

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – October 17, 2012

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

Roll Call:

Present: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller
[Bob Cairone resigned from the Library Board on October 15, 2012]

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; Cynthia Lopuszynski, Head of Adult Services; Pam Miller, Head of Circulation Services; Sue Riegler, Youth Services Librarian

Board Development: Sue Riegler presented details on the LEGO Education Grant and LEGO Showcase Event.

Approval of Minutes: It was moved by Don Peters and seconded by Carol Heisler to approve the Minutes of the Regular Meeting of September 19, 2012.

Voice Vote: Aye-7; Nay-0; Absent-0; Abstain-1; Motion Passed.

Citizen Participation: None

Committee & Board Member Reports:

Building Committee: Minutes for the October 2, 2012 meeting were in the packet.

Finance Committee: Minutes for the October 4, 2012 meeting were in the packet.

Planning/PR Committees: Minutes for the October 8, 2012 meeting were in the packet.

It was noted that on Monday, October 15, 2012, Bob Cairone resigned from the Library Board of Trustees.

Approval of Financial Reports: It was moved by Eric Larsen and seconded by Chuck Ebann to approve the Financial Report for FY 12/13 as of September 30, 2012.

Voice Vote: Aye- 8; 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 \$360,331.21 as follows:

	<u>Total</u>
Operating Fund	\$273,424.11
IMRF/FICA Funds	30,664.66
Construction & Repair Fund	124.58
Special Reserve Fund	56,117.86
Grand Total:	<hr/> \$360,331.21

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

Communications: There were several communication items in the Board packet.

Business:

A) FY 11/12 Audit:

1. Report: The Board reviewed and discussed the Audit for FY 11/12.
2. Fund balance corrections: **It was moved by Eric Larsen and seconded by Chuck Ebann to approve Library Resolution No. 1213-4 (attached).**

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

B) FY 12/13 Budget - revised: It was moved by Don Peters and seconded by Chuck Ebann to approve the Revised FY 12/13 Working Budget and Board Appropriation.

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

C) FY 12/13 Appropriation Resolution - revised: It was moved by Don Peters and seconded by Chuck Ebann to approve Library Resolution No. 1213-5, FY 12/13 Budget Resolution – Revised (attached).

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

Nay: none

Absent: none

Motion Passed.

D) Snow Removal Contract: It was moved by William Weller and seconded by Chuck Ebann to accept the proposal from Tonkin Landscape, Inc. for the 2012/2013 winter season for the amounts specified in the proposal and authorize the Library Director to sign the proposal.

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

Staff Reports:

Included in the Board packet were the CLPL Media Relations Report, the Library Director's Report for October 2012, and the Statistical Reports for September 2012.

Adjournment:

It was moved by Chuck Ebann and seconded by Don Peters to adjourn.

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

Time: 8:11pm

William Weller, Secretary

LIBRARY RESOLUTION NO. 1213-4

**A RESOLUTION TRANSFERRING FUNDS FROM FY 11/12 OPERATING FUND
BALANCE TO THE FICA/IMRF AND SPECIAL RESERVE FUNDS**

WHEREAS, during the FY 11/12 Audit, an error was found that needs to be corrected, and

WHEREAS, interest income of \$65.68 was applied to the Operating Fund in error, and

WHEREAS, the interest income was due to the FICA/IMRF Fund (\$32.52) and the Special Reserve Fund (\$33.16)

NOW THEREFORE BE IT RESOLVED, by the Board of Library Trustees of the Crystal Lake Public Library that

- the FY 11/12 Operating Fund balance be credited \$65.68
- the FY 11/12 IMRF/FICA Fund balance be debited \$32.52
- the FY 11/12 Special Reserve Fund balance be debited \$33.16

PASSED this 17th day of October, 2012, pursuant to a vote as follows:

AYES:

NAYS:

ABSENT:

ATTEST:

John Engebretson, President of the Board of Library Trustees
Crystal Lake Public Library

William Weller, Secretary of the Board of Library Trustees
Crystal Lake Public Library

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

LIBRARY RESOLUTION NO. 1213-5

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2012-13 **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 2012/13 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 2012/13 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

INCOME SOURCES	ACTUAL PER CITY AUDIT		ESTIMATED
	April 30, 2011		
	2010/11		2011/12
Fines	\$84,920		\$74,740
Fees	49,561		46,003
Copier	10,350		9,245
Interest	12,384		1,131
Miscellaneous	16,197		21,928
Per Capita Grant	40,628		40,716
Miscellaneous Grants	2,000		3,597
Operating Taxes	3,921,844		3,680,466
IMRF/FICA Taxes	0		426,486
TOTAL	\$4,137,884		\$4,304,312
Working Cash Int. Transfer	101		89
Fund Balance	0		0
GRAND TOTAL	\$4,137,985		\$4,304,401

Section 2. Be it further resolved that the following is a statement of actual or estimated expenditures for the two years immediately preceding the 2012/13 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT April 30, 2011 2010/11	ESTIMATED 2011/12
Salaries	2,050,430	\$2,033,680
IMRF/FICA	0	384,614
Group Insurance	285,813	283,819
Vacation wages (included above)	0	0
Sick time wages (included above)	0	0
SUB TOTAL	\$2,336,243	\$2,702,113
Legal, Professional	\$35,807	\$53,832
Publishing	2,652	1,035
Postage & Freight	29,658	29,875
Travel & Training	17,192	24,863
Dues & Subscriptions	5,397	5,397
Insurance & Bonding	28,970	27,558
Utilities	51,038	43,370
Buildings & Offices	132,031	128,390
Operating Equipment Maintenance	79,372	84,788
Rental-Buildings & Equipment	14,223	16,396
Contingent	0	0
Programming	19,904	27,245
SUB TOTAL	\$416,244	\$442,749
Office & Library Supplies	\$37,261	\$31,073
Cleaning Supplies	7,604	9,079
Landscape Materials	289	0
Small Supplies & Equipment	6,104	25,488
Library Materials:		
Books	204,912	221,391
AV Materials	111,148	114,322
Electronic Resources	108,464	121,746
Periodicals	18,010	15,857
Standing Orders	34,163	19,542
Stationery & Printing	29,276	28,268
SUB TOTAL	\$557,231	\$586,766
Operating Equipment	\$101,790	\$37,167
Building Equipment	0	718
Departmental Equipment	0	0
Debt Service	0	0
SUB TOTAL	\$101,790	\$37,885
TOTAL EXPENDITURES	\$3,411,508	\$3,769,513

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	2,240,375	2,240,375
Insurance	431,260	431,260
IMRF	282,100	282,100
FICA	170,800	170,800
SUB TOTAL	\$3,124,535	\$3,124,535
Legal/Professional	440,000	15,000
Publishing	6,000	4,200
Postage & Freight	32,000	32,000
Travel /Training	37,000	0
Dues/Subscriptions	6,400	0
Insurance/Bonding	32,211	32,211
Utilities	54,647	54,647
Building & Offices	143,623	143,623
Operating Equipment Maintenance	96,727	96,727
Rental-Buildings & Equipment	18,300	18,300
Contingent	351,884	0
Programming	29,650	28,600
SUB TOTAL	\$1,248,442	\$425,308
Office & Library Supplies	35,000	31,757
Cleaning Supplies	8,500	8,500
Landscape Materials	300	0
Small Supplies & Equipment	5,393	1,800
Library Materials:		
Books	231,000	231,000
AV Materials	123,400	123,400
Electronic Resources	138,500	138,500
Periodicals	18,650	18,650
Standing Orders	24,600	24,600
Stationery & Printing	34,000	10,000
SUB TOTAL	\$619,343	\$588,207
Building Equipment	0	0
Operating Equipment	206,910	56,180
SUB TOTAL	\$206,910	\$56,180
TOTAL	\$5,199,230	\$4,194,230

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2012/13 for General Operating Fund purposes:

INCOME SOURCES

ESTIMATED TOTALS

Property Taxes - Library	\$3,741,330
Property Taxes - IMRF	282,100
Property Taxes – FICA	170,800
Fines	76,000
Fees	47,000
Copier	10,000
Interest	3,000
Miscellaneous	4,000
Per Capita Grant – Prior Year	45,000
Per Capita Grant – Current Year	45,000
Target Grant	0
Grant	25,000

SUB TOTAL **\$4,449,230**

Working Cash Interest Transfer	\$0
Special Reserve Fund	500,000
General Reserve Fund	250,000
IMRF/FICA Reserve Fund	0

GRAND TOTAL **\$5,199,230**

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 2012/13 budget:

EXPENDITURES

Legal & Professional	\$0
Postage & Freight	50
Contingent	19,077
Programming	8,750
Library Materials	4,200
Assisted Family Card	500
Printing	10,100
Operating Equipment	6,000
Landscaping	500

TOTAL **\$49,177**

INCOME

Restricted	\$41,750
Unrestricted	0
Fund Balance	7,427

TOTAL **\$49,177**

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 2012/13 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	\$0
TOTAL	\$0

INCOME

Fund Balance	\$0
TOTAL	\$0

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 2012/13 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 2012/13, the following shall be included under the Construction and Repair Fund for budgetary purposes:

EXPENDITURES

Property Taxes	\$7,500
Rental Property	10,440
Contingent	18,500
TOTAL	\$36,440

INCOME

Capital Facilities Fees	\$3,500
Rent & Principal Balance	17,940
Fund Balance	15,000
TOTAL	\$36,440

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 \$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 2012/13 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 17th day of October, 2012, by vote of:

AYES: Charles Ebann, John Engebretson, Alice Fellers, Carol Heisler,
Eric Larsen, 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