

**Crystal Lake Public Library
Board of Trustees**

Minutes Special Meeting – January 24, 2018

Call to Order: The Special Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:00 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: James Becker (7:15pm), Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Don Peters, Monica Szalaj, William Weller

Absent: Terri Reece (participated via phone)

Other: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Cheryl Riendeau, Business Office Manager; Stephanie Price, Public Relations Coordinator; Becky Fyolek, Head of Youth Services; Cynthia Lopuszynski, Head of Adult Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical and Automation Services

It was moved by Don Peters and seconded by Monica Szalaj to allow Terri Reece to join the meeting via telephone.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; Abstain- 0; Motion Passed

Citizen Participation: none

Board Action:

- A) Budget – FY 18/19 – presentation, discussion, approval: **It was moved by John Engebretson and seconded by Don Peters to approve the FY 18/19 Budget as presented.**

Roll Call:

Aye: James Becker, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Don Peters, Monica Szalaj, William Weller

Nay: none

Absent: Terri Reece

Abstain: none

Motion Passed.

- B) Appropriation Resolution for FY 18/19 – presentation, discussion, approval: **It was moved by John Engebretson and seconded by Monica Szalaj to approve the Library Resolution No. 1718-14 – Annual Report, Budget**

Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements for Fiscal Year 2018-19.

Roll Call:

Aye: James Becker, Chuck Ebann, John Engebretson, Stacey Lorenz, Don Peters, Monica Szalaj, William Weller

Nay: Alice Fellers

Absent: Terri Reece

Abstain: none

Motion Passed.

Adjournment:

It was moved by Don Peters and seconded by William Weller to adjourn.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Time: 8:46 pm

Monica Szalaj, Secretary

**THE BOARD OF LIBRARY TRUSTEES OF
THE CITY OF CRYSTAL LAKE,
MCHENRY COUNTY, ILLINOIS
(CRYSTAL LAKE PUBLIC LIBRARY)**

LIBRARY RESOLUTION NO. 1718-14

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2018-19**

The Illinois Local Library Act, (75 ILCS 5/1-0.1 et seq.), and particularly Sec. 4-10 thereof, provides that within thirty days after the expiration of each fiscal year of the city, the board of library trustees shall make a report of the condition of its trust on the last day of the fiscal year to the city council, which report shall be in writing and shall be verified under oath by the secretary or some other responsible officer of the board of trustees; and which report shall contain an itemized statement of the various sums of money received from the library fund and from other sources, an itemized statement of the objects and purposes for which those sums of money have been expended, a statement of the financial requirements of the library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority and the amount of money which, in the judgment of the board of library trustees, it will be necessary to levy for library purposes in the next annual tax levy ordinance, and a statement as to the amount of accumulations and the reason therefore, and any outstanding liabilities, including those for bonds still outstanding, among other information; and

WHEREAS, the City of Crystal Lake has adopted the statutory procedure of utilizing a budget officer, which procedure requires that an annual budget be adopted by the corporate authorities before the beginning of the fiscal year to which it pertains, and further authorizes the budget officer to obtain such additional information from boards of the municipality as the officer determines may be useful for purposes of compiling a municipal budget, and which further provides that the budget shall contain actual or estimated revenues and expenditures for the two (2) years immediately preceding the fiscal year for which the budget is prepared, all to be itemized in a manner which is in conformity with a chart of accounts, and further, which budget shall show specific funds from which each anticipated expenditure shall be made; and

WHEREAS, there appears to be a partial conflict between the statutory directives to local libraries in those circumstances where the corporate authority is a municipality operating under the budget officer procedure, and this board determines that it is in the best interest of the residents of the City of Crystal Lake that an annual report be submitted to the corporate authorities of the City of Crystal Lake in adequate time for presentation of an annual budget before the beginning of the fiscal year to which it applies, taking into account necessary notice and publication requirements as set forth by Ill. Rev. Stat., Chap. 65, Sec. 5/8-2-2.9; and

WHEREAS, this Board has carefully considered the funds available and its needs for the 2018/19 fiscal year; and this Board finds that it is in the best interests of the electors of this municipality that action be taken as follows:

Section 1. This Board hereby resolves that the following is a statement of the actual or estimated revenues for the two years immediately preceding the 2018/19 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

INCOME SOURCES	ACTUAL PER CITY AUDIT		ESTIMATED
	April 30, 2017	2016/17	
Fines		51,369	51,400
Fees		45,657	45,606
Copier		10,184	11,610
Interest		18,573	5,400
Miscellaneous		2,921	2,470
Per Capita Grant		31,407	62,814
Miscellaneous Grants		0	0
Operating Taxes		3,998,136	3,992,062
IMRF		302,453	310,354
FICA		188,103	192,119
TOTAL		4,648,803	4,673,835
Working Cash Int. Transfer		0	0
Fund Balance		0	0
GRAND TOTAL		4,648,803	4,673,835

Section 2. Be it further resolved that the following is a statement of actual or estimated expenditures for the two years immediately preceding the 2018/19 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT	
	April 30, 2017 2016/17	ESTIMATED 2017/18
Salaries	2,331,910	2,518,107
FICA	173,886	192,119
IMRF	283,957	310,354
Group Insurance	330,604	425,000
SUB TOTAL	3,120,357	3,445,580
Legal, Professional	16,451	26,373
Publishing	6,362	4,770
Postage & Freight	23,827	24,050
Travel & Training	13,128	33,996
Dues & Subscriptions	5,971	6,145
Insurance & Bonding	31,190	32,000
Utilities	42,836	47,000
Buildings & Offices	125,268	144,795
Operating Equipment Maintenance	103,958	100,322
Rental-Buildings & Equipment	19,743	22,000
Contingent	0	0
Programming	22,541	33,826
SUB TOTAL	411,275	475,277
Office & Library Supplies	30,995	35,896
Cleaning Supplies	7,277	10,800
Landscape Materials	0	50
Small Supplies & Equipment	6,403	3,500
Library Materials:		
Books	207,845	232,050
AV Materials	101,221	128,930
Electronic Resources	155,645	167,790
Periodicals	15,637	17,900
Standing Orders	12,201	19,000
Stationery & Printing	31,479	39,494
SUB TOTAL	568,703	655,410
Operating Equipment	42,514	97,568
Building Equipment	0	0
SUB TOTAL	42,514	97,568
TOTAL EXPENDITURES	4,142,849	4,673,835

Section 3. Be it further resolved that the following is a statement of the financial requirements of the Library for the ensuing fiscal year for inclusion in the budget of the corporate authority for the General Operating Fund of the Crystal Lake Public Library, and of the amount of money which, in judgment of the Board of Library Trustees, it will be necessary to levy for library purposes in the next annual tax levy ordinance:

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>TAX LEVY</u>
Salaries	2,654,263	2,654,263
Insurance	588,596	588,596
IMRF	343,041	334,163
FICA	202,999	202,999
SUB TOTAL	3,788,899	3,780,021
Legal/Professional	37,914	10,000
Publishing	4,770	0
Postage & Freight	25,260	15,000
Travel /Training	45,200	5,000
Dues/Subscriptions	6,145	0
Insurance/Bonding	32,540	32,540
Utilities	46,000	46,000
Building & Offices	146,795	130,795
Operating Equipment Maintenance	100,322	95,322
Rental-Buildings & Equipment	21,000	16,000
Contingent	525,000	0
Programming	36,226	20,328
SUB TOTAL	1,027,172	370,985
Office & Library Supplies	33,000	30,000
Cleaning Supplies	8,301	8,300
Landscape Materials	50	0
Small Supplies & Equipment	500	0
Library Materials:		
Books	242,050	242,050
AV Materials	128,930	128,930
Electronic Resources	173,090	173,090
Periodicals	17,900	17,900
Standing Orders	13,700	13,700
Stationery & Printing	42,144	24,702
SUB TOTAL	659,665	638,672
Building Equipment	0	0
Operating Equipment	175,128	47,821
SUB TOTAL	175,128	47,821
TOTAL	5,650,864	4,837,499

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2018/19 for General Operating Fund purposes:

INCOME SOURCES

ESTIMATED TOTALS

Property Taxes – Library	4,300,337
Property Taxes – IMRF	334,163
Property Taxes – FICA	202,999
Fines	53,000
Fees	47,700
Copier	12,000
Interest	11,000
Miscellaneous	3,000
Per Capita Grant – Prior Years	101,858
Per Capita Grant – Current Year	50,929
Grants	25,000
SUB TOTAL	5,141,986
Working Cash Interest Transfer	0
General Reserve Fund	500,000
IMRF Reserve Fund	8,878
FICA Reserve Fund	0
GRAND TOTAL	5,650,864

Section 5. Be it further resolved that the following is a statement as to the amount of accumulations or reserves, and the reasons therefore:

a. **Gift and Memorial Fund.** The Gift and Memorial Fund has been administered under the direction of the Library Board since August 1963. This fund includes gifts given by individuals and corporations to be used for purposes other than general operating expenses. Some gifts were given for restricted use. From that accumulation the Board hereby determines that the following expenditures be provided in the 2018/19 budget:

EXPENDITURES

Community Relations	0
Postage & Freight	300
Contingent	77,073
Programming	7,975
Library Materials	1,973
Assisted Family Card	1,000
Printing	0
Operating Equipment	0
Landscaping	397

TOTAL 88,718

INCOME

Restricted	30,000
Unrestricted	0
Fund Balance	58,718

TOTAL 88,718

b. **Thomas W. Ames Funds.** In March 1986, the Board received a donation in the amount of \$1,013,003.00 from the Home State Bank of Crystal Lake, as Trustee under the Last Will and Testament of Thomas W. Ames. Expenditures from said fund may be restricted by the terms of the donation, or other Board policies. For the 2018/19 fiscal year, the following shall be included for budgetary purposes in accordance with the Board resolution dated July 9, 1986, titled RESOLUTION DESIGNATING PROCEDURE FOR MANAGEMENT AND EXPENDITURES OF FUNDS DONATED BY THE HOME STATE BANK OF CRYSTAL LAKE, AS TRUSTEE UNDER THE LAST WILL AND TESTAMENT OF THOMAS W. AMES, AND ESTABLISHING COMPREHENSIVE ALLOCATION PLAN:

<u>EXPENDITURES</u>	
Library Materials	10,000
TOTAL	10,000
<u>INCOME</u>	
Fund Balance	10,000
TOTAL	10,000

c. **Special Reserve Fund.** The Special Reserve Fund has been established by the Board of Library Trustees of the City of Crystal Lake on September 27, 2006 and amended on October 23, 2013 for the purpose of paying for major Library building remodeling, planned or emergency repairs and alterations of the Library building and its equipment, adding to the Library, site acquisition or a new Library. The Board hereby determines that the following expenditures be provided in the 2018/19 - budget:

<u>EXPENDITURES</u>	
Legal & Professional	20,070
Contingent	556,775
Operating Equipment	187,949
Capital Expenditures – Land	0
Capital Expenditures – Building	966,130
Buildings & Offices	60,000
TOTAL	1,790,924
<u>INCOME</u>	
Fund Balance	1,790,924
TOTAL	1,790,924

Section 6. Be it further resolved that the following is a statement of any outstanding liabilities, including those for bonds still outstanding or amounts due for judgments, settlements, liability insurance, or for amounts due under a certificate of the Board:

Bonds remain outstanding in accordance with the original schedule approved at the time the City of Crystal Lake authorized the issuance of 1.66 million dollars for the library construction project, all in accordance with the irrevocable bond ordinance previously filed by the City with the McHenry County Clerk.

Section 7. Be it further resolved that this Board may accumulate and set apart, as reserve funds, for the purpose of erecting a building to be used as a library or to purchase a site for the same, or to purchase a building, or to repair, remodel or improve an existing library building, or to build an addition thereto, or to furnish necessary equipment therefore, to acquire library materials such as books, periodicals, films, recordings, and electronic data storage and retrieval facilities in connection therewith, the unexpended balances of the proceeds annually received from taxes not in excess of the statutory limits, and a specific fund is to be or is being accumulated for this purpose, and this Board has further resolved to develop and adopt a plan or plans pursuant to Illinois Compiled Statutes, Chap. 75, Secs. 5/5-1 and 5/5-8, and other statutes appertaining thereto. In anticipation that some of the aforementioned activities may take place in fiscal year 2018/19, the following shall be included under the Construction and Repair Fund for budgetary purposes:

EXPENDITURES

Property Taxes	41,829
Rental Property	48,982
Contingent	41,765
TOTAL	132,576

INCOME

Capital Facilities Fees	0
Rent & Principal Balance	132,576
Fund Balance	0
TOTAL	132,576

Section 8. **Working Cash Fund.** The working cash fund was established in 1978 in the amount of \$50,000, in accordance with Illinois Compiled Statutes, Chapter 75, Section 5/4 - 13. Its purpose is to cover a period prior to tax distributions, if sufficient funds are not available in the operating fund. It may be used for other similar purposes, but must be restored when funds become available.

EXPENDITURES

Transfer to General Operating Fund \$0

INCOME

Interest Earned Previous Year \$0

Section 9. This resolution shall be in full force and effect from and after its passage and approval according to law, and any resolutions in conflict therewith are thereby repealed; and this resolution shall be submitted, under oath, by the secretary or some other responsible officer of this Board of Trustees to the City Council of Crystal Lake, and within thirty (30) days after the expiration of the 2016/17 fiscal year, a supplementary report shall be filed, under oath, by the secretary or some other responsible officer of this Board of Trustees, providing a statement:

- a. Of the number of books and periodicals available for use and the number and character thereof circulated during the preceding fiscal year;
- b. Of the real and personal property acquired by legacy, purchase, gift, or otherwise;
- c. Of the character of any extensions of library service which have been undertaken; and
- d. Of any other statistics, information, and suggestions that may be of interest, including any amendments to the financial information contained herein.

PASSED by the Board of Library Trustees of the City of Crystal Lake, McHenry County, Illinois (Crystal Lake Public Library), on this 24th day of January 2018, by vote of:

AYES: James Becker, Chuck Ebann, John Engebretson, Stacey Lorenz, Don Peters, Monica Szalaj, William Weller

NAYS: Alice Fellers

ABSENT: Terri Reece

ABSTAIN:

APPROVED:

ATTEST:

Charles K. Ebann
President
Board of Library Trustees
of the City of Crystal Lake,
McHenry County, Illinois
(Crystal Lake Public Library)

Monica Szalaj
Secretary