

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – October 15, 2014

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Terri Reece at 7:01 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson (7:04), Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Absent: none

Other: Joe Huberty, Architect

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Debbie Brown, Business Manager; Linda Price-Natter, Public Relations Coordinator; Cynthia Lopuszynski, Head of Adult Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services

Citizen Participation: none

Board Development: Pamela Miller reported on the results from Library Card Sign-up Month in-house and door-to-door initiatives.

Reading and approval of minutes: It was moved by Chuck Ebann and seconded by Ron Eberle to approve the minutes of the Regular Meeting of September 17, 2014.

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

Committee and Board Member reports:

Finance Committee: The minutes from the September 30, 2014 meeting were in the packet.

Consent Agenda: Included in the Consent Agenda were several communication items, the CLPL Public Relations and Development Report ending October 10, 2014, and the Statistical Report for September 2014. **The Consent Agenda was adopted by consensus.**

Approval of Financial Reports: It was moved by Chuck Ebann and seconded by Don Peters to approve the Financial Report for FY 14/15 as of September 30, 2014.

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

Approval of Disbursements: It was moved by Chuck Ebann and seconded by Don Peters to approve the disbursements in the total amount of \$481,200.59 as follows:

	<u>Total</u>
Operating Fund	\$394,606.99
Construction & Repair Fund	457.20
IMRF/FICA Funds	49,712.03
Gift & Memorial Funds	174.73
Per Capita Funds	15,093.00
Special Reserve Fund	21,156.64
Grand Total:	\$481,200.59

Roll Call:

Aye: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

Business:

- A) Snow removal contract approval: It was moved by Don Peters and seconded by John Engebretson to accept the proposal from Tonkin Landscape, Inc. for the 2014/2015 winter season for the amounts specified in the proposal and authorize the Library Director to execute the agreement.

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

- B) Salary Scale revision - approval: It was moved by Chuck Ebann and seconded by Ron Eberle to approve the following adjustments to the Classifications and Pay Ranges for the Crystal Lake Public Library

1. Adjust minimum and maximum pay for Grades 2-18 by 1.5%. The new minimum rate will apply to new hires added to the payroll after 10/25/14. Current employees at the minimum rate will be eligible for the 2% "Meets Requirements" adjustment when they successfully complete their New Employee Period.
2. Adjust the minimum and maximum pay for Grade 1 by 3% and adjust the hourly rate of current Grade 1 employees by 3% effective with the payroll beginning 10/26/14. The new minimum rate will also apply to new hires added to the payroll after 10/25/14.

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

- C) FY 14/15 Budget – Revised - approval: It was moved by John Engebretson and seconded by Don Peters to approve the Revised FY 14/15 Working Budget and Board Appropriation.

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

- D) FY 14/15 Board Appropriation – Revised - approval: It was moved by **Chuck Ebann** and seconded by **John Engebretson** to approve **Resolution No 1415-10, FY 14/15 Revised Budget Resolution.**

Roll Call:

Aye: Ron Eberle, John Engebretson, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: Vanessa Baker, Alice Fellers

Absent: none

Abstain: Chuck Ebann

Motion Passed.

- E) Ehlers & Associates, Inc contract approval: It was moved by **Chuck Ebann** and seconded by **Don Peters** to approve the **Agreement for Financial Advisory Services for Financial Planning for a new Library Project with Ehlers & Associates, Inc. in the amount of \$12,600, authorize the President and Secretary of the Library Board to execute the document, and the issuance of a check for the initial fee of \$4,200.**

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

- F) IT Consultant proposal approval: It was moved by **Chuck Ebann** and seconded by **Don Peters** to approve a contract with **RMG Consultants, Inc. for Library Technology Planning Services to assist CLPL in developing cost estimates for technology in its new building, per the proposal dated October 11, 2014, at a cost not to exceed \$15,000.**

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

- G) Building design quality discussion with Architect: Joe Huberty led the Board through a discussion on building & furnishings quality, for budgeting and planning purposes.

Executive Session: It was moved by Chuck Ebann and seconded by Don Peters to move into Executive Session for the purposes of discussing the purchase or lease of real property for the use of the public body [5 ILCS 120/2(c)(5)], the setting of a price for sale or lease of property owned by the public body [5 ILCS 120/2(c)(6)] and to allow Kathryn I. Martens, Karen Migaldi, and Joe Huberty to remain for the Executive Session at 9:12 pm.

Roll Call:

Aye: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

The Board came out of Executive Session at 9:33 pm.

It was moved by Don Peters and seconded by William Weller to approve release of the following Executive Session minutes from Library Board and Building Committee meetings and approve destruction of the recordings 18 months after the date of the recorded meeting.

Library Board meeting dates: 12/19/12, 1/16/13, 2/20/13, 3/20/13, 4/17/13, 4/17/13, 6/19/13, 8/21/13, 9/18/13, 10/23/13, 11/20/13, 12/18/13, 1/15/14, 2/19/14, 3/19/14

Building Committee meeting dates: 11/28/12, 12/12/12, 1/10/13, 2/13/13, 2/26/13, 3/18/13, 4/10/13, 5/8/13, 6/25/13, 8/5/13, 9/11/13, 10/9/13, 11/13/13, 12/11/13, 1/8/14, 2/12/14

Roll Call:

Aye: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

Adjournment:

It was moved by Chuck Ebann and seconded by William Weller to adjourn.

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

Time: 9:34 pm

Charles K. Ebann, Secretary

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

LIBRARY RESOLUTION NO. 1415-10

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2014-15 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 2014/15 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 2014/15 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

INCOME SOURCES	ACTUAL PER CITY AUDIT	
	April 30, 2013	ESTIMATED
	2012/13	2013/14
Fines	73,981	72,000
Fees	45,631	45,000
Copier	9,513	8,900
Interest	18,707	2,500
Miscellaneous	3,583	2,000
Per Capita Grant	41,782	83,740
Miscellaneous Grants	399	2,000
Operating Taxes	3,676,931	3,741,339
IMRF/FICA Taxes	460,119	452,903
TOTAL	4,330,646	4,410,382
Working Cash Int. Transfer	0	0
Fund Balance	0	0
GRAND TOTAL	4,330,646	4,410,382

Section 2. Be it further resolved that the following is a statement of actual or estimated expenditures for the two years immediately preceding the 2014/15 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT April 30, 2013 2012/13	ESTIMATED 2013/14
Salaries	2,034,960	2,240,375
FICA	151,217	170,801
IMRF	246,342	282,102
Group Insurance	272,017	431,260
SUB TOTAL	2,704,536	3,124,538
Legal, Professional	18,050	36,613
Publishing	3,446	5,990
Postage & Freight	27,631	29,500
Travel & Training	14,711	34,400
Dues & Subscriptions	6,226	6,400
Insurance & Bonding	28,891	31,088
Utilities	39,079	48,360
Buildings & Offices	126,264	143,769
Operating Equipment Maintenance	95,640	99,660
Rental-Buildings & Equipment	16,944	21,120
Contingent	0	53,430
Programming	20,533	31,811
SUB TOTAL	397,415	542,141
Office & Library Supplies	29,965	33,000
Cleaning Supplies	7,385	8,500
Landscape Materials	0	300
Small Supplies & Equipment	4,592	7,280
Library Materials:		
Books	217,281	244,850
AV Materials	117,543	121,700
Electronic Resources	95,235	129,000
Periodicals	16,484	17,950
Standing Orders	19,766	23,150
Stationery & Printing	27,342	33,250
SUB TOTAL	535,593	618,980
Operating Equipment	38,653	124,723
Building Equipment	0	0
SUB TOTAL	38,653	124,723
TOTAL EXPENDITURES	3,676,197	4,410,382

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	2,394,191	2,394,191
Insurance	593,400	593,400
IMRF	288,545	288,545
FICA	182,946	182,946
SUB TOTAL	3,459,082	3,459,082
Legal/Professional	49,770	5,000
Publishing	5,000	1,000
Postage & Freight	30,500	18,521
Travel /Training	34,400	0
Dues/Subscriptions	7,056	0
Insurance/Bonding	31,365	31,365
Utilities	45,080	44,480
Building & Offices	170,000	170,000
Operating Equipment Maintenance	110,000	103,600
Rental-Buildings & Equipment	26,000	24,000
Contingent	252,539	0
Programming	37,130	4,449
SUB TOTAL	798,840	402,415
Office & Library Supplies	40,000	20,000
Cleaning Supplies	10,000	8,500
Landscape Materials	100	0
Small Supplies & Equipment	4,100	0
Library Materials:		
Books	258,000	258,000
AV Materials	125,000	125,000
Electronic Resources	150,000	150,000
Periodicals	17,950	17,950
Standing Orders	23,150	23,150
Stationery & Printing	32,045	5,000
SUB TOTAL	660,345	607,600
Building Equipment	0	0
Operating Equipment	158,123	87,935
SUB TOTAL	158,123	87,935
TOTAL	5,076,390	4,557,032

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2014/15 for General Operating Fund purposes:

INCOME SOURCES

ESTIMATED TOTALS

Property Taxes – Library	4,085,541
Property Taxes – IMRF	288,545
Property Taxes – FICA	182,946
Fines	74,000
Fees	50,000
Copier	10,000
Interest	3,000
Miscellaneous	3,000
Per Capita Grant – Prior Year	0
Per Capita Grant – Current Year	50,929
Target Grant	2,500
Grant	25,000
SUB TOTAL	4,775,461
Working Cash Interest Transfer	0
General Reserve Fund	300,929
IMRF Reserve Fund	0
FICA Reserve Fund	0
GRAND TOTAL	5,076,390

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 2014/15 - REVISED budget:

EXPENDITURES

Community Relations	0
Postage & Freight	300
Contingent	52,019
Programming	7,250
Library Materials	5,000
Assisted Family Card	1,000
Printing	1,540
Operating Equipment	0
Landscaping	0

TOTAL 67,109

INCOME

Restricted	26,750
Unrestricted	0
Fund Balance	40,359

TOTAL 67,109

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 2014/15 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	4,000
TOTAL	4,000
<u>INCOME</u>	
Fund Balance	4,000
TOTAL	4,000

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 2014/15 - REVISED budget:

<u>EXPENDITURES</u>	
Legal & Professional	425,230
Contingent	659,732
Operating Equipment	0
Building	6,143
Capital Expenditures – Land	1,460,170
TOTAL	2,551,275
<u>INCOME</u>	
Fund Balance	2,551,275
TOTAL	2,551,275

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 2014/15, the following shall be included under the Construction and Repair Fund for budgetary purposes:

EXPENDITURES

Property Taxes	7,995
Rental Property	48,645
Contingent	39,500
TOTAL	96,140

INCOME

Capital Facilities Fees	24,500
Rent & Principal Balance	56,640
Fund Balance	15,000
TOTAL	96,140

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 2014/15 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 15th day of October 2014, by vote of:

AYES: Ron Eberle, John Engebretson, Carol Heisler, Don Peters, Teresa Reece, William Weller

NAYS: Vanessa Baker, Alice Fellers

ABSENT:

ABSTAIN: Charles Ebann

APPROVED:

ATTEST:

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

Charles K. Ebann
Secretary