations. Our background and long experience can assure you of a quality professional service. Our large and experienced staff also provides the resources, expertise and responsiveness to assist with any challenges you may experience throughout the year.

If you have questions on this proposal, feel free to contact Brett Moeller at your convenience by email at [bmoeller@og-llc.com](mailto:bmoeller@og-llc.com) or by phone at (708) 478-2900.

Thank you for your consideration.

January 7, 2019

Honorable President and Members  
Of the Board of Trustees  
21737 Jeffrey  
Sauk Village, IL 60411

Members of the Board:

Thank you for inviting us to submit a proposal to perform the accounting services needed by Nancy Mc Conathy Public Library District. We are pleased to answer your request with the letter.

We propose to perform the following services:

1. Prepare on a monthly basis a General Ledger, General Journal, Trial Balance and Disbursements report on the cash basis of accounting in accordance with proper fund accounting principles as stated in the Municipal Finance Officers' Association Publication "Governmental Accounting, Auditing and Financial Reporting" (GAAFR)
2. Prepare bank reconciliations for each of the District's bank accounts on a monthly basis

Our fee for this engagement thru the fiscal year 2019-2020 will be \$ 300.00 per mo.

3. Annual Treasurers report (if needed).....hrly rate of 125.00 per hr.
4. Preparation for the Annual Audit and Interfacing with the auditors during the Audit process.....hrly rate of 125.00 per hr.
5. Additional reports of projects will be billed at the hourly rates of an appropriate staff person.

This proposal will renew annually, if not terminated by either party, and is subject to annual fee increases if deemed appropriate by economic conditions or scope of work or volume of work.

We are looking forward to doing business with you and we hope you will determine that William A. Lau and Company, Ltd is the Certified Public Accounting firm who can best satisfy the accounting needs of Nancy Mc Conathy Public Library District.

Sincerely,



William A. Lau  
And Company, Ltd.

Accepted:

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Dated:

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WM A. LAU AND CO. LTD

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

# Invoice

Date	Invoice #
1/5/2019	21997A

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

Description	Amount
FINANCIAL ACCOUNTING FOR THE MONTH OF DECEMBER	300.00
<b>Total</b>	<b>\$300.00</b>

## RE:financial statement

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From: mike@doberaccounting.com

To: mcconathypubliclibrary@yahoo.com

Date: Monday, January 7, 2019, 5:23 PM CST

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To McConathy public library board Attn Rosie

I appreciate the opportunity Rosie has given my firm to provide the library board a quote for monthly and quarterly financial reports. For a fee of two hundred twenty five dollars per month, we will offer the following services.

- 1)we would do a complete monthly bank reconciliation.
- 2)on a quarterly basis we would verify the payroll taxes for accuracy in deposits and the actual reports.
- 3) we would provide a quarterly and annual financial reports that would show actual income and expenses along with a comparison to the budgeted figures for that period. There is a good chance that we will be doing the statement evry month, so we could issue the statement on a monthly basis also. January thru April are very tough months for our business, so the statement for that period may be for just for the quarter.
- 4) the irs is requiring 1099s be issued for some non employee contractor compensation. We would verify and make sure we issue the 1099 to assure compliance with IRS rules. There would be a slight charge for each 1099. The fee is usually about \$25.00 one time charge and \$10.00 per 1099 required.
- 5) we would come to the board meetings periodically to go over the financial statement with the board.
- 6) If the board or library manager would have questions, we would encourage you to call us at no additional charge.

Thankyou very much for reading our letter, if you have any questions, please feel free to call me

Mike Dobrzynski EA

Michael Dobrzynski EA

T-219-440-7915

F-219-440-7917

M – MIKE@DOBERACCOUNTING.COM

## Comp Time Policy

Due to the nature of the Library, there are times that salaried employees may be required to work on previously scheduled days off, i.e. holidays or weekends. In order to ensure that the Library remains fully staffed during regular business hours a comp time policy has been put into place.

For the purpose of this policy, comp time will refer to as the paid time off that is given to compensate for hours worked above and beyond their normal salaried hours.

In order to maintain accountability, the Director, or their designee, will keep track of extra time worked on the back of the employee's time sheet in the same fashion as vacation, sick and personal time is kept.

All employees must receive approval from the director PRIOR to working unscheduled hours. If these hours are approved, each employee is responsible for clocking in and clocking out to keep accurate time worked above and beyond their regularly scheduled work hours. Comp Time, like all other paid time off, can be used for time off in the form of a half day or a full day. Should an employee wish to use their accumulated comp time, they are responsible for informing the Director, or their designee, no less than 48 hours before the end of the pay period.

# CHICAGO HEIGHTS CARRIER ELECTRIC CO.

2713 Jackson Avenue  
 So. Chicago Heights, IL 60411  
 So. Chicago Heights, IL 60411

## Invoice

Date	Invoice #
1/2/2019	10018

Bill To
Nancy McConathy Public Library 21737 Jeffery Avenue Sauk Village, IL 60411

P.O. No.	Terms	Work Order # - Description	
	Due on receipt	14950 Check & Repair lot Lights	
Item Description	Quantity	Rate	Amount
Check and repair lot lights			
Material		86.48	86.48
Labor	4	130.00	520.00
Man Lift	2	75.00	150.00
There are approx 4 exterior building wall lights still not working which may require a ballast change as well as new lamps - To replace lamp and ballast allow \$240.00 per fixture. To replace an exterior building wall Fixture with a new LED type fixture, allow \$340.00 per fixture Tax		10.00%	0.00
1.5% Service Charge per month on unpaid balance past 30 days.		<b>Total</b>	<b>\$756.48</b>

Phone #
708-755-7700