

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
October 16, 2024
4:40**

Meeting will occur in person

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Linda Todd**
 - B. POLICY AND BYLAWS --- Roger Strasemeier**
 - C. PERSONNEL--- Catherine Boettcher**
 - D. PUBLIC RELATIONS--- Mary Thompson**
 - E. FRIENDS OF THE LIBRARY --- Friends Representative**
- 7. UNFINISHED BUSINESS**
 - A. Budget and Appropriations Ordinance**
 - B. Contract Review**
- 8. NEW BUSINESS**
 - A. Resolution for an Intent to Levy Funds**
 - B. Resolution for Tax Extension Allocation Cook**
 - C. Resolution for Tax Extension Allocation Will**
 - D. 2025 Election Dates**
 - E. Comp Time Policy**
 - F. ILA Review**
 - G. Holiday Closure Dec 24, 2024 – January 4, 2025**
 - H. Staff Holiday Bonus**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
September 11, 2024

President Gary Holcomb called the meeting to order at 4:30 P.M.

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Roger Strasemeier, Mary Thompson and Linda Todd.
Absent –Merrionna Pierce and Courtnei Travis.

A motion was made by Linda Todd and seconded by Roger Strasemeier to appoint Catherine Boettcher as secretary Pro Tem. Roll Call Vote: Catherine Boettcher, abstain; Roger Strasemeier, aye; Mary Thompson, aye; and Linda Todd, aye. Four ayes, 1 abstain and 0 nays. Motion carried.

2. Minutes:

A motion was made by Mary Thompson and seconded by Roger Strasemeier to approve the minutes for the Meeting of August 2024. Roll Call Vote: Catherine Boettcher, aye; Roger Strasemeier, aye; Mary Thompson, aye; and Linda Todd, aye. Four ayes and 0 nays. Motion carried.

3. Correspondence: Victoria Dettloff was celebrated for her 10 years employed at the Library. Director Williams-Baig discussed the cancelation of Vonage for the phone service and the continued discrepancies regarding our water bill from the Village of Sauk Village.
4. Legal Counsel: A resolution was presented and will be discussed later in the meeting.
5. Librarian's Report: As presented.
6. Committee Reports:

- A. Budget and Finance: As presented.
- B. Policy and Bylaws: None
- C. Personnel: None
- D. Public Relations: None
- E. Friends: None

7. Unfinished Business:

A. A resolution regarding TIFs and the Village of Sauk Village was reviewed. Trustee Todd noticed an error on the names listed for the Library Trustees. A motion was made by Roger Strasemeier and seconded by Linda Todd to accept the resolution with the mentioned corrections. Roll Call Vote: Catherine Boettcher, aye; Roger Strasemeier, aye; Mary Thompson, aye and Linda Todd, aye. Five ayes and 0 nays. Motion carried.

B. A motion was made by Linda Todd and seconded by Catherine Boettcher accept the budget ordinance with the date change noted. Roll Call Vote: Catherine Boettcher, aye; Roger Strasemeier, aye; Mary Thompson, aye and Linda Todd, aye. Four ayes and 0 nays. Motion carried.

C. ILA was reviewed. No action was taken

8. New Business:

A. Employee contracts were reviewed and discussed. No action was taken

B. Receipts and Disbursements for FY 23-24 were reviewed. A motion was made Roger Strasemeier and seconded by Catherine Boettcher accept the document presented. Roll Call Vote: Catherine Boettcher, aye; Roger Strasemeier, aye; Mary Thompson, aye and Linda Todd, aye. Four ayes and 0 nays. Motion carried.

C. Estimated Revenues for FY 24-25 were reviewed. A motion was made Roger Strasemeier and seconded by Mary Thompson accept the document presented. Roll Call Vote: Catherine Boettcher, aye; Roger Strasemeier, aye; Mary Thompson, aye and Linda Todd, aye. Four ayes and 0 nays. Motion carried.

D. The nonresident card policy was reviewed. A motion was made Roger Strasemeier and seconded by Linda Todd accept the policy. Roll Call Vote: Catherine Boettcher, aye; Roger Strasemeier, aye; Mary Thompson, aye and Linda Todd, aye. Four ayes and 0 nays. Motion carried.

E. 2025 Election information was presented. No action taken.

D. Door Replacements were discussed. No action taken.

9. Audience to the public: none

10. A motion was made by Mary Thompson and seconded by Catherine Boettcher to adjourn the meeting at 5:17 pm. Four ayes and 0 no, motion carried

Respectfully submitted,
Rosie Williams-Baig

October 2024 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

We are in full spooky mode here at the Library. We are still reeling from our first every haunted house and it was truly a success! We made 325 dollars at this event which will help us tremendously with our Santa event in December. Overall feedback from those who attended was great but they are requesting more scary scenes next year and we are definitely up for the challenge!

We are still preparing for our Trick or Treat event that will happen on Saturday October 26th. If you have not donated candy and would like to there is still time. We will be filling candy bags next week!

Our Mario Party was a great success many people said they look forward to us doing something like this again! We are planning an event similar to this for February with candy land!!! Stay tuned!

November is right around the corner and we are preparing for our Thanksgiving food baskets. If you would like to donate food items or money please so by the 12th of November.

Sincerely,
Rosie Williams-Baig
Director

**FINANCIAL REPORT
Dyer Bank and Trust**

October 2024

PAYROLL \$197,229.40
GENERAL FUND \$ 20,552.17
MONEY MARKET \$54,745.82
PETTY CASH \$3,302.93
CHECKING \$1,216.91

Total: \$ 277,047.23

Loan
\$315,168.68

ORDINANCE NO. 2024- 2

**ORDINANCE PROVIDING FOR TENTATIVE BUDGET AND
APPROPRIATIONS OF NANCY L. McCONATHY PUBLIC
LIBRARY DISTRICT, COOK AND WILL COUNTIES, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND
ENDING JUNE 30, 2025**

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, is required, pursuant to the "Illinois Municipal Budget Law" (Ill. Comp. Stat., c. 50, par. 330/1 et seq.) and pursuant to Section 30-85 of the Illinois Public Library District Act (Ill. Comp. Stat., c. 75, par. 16/30-85) to prepare, in tentative form, a Budget and Appropriations Ordinance for the fiscal year beginning July 1, 2024 and ending June 30, 2025, and to make the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK AND WILL COUNTIES, ILLINOIS, as follows:

SECTION 1: The tentative form for the Ordinance Providing for Tentative Budget and Appropriations of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, for the Fiscal Year Beginning July 1, 2024, and ending June 30, 2025, shall be as follows:

ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK
AND WILL COUNTIES, ILLINOIS, FOR THE FISCAL YEAR
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, caused to be prepared and adopted on September 11, 2024, an ordinance providing for tentative budget and appropriations, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget on the 16th day of October, 2024, and notice of said hearing was given at least thirty (30) days prior thereto as required by law substantially in the form of Exhibit A attached hereto, and all other legal requirements have been complied with;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK AND WILL COUNTIES, ILLINOIS, as follows:

SECTION 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2024, and end on June 30, 2025.

SECTION 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of \$736,749.02 or as much thereof as may be authorized by law, is hereby appropriated for the purposes of the Nancy L. McConathy Public Library District, as hereinafter specified for said fiscal year.

PART I
ESTIMATED REVENUE AVAILABLE

Item 1	Estimated Balance on hand July 1, 2024	\$225,443.69
Item 2	Estimated Receipts during fiscal year from taxes, tax anticipation warrants and receipts from other sources such as fines, rentals and donations	<u>\$ 511,305.33</u>
	TOTAL ESTIMATED AMOUNT AVAILABLE	\$ 736,749.02

PART II
ESTIMATED EXPENDITURES - CORPORATE FUND

<u>Account No.</u>	<u>Amount</u>
1. Salaries	\$ 215,000.00
2. Insurance	1,000.00
3. Board and Staff	5,000.00
4. Mortgage	68,000.00
5. Telephone	3,000.00
6. Internet	10,000.00
7. Equipment/Purchase	7,500.00
8. Equipment/Service	20,000.00
9. Furniture/Purchase	5,000.00
10. Supplies	6,000.00
11. Books	20,000.00
12. AV/DVD	1,000.00
13. AV/VIDEOGAMES	5,000.00
14. Programming	14,000.00
15. Legal Notices	3,000.00
16. Legal Fees	2,500.00
17. Printing	500.00
18. Postage	200.00
19. Contingencies	2,500.00
20. Computer/SWAN	20,000.00
21. Building Fund	5,000.00
22. Building Improvements	<u>100.00</u>
SUBTOTAL	\$ 432,300.00
<u>SPECIAL REVENUE EXPENSES</u>	
23. Audit	\$ 10,000.00
24. IMRF	9,000.00
25. Social Security	10,000.00
26. Unemployment Insurance	500.00
27. Workmen's Compensation	100.00
28. Liability Insurance	13,000.00
29. Building Fund	
Janitorial	15,000.00
Utilities	<u>17,000.00</u>
SUBTOTAL	\$ 74,600.00
TOTAL EXPENDITURES	\$ 506,900.00
Cash on Hand at the beginning of fiscal year (Item 1)	\$ 225,443.69
Receipts during fiscal year (Item 2)	<u>\$ 511,305.33</u>
TOTAL	\$ 736,749.02
LESS TOTAL EXPENDITURES	<u>\$ 506,900.00</u>
Estimated cash on hand at end of fiscal year	\$ 229,849.02

That said several amounts of money are hereby appropriated from moneys received and to be received by the Nancy L. McConathy Public Library District for the purposes above set forth.

SECTION 3: That all unexpected balances of any item or items of any general appropriation in this ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation made by this ordinance.

SECTION 4: That the invalidity of any item or section of this ordinance shall not affect the validity of the whole or part thereof.

SECTION 5: That all ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed.

SECTION 6: That this ordinance shall be in full force and effect from and after passage, approval and publication as provided by law, and shall constitute a continuing budget ordinance, remaining in effect beyond the end of the fiscal year until a new ordinance is adopted.

ADOPTED this 16th day of October, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President

ATTEST:

Secretary

EXHIBIT A

NOTICE

Notice is hereby given by the Board of Trustees of Nancy L. McConathy Public Library District , pursuant to Section 3 of the Illinois Municipal Budget Law, of a hearing to be held on October 16, 2024, concerning the intent of the Board of Trustees to adopt an ordinance providing for budget and appropriations of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

Copies of the tentative Ordinance providing for Budget and Appropriations of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, for the Fiscal Year Beginning July 1, 2024 and ending June 30, 2025, are available for public inspection from September 12, 2024 through October 16, 2024 at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois, on normal business days between 10:00 a.m. and 3:00 p.m.

The public hearing on the proposed 2024-2025 budget and appropriation ordinance will be held on October 16, 2024, at 4:30 p.m. at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois.

By order of the Board of Trustees of Nancy L. McConathy Public Library District.

_____/s/ Catherine Boettcher _____
Secretary Pro Tem, Board of Trustees
Nancy L. McConathy Public Library
District

September 11, 2024

STATE OF ILLINOIS)
) SS
COUNTY OF C O O K)

I, _____, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, and as such Secretary, I am the keeper of the records and files of the Board of Trustees of said District.

I do further certify that the foregoing is a full, true and complete copy of an ordinance adopted at a meeting of the Board of Trustees of said Library District held on the 16th day of October, 2024.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "An Act in Relation to Meetings", approved July 11, 1957, as amended, and that said Board of Trustees has complied with all of the applicable provisions of said Act.

IN WITNESS WHEREOF, I hereunto affix my official signature at Sauk Village, Illinois, this 16th day of October, 2024.

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

SECTION 2: The Librarian is hereby directed to display copies of this tentative Ordinance providing for Budget and Appropriations of the Nancy L. McConathy Library District, Cook and Will Counties, Illinois, for the fiscal year beginning July 1, 2024 and ending June 30, 2025, and make the same conveniently available for public inspection from September 12, 2024 through October 16, 2024 at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois, on normal business days between 10:00 a.m. and 3:00 p.m.

SECTION 3: This ordinance shall be in full force and effect forthwith upon its adoption.

Adopted this 16th day of October, 2024 by the following roll call vote:

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and effective as of October 16, 2024 by and between the Board of Trustees of the Nancy L. McConathy Public Library District, located at 21737 Jeffery Avenue, Sauk Village, Illinois ("Library District") and Rosie Williams-Baig ("Employee") (individually a "Party" and collectively the "Parties").

WHEREAS, the Nancy L. McConathy Public Library District is a public library district in Cook and Will Counties, formed under the laws of the State of Illinois, and

WHEREAS, Rosie Williams-Baig is the current Library Director, acts as administrator of the Library District's daily operations, and has been the Library Director since 2018, and

WHEREAS, the Board of Trustees of the Library District desires to secure continuity in its leadership and in its administration of the Library District's daily operations, and

WHEREAS, Rosie Williams-Baig desires to continue her leadership and administration of the Library District's daily operations, and

WHEREAS, the Board of Trustees of the Library District desires to extend an employment agreement to Rosie Williams-Baig for the position of Library Director and Rosie Williams-Baig desires to provide her services as Library Director on the conditions set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the recital provisions set forth above are incorporated into the body of this Agreement as if fully set forth herein, and the undersigned Parties hereto agree as follows:

I. Employee Duties. The Employee agrees that she will act in accordance with this Agreement and with the best interests of the Library District in mind, which may or may not require her to present the best of her skills, experience, and talents, to perform all the duties customarily required of the position.

II. Responsibilities. The Employee shall be given the job title of Library Director ("Position") and her duties shall be listed on the Job Description for the Position, a true and correct copy of which is made part of this agreement and attached hereto as "Exhibit A". Additional duties may be assigned to the Employee from time to time by the Library District. The Employee shall be expected to work full time during the hours of 9 am to 5 pm Monday through Friday, allowing for a paid forty-five (45) minute lunch break each day. Employee may engage in civic, philanthropic or community service activities, so long as such activities do not interfere with Employee's ability to comply with the terms and conditions of this Agreement.

III. Employment Period. To maintain continuity of leadership for the Library, the Employee is hereby hired and retained from October 16, 2024 to October 31st, 2028. Employee's performance shall be evaluated prior to each yearly anniversary of this Agreement as explained in Section V, below.

IV. Termination. This Agreement may only be terminated by:



- a. Mutual agreement of the Parties;
- b. Permanent disability of the Employee;
- c. Discharge of the Employee for just cause; or
- d. Death of the Employee.

Termination by Mutual Agreement. During the term of this Agreement, the Library District and Employee may mutually agree, in writing, to terminate this Agreement.

Disability. The Library District may terminate this Agreement for reasons of permanent disability which incapacitates the Employee at any time after the Employee has exhausted accumulated sick and vacation leave and has been absent from her employment for an additional continuous period of three (3) months or presents to the Library District a physician's statement certifying that she is permanently disabled or incapacitated. All obligations of the Library District shall cease upon written notice of termination of the Employee for permanent disability or incapacity, provided that the Employee shall be entitled to a hearing before the Library District if she so requests. The Library District reserves the right to require the Employee to submit to a medical examination, either physical or mental, whenever the Library District deems the Employee disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid for by the Library District. The Employee expressly agrees that the physician shall prepare a detailed report of the state of her physical and/or mental health and submit it to the Library District.

Discharge for Just Cause. Throughout the term of this Agreement, the Employee shall be subject to discharge for just cause, provided, however, that the Library District does not arbitrarily or capriciously call for dismissal and that the Employee shall have the right to service of written charges, notice of hearing, and a fair hearing with all rights of due process under law in executive session with any final decision to be made by the Library District in any such matter. If the Employee chooses to be accompanied by legal counsel at such hearing, all such personal legal expenses shall be paid by the Employee. Any failure to comply with the terms and conditions of this Agreement after written notice of any such failure to comply and a reasonable opportunity to correct the failure shall also be sufficient just cause for purpose of discharge as provided in this Agreement. This provision shall not be construed to limit in any way the Employee's right to review of the Employee's action in any applicable State or federal court or other administrative forum.

Renewal of Agreement. Notice of intent not to renew this Agreement shall be given to the Employee by the Library District no more than ninety (90) but no less than thirty (30) calendar days prior to the anniversary date in the year in which the Agreement expires. Said notice shall be in writing and state the specific reason(s) for non-renewal. Failure to provide timely notice of non-renewal shall extend this Agreement for one (1) additional year. Within ten (10) days after receipt of a notice of intent not to renew this Agreement the Employee may request a closed session hearing on the non-renewal.

V. Pay. As compensation for the services provided, the Employee shall be paid the amount of \$55,000.00 annually ("Compensation"). The Compensation is a gross amount that is subject to all local, State, Federal, and any other taxes and deductions as prescribed by law. Payment shall be made to the Employee bi-weekly. This salary amount shall be increased annually on January 1st of the contract year. The amount shall be increased by 3% per year and shall be based upon a satisfactory employee evaluation and the financial health of the library. Staff evaluations shall occur in November of the year proceeding contract renewal. Staff shall be

informed of their intended salary increase by December 1st of the preceding contract year. Such satisfactory employee evaluation shall not be unreasonably withheld.

VI. Employee Benefits. During the period of employment, the Employee shall be eligible to participate in benefits established by the Library District. These include IMRF, NCPERS group life insurance, and Liberty National insurance. The aforementioned benefits may be changed at any time by the Library District, but the total overall value or coverage of said benefits shall not decrease. Should the entity issuing the benefit allow, the employee shall be allowed to continue those benefits at their own cost after separation.

VII. Out-of-Pocket Expenses. The Library District agrees to reimburse the Employee for pre-approved out-of-pocket expenses that are incurred by Employee for the benefit of the Library District including but not limited to: food, travel, lodging, mileage, conference or training costs. Such pre-approval shall be in writing, and the Employee shall provide receipts documenting such costs to Library District upon request. The Library District also has the right to approve the reimbursement of out-of-pocket expenses which were not pre-approved upon its discretion.

VIII. Paid Vacation Time. The Employee is entitled to twenty (20) days' paid vacation time per contract year. Up to ten (10) days of unused paid vacation time may be rolled over to the following contract year. Per the staff policy manual, up to fifteen (15) unused paid vacation days may be redeemed for cash at Employee's then current rate in the last month of a contract year.

IX. Paid Personal Leave. The Employee is entitled to two (2) days' paid personal leave per year. Such personal leave may be used for doctor's appointments for Employee or a member of Employee's family, grieving the loss of friend or family member, etc. Additional personal days may accrue through the year pursuant to the terms of the Employee Handbook. Personal leave must be used within the contract year and will not roll over.

X. Sick Leave. The Employee is entitled to twelve (12) days' paid sick leave per year. Any unused paid sick leave days may be rolled over to the following contract year.

XI. Holidays. The Employee shall be given time off for all federal, State, and local holidays as determined by the respective branches of government in a given year. As a general rule, the Library's holiday schedule mimics the local school district holiday schedule. The Library District may designate additional days as holidays. In the event the Employee agrees to work on a holiday, Employee is entitled to "comp time" as outlined in the Employee Manual.

XII. Compliance. The Employee agrees to adhere to all sections of this Agreement in addition to any rules, regulations, or conduct standards of the Library District including obeying all federal, State, and local laws.

XIII. Return of Property. The Employee agrees to return any and all property of the Library District upon the termination of employment. All items shall be presented to the Board President within one (1) week of termination of employment.

XIV. Binding Agreement. This Agreement shall inure to the benefit of and be binding upon the Library District, its successors and assigns.

XV. Additional Benefits. The Employee shall be allowed such other privileges, leaves and fringe benefits as the Library District may decide and as are commonly extended to all other personnel under contract.



XVI. Notices. All notices that are to be sent under this Agreement shall be done in writing and to be delivered via Certified Mail (return receipt) to the Employee's address on file at the library.

XVII. Amendments. This Agreement contains the entire agreement of the Parties hereto and supersedes all other agreements or understandings between them, whether oral or otherwise, and all such other agreements are merged herein. No amendment, modification, restatement, supplement, termination or waiver of or to, or consent to any departure from, any provisions of this agreement shall be effective unless the same shall be in writing and signed on behalf of each of the Parties hereto.

XVIII. Severability. If any provision of this Agreement or the application thereof to any person, entity or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

XIX. Waiver of Contractual Right. If the Library District or Employee fails to enforce a provision or section of this Agreement, it shall not be determined as a waiver or limitation. Either party shall remain the right to enforce and compel the compliance of this Agreement to its fullest extent.

XX. Entire Agreement. This Agreement, along with any attachments or addendums, represents the entire agreement between the Parties. Therefore, this Agreement supersedes any prior written or oral agreements, promises, conditions, or understandings between the Library District and Employee.

LIBRARY DISTRICT

Signature Date _____

Print Name

Title

EMPLOYEE

Signature Date _____

Title



**RESOLUTION DECLARING THE INTENT
TO LEVY A BUILDING TAX**

WHEREAS, the Nancy L. McConathy Public Library District has need to levy a tax for the purpose of the rental of buildings required for library purposes, for the purchase of buildings, for the construction and equipment of buildings, and for the maintenance, repairs and alterations of library buildings and equipment;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois:

SECTION 1: That an additional tax shall be levied for the 2024 tax year in the amount of .02% of the value of all the taxable property in the District, as equalized or assessed by Department of Local Government Affairs, and for the purchase of buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment.

SECTION 2: This Resolution shall be in full force and effect from and after its passage, approval and publication as required by law.

BE IT FURTHER RESOLVED that the Librarian be and is hereby directed to publish notice of the intention to levy a tax in the amount of .02% of the value of the taxable property of the District for 2024, the proceeds of such tax to be used for the purposes stated herein, such notice to be in full compliance with the requisites of Section 35-5 of the Illinois Public Library District Act, substantially in the form of Exhibit A attached hereto.

Adopted this 16th day of October 2024, by the following roll call vote:

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

EXHIBIT A

NOTICE OF INTENT TO LEVY A BUILDING TAX

Notice is hereby given by the Board of Trustees of the Nancy L. McConathy Public Library District of the intent to levy a tax in the amount of .02% of the value of the taxable property of the District for 2024, the proceeds of such tax to be used for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment.

Pursuant to Section 35-5 of the Illinois Public Library District Act (75 ILCS 16/1-1 et seq.) the question of levying such a .02% tax will be submitted to the electors of the District in accordance with the general election law of the State of Illinois if, within THIRTY (30) days of the date of publication hereof, a petition is filed with the Board of Trustees at the Office/Library of the District, 21737 Jeffery Avenue, Sauk Village, Illinois, asking that the question of levying such a tax be submitted to the electors of the District.

The petition must be signed by at least 584 electors of the District, said number of electors being equal in number to 10% of the total number of registered voters in the District. If a valid petition is timely filed, the question of levying a .02% tax shall be submitted to the electors of the District at the election to be held November 5, 2024.

October 16, 2023

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

**RESOLUTION RE: 2024 TAX
EXTENSION REDUCTION ALLOCATION**

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, will, on or about November 13, 2024, levy taxes for the tax year 2024 and certify such levies to the County Clerk of Cook County, Illinois; and

WHEREAS, the extension of the taxes levied by the Board may be reduced, in the aggregate, if such aggregate extension exceeds the extension limitation established in the Property Tax Limitation Act ("Act"); and

WHEREAS, pursuant to the Act, the Cook County Clerk is obligated to make such reduction proportionally for each of the District's funds unless otherwise requested by the Board; and

WHEREAS, the Board has determined that the proportionate reduction of the extension for each District fund may not be in the best interest of the District; and

WHEREAS, the Act permits the Board to request that the Cook County Clerk reduce the extension other than proportionally among the various funds of the District;

NOW THEREFORE, BE IT BE RESOLVED by the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois as follows:

Section 1: The Board of Trustees hereby finds and determines that, should the aggregate extension of the District for 2024 need to be reduced by operation of the Property Tax Limitation Act, the appropriate method for reduction in the aggregate extension of the 2024 tax levy of the District, including the allocation of the reduction among the various funds of the District, is as follows:

A.) The Board of Trustees directs that the Cook County Clerk shall not limit the following funds:

Illinois Municipal Retirement Fund
Social Security Fund
Library Building and Sites
Auditing
Liability Insurance
Workmen's Compensation
Unemployment Insurance

B.) The Board of Trustees directs that the Cook County Clerk shall limit the following fund:

Corporate 100%

Section 2: This resolution shall be in effect forthwith upon its adoption.

Adopted this 16th day of October, 2024.

President, Board of Trustees

Attest:

Secretary, Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS.

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, and as such Secretary, I am the keeper of the records and files of the Board of Trustees of said District.

I do further certify that the foregoing is a full, true and complete copy of the Resolution as follows:

**RESOLUTION RE: 2024 TAX
EXTENSION REDUCTION ALLOCATION**

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of said Resolution were taken openly; that the vote on the adoption of said Resolution was taken openly; that the said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "An Act in Relation to Meetings", approved July 11, 1957, as amended, and that said Board of Trustees has complied with all of the applicable provisions of said Act.

IN WITNESS WHEREOF, I hereunto affix my official signature at Sauk Village, Illinois, this 16th day of October, 2024.

Secretary, Board of Trustees
Nancy L. McConathy Public Library
District, Cook and Will Counties, Illinois

**RESOLUTION RE: 2024 TAX
EXTENSION REDUCTION ALLOCATION**

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, will, on or about November 13, 2024, levy taxes for the tax year 2019 and certify such levies to the County Clerk of Will County, Illinois; and

WHEREAS, the extension of the taxes levied by the Board may be reduced, in the aggregate, if such aggregate extension exceeds the extension limitation established in the Property Tax Limitation Act ("Act"); and

WHEREAS, pursuant to the Act, the Will County Clerk is obligated to make such reduction proportionally for each of the District's funds unless otherwise requested by the Board; and

WHEREAS, the Board has determined that the proportionate reduction of the extension for each District fund may not be in the best interest of the District; and

WHEREAS, the Act permits the Board to request that the Will County Clerk reduce the extension other than proportionally among the various funds of the District;

NOW THEREFORE, BE IT BE RESOLVED by the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois as follows:

Section 1: The Board of Trustees hereby finds and determines that, should the aggregate extension of the District for 2024 need to be reduced by operation of the Property Tax Limitation Act, the appropriate method for reduction in the aggregate extension of the 2024 tax levy of the District, including the allocation of the reduction among the various funds of the District, is as follows:

A.) The Board of Trustees directs that the Will County Clerk shall not limit the following funds:

Illinois Municipal Retirement Fund
Social Security Fund
Library Building and Sites
Auditing
Liability Insurance
Workmen's Compensation
Unemployment Insurance

B.) The Board of Trustees directs that the Will County Clerk shall limit the following fund:

Corporate 100%

Section 2: This resolution shall be in effect forthwith upon its adoption.

Adopted this 16th day of October, 2024.

President, Board of Trustees

Attest:

Secretary, Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS.

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, and as such Secretary, I am the keeper of the records and files of the Board of Trustees of said District.

I do further certify that the foregoing is a full, true and complete copy of the Resolution as follows:

**RESOLUTION RE: 2024 TAX
EXTENSION REDUCTION ALLOCATION**

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of said Resolution were taken openly; that the vote on the adoption of said Resolution was taken openly; that the said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "An Act in Relation to Meetings", approved July 11, 1957, as amended, and that said Board of Trustees has complied with all of the applicable provisions of said Act.

IN WITNESS WHEREOF, I hereunto affix my official signature at Sauk Village, Illinois, this 16th day of October, 2024.

Secretary, Board of Trustees
Nancy L. McConathy Public Library
District, Cook and Will Counties, Illinois

Nominating Petitions for the open Library Trustee Positions will be accepted, Tuesday 12th 2024 through Thursday November 14th 2024 from 10:00 am to 4:30 pm and Friday November 15th 2024 from 10:00 am to 3:30 pm. On the last day to file petitions, Monday, November 18th 2024, the deadline to submit petitions will be 5:00 pm.

Objections to Library Candidate Petitions will be accepted starting Wednesday November 13, 2024 through Thursday November 15, 2024 from 10:00 am to 4:30 pm and Friday November 15th 2024 from 10:00 am - 3:30 pm. Monday November 18th and Tuesday November 19th from 10:00 am - 4:30 pm. Thursday December 22, 2022 from 10:00 am to 1:30 pm. December 28, 2022, the last day to file, objections will be accepted from 10:00 am to 5:00 pm.

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.

Comp time may be used at any time as long as the library remains staffed per the policy. All Comp time accrued must be used no later than January 31st of the following year.