

Crystal Lake Public Library
Board of Trustees
Minutes Special Meeting – February 1, 2017

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

Roll Call:

Present: Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Monica Szalaj, William Weller

Absent: Don Peters, Terri Reece

Other: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Cheryl Riendeau, Business Office Manager; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical and Automation Services

Citizen Participation: none

Board Action:

- A) Budget – FY 17/18 - approval: **It was moved by Carol Heisler and seconded by John Engebretson to approve the FY 17/18 Budget as presented.**

Roll Call:

Aye: Ron Eberle, John Engebretson, Carol Heisler, Monica Szalaj, William Weller

Nay: Chuck Ebann, Alice Fellers

Absent: Don Peters, Terri Reece

Motion Passed.

- B) Appropriation Resolution for FY 17/18 – approval: **It was moved by Carol Heisler and seconded by Chuck Ebann to approve the Library Resolution No. 1617-12 – Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements for Fiscal Year 2017-18.**

Roll Call:

Aye: Ron Eberle, John Engebretson, Carol Heisler, Monica Szalaj, William Weller

Nay: Chuck Ebann, Alice Fellers

Absent: Don Peters, Terri Reece

Motion Passed.

Adjournment:

It was moved by Chuck Ebann and seconded by John Engebretson to adjourn.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Time: 7:39 pm

Chuck Ebann, Secretary

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

LIBRARY RESOLUTION NO. 1617-12

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2017-18**

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 2017/18 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 2017/18 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

INCOME SOURCES	ACTUAL PER CITY AUDIT		ESTIMATED
	April 30, 2016	2015/16	
Fines		61,001	53,635
Fees		46,761	46,300
Copier		9,903	9,900
Interest		11,234	3,500
Miscellaneous		2,313	670
Per Capita Grant		0	62,814
Miscellaneous Grants		0	0
Operating Taxes		3,981,014	4,003,326
IMRF		288,091	302,854
FICA		182,656	188,349
TOTAL		4,582,973	4,671,348
Working Cash Int. Transfer		0	0
Fund Balance		0	15,606
GRAND TOTAL		4,582,973	4,686,954

Section 2. Be it further resolved that the following is a statement of actual or estimated expenditures for the two years immediately preceding the 2017/18 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT April 30, 2016 2015/16	ESTIMATED 2016/17
Salaries	2,342,944	2,462,000
FICA	175,314	188,349
IMRF	286,630	302,854
Group Insurance	364,758	440,000
SUB TOTAL	3,169,646	3,393,203
Legal, Professional	17,114	27,245
Publishing	2,408	5,460
Postage & Freight	24,860	27,000
Travel & Training	18,839	23,748
Dues & Subscriptions	5,850	6,145
Insurance & Bonding	28,284	33,200
Utilities	44,124	52,760
Buildings & Offices	133,581	142,162
Operating Equipment Maintenance	81,928	107,879
Rental-Buildings & Equipment	18,308	24,020
Contingent	0	51,948
Programming	26,490	33,100
SUB TOTAL	401,786	534,667
Office & Library Supplies	29,088	39,800
Cleaning Supplies	7,548	8,000
Landscape Materials	0	50
Small Supplies & Equipment	1,716	13,416
Library Materials:		
Books	219,378	234,565
AV Materials	121,842	128,960
Electronic Resources	146,789	165,540
Periodicals	16,435	17,450
Standing Orders	13,626	18,955
Stationery & Printing	30,199	35,310
SUB TOTAL	586,621	662,046
Operating Equipment	32,068	97,038
Building Equipment	0	0
SUB TOTAL	32,068	97,038
TOTAL EXPENDITURES	4,190,121	4,686,954

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	2,593,650	2,593,650
Insurance	462,000	462,000
IMRF	309,192	309,192
FICA	195,757	195,757
SUB TOTAL	3,560,599	3,560,599
Legal/Professional	17,053	10,000
Publishing	4,660	0
Postage & Freight	25,155	16,447
Travel /Training	39,150	0
Dues/Subscriptions	6,145	0
Insurance/Bonding	35,365	35,365
Utilities	48,700	48,700
Building & Offices	144,005	144,005
Operating Equipment Maintenance	99,574	99,574
Rental-Buildings & Equipment	24,020	24,020
Contingent	525,000	0
Programming	35,100	14,000
SUB TOTAL	1,003,927	392,111
Office & Library Supplies	37,580	30,000
Cleaning Supplies	9,000	5,000
Landscape Materials	50	0
Small Supplies & Equipment	3,447	0
Library Materials:		
Books	234,565	234,565
AV Materials	128,960	128,960
Electronic Resources	165,540	165,540
Periodicals	17,450	17,450
Standing Orders	18,955	18,955
Stationery & Printing	36,612	10,000
SUB TOTAL	652,159	610,470
Building Equipment	0	0
Operating Equipment	118,320	25,725
SUB TOTAL	118,320	25,725
TOTAL	5,335,005	4,588,905

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2017/18 for General Operating Fund purposes:

INCOME SOURCES

ESTIMATED TOTALS

Property Taxes – Library	4,083,956
Property Taxes – IMRF	309,192
Property Taxes – FICA	195,757
Fines	65,000
Fees	51,000
Copier	10,100
Interest	4,000
Miscellaneous	1,000
Per Capita Grant – Prior Year	45,000
Per Capita Grant – Current Year	45,000
Target Grant	0
Grant	25,000
SUB TOTAL	4,835,005
Working Cash Interest Transfer	0
General Reserve Fund	500,000
IMRF Reserve Fund	0
FICA Reserve Fund	0
GRAND TOTAL	5,335,005

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 2017/18 budget:

EXPENDITURES

Community Relations	0
Postage & Freight	400
Contingent	64,243
Programming	17,275
Library Materials	2,635
Assisted Family Card	1,000
Printing	50
Operating Equipment	0
Landscaping	397

TOTAL 86,000

INCOME

Restricted	35,000
Unrestricted	0
Fund Balance	51,000

TOTAL 86,000

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 2017/18 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	0
TOTAL	0
<u>INCOME</u>	
Fund Balance	0
TOTAL	0

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 2017/18 - budget:

<u>EXPENDITURES</u>	
Legal & Professional	30,110
Contingent	318,760
Operating Equipment	50,000
Capital Expenditures – Land	0
Capital Expenditures – Building	966,130
Buildings & Offices	35,000
TOTAL	1,400,000
<u>INCOME</u>	
Fund Balance	1,400,000
TOTAL	1,400,000

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 2017/18, the following shall be included under the Construction and Repair Fund for budgetary purposes:

EXPENDITURES

Property Taxes	39,272
Rental Property	45,798
Contingent	51,106
TOTAL	136,176

INCOME

Capital Facilities Fees	3,000
Rent & Principal Balance	133,176
Fund Balance	0
TOTAL	136,176

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 1st day of February 2017, by vote of:

AYES: Eberle, Engebretson, Heisler, Szalaj, Weller

NAYS: Ebann, Fellers

ABSENT: Peters, Reece

ABSTAIN: none

APPROVED:

ATTEST:

William Weller
Vice President
Board of Library Trustees
of the City of Crystal Lake,
McHenry County, Illinois
(Crystal Lake Public Library)

Charles K. Ebann
Secretary