

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – October 12, 2011

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

Roll Call:

Present: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece, William Weller

Absent: none

Others: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Debbie Brown, Business Manager; Linda Price, Public Relations Coordinator; Lauren Rosenthal, Head of Youth Services

Board Development: The Library Director reviewed CLPL's Strategic Plan – Lite with the Board in preparation for the Strategic Planning Session on October 22, 2011. The consensus of the Board was: 1) the Mission Statement is good as is, 2) Goals will be relabeled "Values" and 3) continue with five service responses previously selected.

Approval of Minutes: It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Special Meeting of September 20, 2011.

Voice Vote: Aye-9; Nay-0; Absent-0; Abstain-0; Motion Passed.

Approval of Minutes: It was moved by Don Peters and seconded by William Weller to approve the Minutes of the Regular Meeting of September 21, 2011.

Voice Vote: Aye-9; Nay-0; Absent-0; Abstain-0; Motion Passed.

Citizen Participation: None

Committee & Board Member Reports:

Finance Committee: Minutes for the October 4, 2011 meeting were in the packet.

Crystal Lake Library Foundation: Brian Pappalardo reported that tickets sales for this year's Clay Jenkinson event are half of what they were at this time last year. John Williams is not available for the event, but he has agreed to interview Clay

and promote the event on his radio show. Brian encouraged everyone to encourage friends and family members to attend the event.

Approval of Financial Reports: It was moved by Don Peters and seconded by Terri Reece to approve the Financial Report for FY 11/12 as of September 30, 2011.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Approval of Disbursements: It was moved by Don Peters and seconded by William Weller to approve the disbursements in the total amount of \$296,397.90 as follows:

Operating Fund	<u>Total</u> \$266,721.88
IMRF/FICA Funds	29,019.65
Construction & Repair Fund	124.58
Gift & Memorial Funds	531.79
Grand Total:	<hr/> \$296,397.90

Roll Call:

Aye: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

Communications: There were no communication items in the Board packet.

Business:

A) Snow Removal Contract: It was moved by Don Peters and seconded by Eric Larsen to accept the proposal from Tonkin Landscape, Inc. for the 2011/2012 winter season for the amounts specified in the proposal and authorize the Library Director to sign the proposal.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

B) ACH Authorization: It was moved by Eric Larsen and seconded by William Weller to authorize that up to \$300,000 per month may be disbursed through ACH transactions.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

C) FY 11/12 Appropriation Resolution: It was moved by Don Peters and seconded by William Weller to approve Library Resolution No. 1112-9 – FY 11/12 Appropriation Resolution for FY 12/13 as revised.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Staff Reports:

Included in the Board packet were Library Card Signup Month Summary 2011, CLPL Media Relations Report, the Library Director's Report for October 2011, and the Statistical Reports for September 2011.

Adjournment:

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

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Time: 8:21pm

William Weller, Secretary

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

LIBRARY RESOLUTION NO. 1112-9

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2011-12 - REVISED**

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 2011/12 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 2011/12 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

INCOME SOURCES	ACTUAL PER CITY AUDIT		ESTIMATED
	April 30, 2010	2009/10	
Fines		\$80,934	\$84,920
Fees		51,067	49,561
Copier		10,858	10,350
Interest		9,707	1,434
Miscellaneous		2,757	3,953
Per Capita Grant		48,136	40,628
Miscellaneous Grants		0	2,000
Operating Taxes		3,938,010	3,921,844
TOTAL		\$4,141,469	\$4,114,690
Working Cash Int. Transfer		773	101
Fund Balance		0	12,244
GRAND TOTAL		\$4,142,242	\$4,127,036

Section 2. Be it further resolved that the following is a statement of actual or estimated expenditures for the two years immediately preceding the 2011/12 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT	
	April 30, 2010 2009/10	ESTIMATED 2010/11
Salaries	2,049,269	\$2,050,430
Group Insurance	293,458	285,813
Vacation wages (included above)	0	0
Sick time wages (included above)	0	0
SUB TOTAL	\$2,342,727	\$2,336,243
Legal, Professional	\$23,861	\$35,807
Publishing	3,628	2,652
Postage & Freight	30,872	29,658
Travel & Training	17,229	17,192
Dues & Subscriptions	5,325	5,397
Insurance & Bonding	27,159	28,970
Utilities	50,279	51,039
Buildings & Offices	132,244	132,031
Operating Equipment Maintenance	71,585	79,372
Rental-Buildings & Equipment	29,351	14,223
Contingent	0	0
Programming	20,267	19,903
SUB TOTAL	\$411,800	\$416,243
Office & Library Supplies	\$36,408	\$37,261
Cleaning Supplies	7,022	7,604
Landscape Materials	572	289
Small Supplies & Equipment	3,528	6,106
Library Materials:		
Books	206,261	204,912
AV Materials	109,316	111,148
Electronic Resources	101,997	108,464
Periodicals	16,143	18,010
Standing Orders	48,203	34,163
Stationery & Printing	26,062	29,276
SUB TOTAL	\$555,512	\$557,233
Operating Equipment	\$41,371	\$101,790
Building Equipment	25,392	0
Departmental Equipment	0	0
Debt Service	382,172	0
SUB TOTAL	\$448,935	\$101,790
TOTAL EXPENDITURES	\$3,758,974	\$3,411,509

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	2,141,671	2,141,671
Insurance	350,000	350,000
FICA & IMRF	461,344	461,344
SUB TOTAL	\$2,953,015	\$2,953,015
Legal/Professional	\$59,000	\$44,000
Publishing	4,200	4,200
Postage & Freight	32,000	32,000
Travel /Training	38,000	0
Dues/Subscriptions	6,000	0
Insurance/Bonding	29,600	29,600
Utilities	56,000	56,000
Building & Offices	175,000	175,000
Operating Equipment Maintenance	93,000	93,000
Rental-Buildings & Equipment	16,000	16,000
Contingent	461,931	0
Programming	30,600	24,000
SUB TOTAL	\$1,001,331	\$473,800
Office & Library Supplies	\$40,000	\$40,000
Cleaning Supplies	8,500	8,500
Landscape Materials	600	0
Small Supplies & Equipment	35,750	1,781
Library Materials:		
Books	235,000	235,000
AV Materials	125,000	125,000
Electronic Resources	130,000	130,000
Periodicals	19,000	19,000
Standing Orders	54,000	54,000
Stationery & Printing	36,000	32,000
SUB TOTAL	\$674,350	\$643,500
Building Equipment	\$1,000	\$1,000
Operating Equipment	129,000	75,000
SUB TOTAL	\$130,000	\$76,000
TOTAL	\$4,768,196	\$4,148,096

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2011/12 for General Operating Fund purposes:

INCOME SOURCES

ESTIMATED TOTALS

Property Taxes - Library	\$3,686,752
Property Taxes - Retirement	<u>461,344</u>
	\$4,148,096
Fines	86,000
Fees	55,000
Copier	11,000
Interest	3,000
Miscellaneous	3,000
Per Capita Grant – Prior Year	45,000
Per Capita Grant – Current Year	45,000
Target Grant	2,000
Grant	25,000
SUB TOTAL	\$4,423,096
Working Cash Interest Transfer	\$100
Special Reserve Fund	100,000
Fund Balance	245,000
GRAND TOTAL	\$4,768,196

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 2011/12 budget:

EXPENDITURES

Legal & Professional	8,250
Postage & Freight	0
Contingent	12,200
Programming	7,750
Library Materials	4,200
Assisted Family Card	1,000
Printing	1,600
Landscaping	40,000
TOTAL	\$75,000

INCOME

Restricted	65,000
Unrestricted	0
Fund Balance	10,000
TOTAL	\$75,000

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 2011/12 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:

EXPENDITURES

Library Materials \$2,000

TOTAL \$2,000

INCOME

Fund Balance 2,000

TOTAL \$2,000

c. Library Improvement Fund. The Library Improvement Fund has been established by a General Obligation Bond issue approved in FY 94/95 for \$1,660,000 for a library construction project. The Board hereby determines that the following expenditures be provided in the 2011/12 budget:

EXPENDITURES

Legal & Professional
Contingent
Operating Equipment
Building

TOTAL 0

INCOME

Interest
Principal

TOTAL 0

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 2011/12, the following shall be included under the Construction and Repair Fund for budgetary purposes:

EXPENDITURES

Property Taxes	\$6,500
Rental Property	5,000
Contingent	27,940

TOTAL **\$39,440**

INCOME

Capital Facilities Fees	\$6,500
Rent & Principal Balance	17,940
Fund Balance	15,000

TOTAL **\$39,440**

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	\$100
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INCOME

Interest Earned Previous Year	\$100
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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 2011/12 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 12th day of October, 2011, by vote of:

AYES: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece, William Weller
NAYS: None
ABSENT: None

APPROVED:

ATTEST:

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

Secretary