

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – October 19, 2016

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

Roll Call:

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

Absent: Monica Szalaj

Other: Elaine Falzone, Jack Falzone, Fran Hicks, Sandy Rupert, Rane Strawn, Hugh Strawn, Deb Wright – Friends of the Crystal Lake Library

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

Public Comment: none

Board Development: The Library Director reviewed the resources for the Information Only Initiative available on the Library's website and intranet.

Reading and approval of minutes: It was moved by Don Peters and seconded by Chuck Ebann to approve the minutes of the Regular Meeting of September 21, 2016.

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

Reading and approval of minutes: It was moved by Chuck Ebann and seconded by Don Peters to approve the minutes of the Special Meeting of September 26, 2016.

Voice Vote: Aye-6; Nay-0; Absent-1; Abstain-2; Motion Passed.

Consent Agenda: Included in the Consent Agenda were the CLPL Public Relations and Development report ending October 13, 2016 and the Statistical Report for September 2016. It was moved by Don Peters and seconded by Ron Eberle to approve the consent agenda.

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

Committee and Board Member reports:

Planning/PR Committees: The minutes from the September 12 and October 3, 2016 joint meetings were in the packet.

Facilities Committee: The minutes from the October 6, 2016 meeting were in the packet.

Approval of Financial Reports: It was moved by Chuck Ebann and seconded by Don Peters to approve the Financial Report for FY 16/17 as of September 30, 2016.

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

Approval of Disbursements: It was moved by John Engebretson and seconded by Don Peters to approve the disbursements in the total amount of \$508,271.63 as follows:

	<u>Total</u>
Operating Fund	424,358.59
Construction & Repair	5,551.23
Special Reserve	24,630.03
IMRF/FICA Funds	53,731.78
Grand Total:	<hr/> \$508,271.63

Roll Call:

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

Nay: none

Absent: Monica Szalaj

Motion Passed.

Board Action:

- A) FY 16/17 Budget – Appropriation Resolution - Revised: It was moved by Don Peters and seconded by Ron Eberle to approve Resolution No. 1617-5, FY 16/17 Revised Budget Resolution and authorize the Board President and Secretary to execute the document.

Roll Call:

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

Nay: none

Absent: Monica Szalaj

Motion Passed.

B) Snow removal contract – annual renewal: It was moved by William Weller and seconded by Don Peters to accept the proposal from Tonkin Landscape, Inc. for the 2016/2017 winter season for the amount specified in the proposal and authorize the Library Board president to sign the proposal.

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

C) Friends of the Library Appreciation Resolution: It was moved by Don Peters and seconded by Chuck Ebann to approve Library Resolution No. 1617-6.

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

Board Discussion: Linda Price-Natter distributed brochures for the Library's Fall Funday happening on Sunday, October 23, 2016.

Adjournment:

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

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

Time: 7:42 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. 1617-5

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2016-17 - 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 2016/17 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 2016/17 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

INCOME SOURCES	ACTUAL PER CITY AUDIT		ESTIMATED
	April 30, 2015	2014/15	
Fines		69,556	61,001
Fees		46,893	46,761
Copier		11,111	9,903
Interest		11,910	11,234
Miscellaneous		4,562	2,313
Per Capita Grant		50,929	0
Miscellaneous Grants		3,000	0
Operating Taxes		3,924,400	3,981,014
IMRF		281,981	288,091
FICA		170,730	182,656
TOTAL		4,575,072	4,582,973
Working Cash Int. Transfer		0	0
Fund Balance		0	0
GRAND TOTAL		4,575,072	4,582,973

Section 2. Be it further resolved that the following is a statement of actual or estimated expenditures for the two years immediately preceding the 2016/17 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT April 30, 2015 2014/15	ESTIMATED 2015/16
Salaries	2,223,979	2,342,944
FICA	165,410	175,314
IMRF	271,159	286,630
Group Insurance	321,016	364,758
SUB TOTAL	2,981,564	3,169,646
Legal, Professional	28,307	17,114
Publishing	2,023	2,408
Postage & Freight	24,501	24,860
Travel & Training	17,220	18,839
Dues & Subscriptions	5,425	5,850
Insurance & Bonding	29,356	28,284
Utilities	47,533	44,124
Buildings & Offices	138,864	133,581
Operating Equipment Maintenance	78,759	81,928
Rental-Buildings & Equipment	18,006	18,308
Contingent	0	0
Programming	19,289	26,490
SUB TOTAL	409,283	401,786
Office & Library Supplies	39,728	29,088
Cleaning Supplies	8,926	7,548
Landscape Materials	0	0
Small Supplies & Equipment	3,051	1,716
Library Materials:		
Books	203,877	219,378
AV Materials	120,420	121,842
Electronic Resources	129,862	146,789
Periodicals	16,299	16,435
Standing Orders	16,686	13,626
Stationery & Printing	35,618	30,199
SUB TOTAL	574,467	586,621
Operating Equipment	31,782	32,068
Building Equipment	0	0
SUB TOTAL	31,782	32,068
TOTAL EXPENDITURES	3,997,096	4,190,121

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	2,511,240	2,511,240
Insurance	462,000	462,000
IMRF	310,352	310,352
FICA	192,110	192,110
SUB TOTAL	3,475,702	3,475,702
Legal/Professional	30,000	11,000
Publishing	4,760	0
Postage & Freight	27,700	27,700
Travel /Training	28,496	5,000
Dues/Subscriptions	6,245	0
Insurance/Bonding	34,415	34,415
Utilities	54,970	54,970
Building & Offices	145,003	145,003
Operating Equipment Maintenance	100,820	99,436
Rental-Buildings & Equipment	24,020	15,000
Contingent	531,044	0
Programming	33,100	21,000
SUB TOTAL	1,020,573	413,524
Office & Library Supplies	43,740	35,000
Cleaning Supplies	8,500	8,000
Landscape Materials	50	0
Small Supplies & Equipment	1,000	0
Library Materials:		
Books	244,165	244,165
AV Materials	129,900	129,900
Electronic Resources	151,000	151,000
Periodicals	17,350	17,350
Standing Orders	21,350	21,350
Stationery & Printing	37,568	25,000
SUB TOTAL	654,623	631,765
Building Equipment	0	0
Operating Equipment	103,228	5,000
SUB TOTAL	103,228	5,000
TOTAL	5,254,126	4,525,991

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2016/17 for General Operating Fund purposes:

INCOME SOURCES

ESTIMATED TOTALS

Property Taxes – Library	4,031,350
Property Taxes – IMRF	304,974
Property Taxes – FICA	189,668
Fines	65,000
Fees	51,000
Copier	10,000
Interest	3,500
Miscellaneous	3,000
Per Capita Grant – Prior Year	31,407
Per Capita Grant – Current Year	31,407
Target Grant	0
Grant	25,000
SUB TOTAL	4,746,306
Working Cash Interest Transfer	0
General Reserve Fund	500,000
IMRF Reserve Fund	5,378
FICA Reserve Fund	2,442
GRAND TOTAL	5,254,126

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 2016/17 revised budget:

EXPENDITURES

Community Relations	0
Postage & Freight	400
Contingent	66,075
Programming	15,340
Library Materials	2,635
Assisted Family Card	1,000
Printing	50
Operating Equipment	0
Landscaping	0

TOTAL 85,500

INCOME

Restricted	35,000
Unrestricted	0
Fund Balance	50,500

TOTAL 85,500

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 2016/17 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 2016/17 - budget:

<u>EXPENDITURES</u>	
Legal & Professional	433,800
Contingent	517,200
Operating Equipment	0
Building	0
Capital Expenditures – Land	400,000
Buildings & Offices	49,000
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 2016/17, the following shall be included under the Construction and Repair Fund for budgetary purposes:

EXPENDITURES

Property Taxes	34,032
Rental Property	40,635
Contingent	42,427
TOTAL	117,094

INCOME

Capital Facilities Fees	12,750
Rent & Principal Balance	104,344
Fund Balance	0
TOTAL	117,094

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 19th day of October 2016, by vote of:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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

**THE BOARD OF LIBRARY TRUSTEES OF
THE CRYSTAL LAKE PUBLIC LIBRARY**

**LIBRARY RESOLUTION NO. 1617-6
RESOLUTION OF APPRECIATION**

WHEREAS, the Friends of the Crystal Lake Library (FOCLL) provide enthusiastic support of the Crystal Lake Public Library's Mission - Helping people, of all ages and backgrounds, learn, enjoy, and better their lives, and

WHEREAS, through their dedication, the members demonstrate their belief that libraries occupy an enduring place in the Community, and

WHEREAS, during the past year the Friends helped patrons beautify their homes with the annual Mum Sale, served up meals at Culver's, and recycled goods through Savers, and

WHEREAS, this same group of dedicated volunteers worked countless hours to sponsor a highly successful Used Book Sale, and

WHEREAS, all proceeds from these many projects are directed to the Crystal Lake Public Library, and

WHEREAS, for many, many years the Friends have been a major sponsor of the Crystal Lake Public Library's Summer Reading Program, and

WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

NOW THEREFORE, be it resolved that the Board of Library Trustees of the City of Crystal Lake hereby extends its profound appreciation to the Friends of the Crystal Lake Library for their efforts and contribution to making the Crystal Lake Public Library a great library.

DATE: October 19, 2016

**President
Board of Library Trustees of the City of Crystal Lake**

ATTEST: _____
**Secretary
Board of Library Trustees of the City of Crystal Lake**