

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting- October 20, 2010

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

Roll Call:

Present: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo (arrived at 7:56pm), Don Peters, Terri Reece, William Weller

Absent: Brian Pappalardo (arrived at 7:56pm)

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; Pam Miller, Head of Circulation Services; Cynthia Lopuszynski, Head of Adult Services

Board Development: Kathryn Martens reviewed the record keeping requirements of the Open Meetings Act and the preferred format for Board Committee minutes.

Approval of Minutes: It was moved by Bob Cairone and seconded by Don Peters to approve the Minutes of the Regular Meeting of September 15, 2010.

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

Citizen Participation: None

Committee & Board Member Reports:

PR Committee: Minutes for the September 13, 2010 meeting were in the packet.

Finance Committee: Minutes for the September 21, October 5 and October 12, 2010 meetings were in the packet.

Facilities Committee: Minutes for the September 27 and October 13, 2010 meetings were in the packet.

Friends of the Crystal Lake Library: Alice Fellers reported on the October 18, 2010 meeting. The Friends reviewed a summary of the last ten years of giving to the Crystal Lake Public Library, which was over \$72,000. The mum sale brought in approximately \$575.00 this year – an increase over 2009. The used book sale has been set for April 8 – 10, 2011.

Crystal Lake Library Foundation: Don Peters reported that 279 tickets have been sold for the Clay Jenkinson event, which is ahead of the 2009 ticket sales at this point.

Council Liaison Reports:

- Eric Larsen had some brief discussions with Mayor Aaron Shepley. They will schedule more time to talk soon.
- John Engebretson talked with Councilmember Carolyn Schofield about the Library's parking issues.
- Alice Fellers has scheduled time to talk with Councilmember Brett Hopkins.
- Bob Cairone's meeting with Councilmember Jeffrey Thorsen was cancelled.
- Don Peters reported that he meets with Councilmember Ralph Dawson monthly and that Ralph is well informed of the Library's challenges.
- Kathryn Martens met with City Manager Gary Mayerhofer and Director of Finance/Treasurer Mark Nannini to discuss the Facilities Assessment Report and the Library's plan to do a needs analysis.

Approval of Financial Reports: It was moved by Don Peters and seconded by John Engebretson to approve the Financial Report for FY 10/11 as of September 30, 2010.

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

Approval of Disbursements: It was moved by John Engebretson and seconded by Eric Larsen to approve the disbursements in the total amount of \$259,947.17 as follows:

Operating Fund	\$96,073.50
	160,734.50
Construction & Repair Fund	124.58
Gift & Memorial Funds	2,689.67
Ames Fund	324.92
Grand Total:	<hr/> \$259,947.17

Roll Call:

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

Nay: none

Absent: Brian Pappalardo

Motion Passed.

Communications: There were several communications in the Board packet.

Business:

A) FY 09/10 Operating Fund Balance allocation

1. Resolution to allocate to van delivery: **It was moved by Don Peters and seconded by William Weller to approve Library Resolution No. 1011-4 – A Resolution Authorizing Carryover of FY 09/10 Fund Balance to Pay for Van Delivery Services and authorize the Library Board President and Secretary to sign the resolution.**

Roll Call:

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

Nay: none

Absent: Brian Pappalardo

Motion Passed.

2. Resolution to transfer to General Reserve Fund: **It was moved by Eric Larsen and seconded by William Weller to approve Library Resolution No. 1011-5 – A Resolution Transferring Funds to the General Reserve Fund and authorize the Library Board President and Secretary to sign the resolution.**

Roll Call:

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

Nay: none

Absent: Brian Pappalardo

Motion Passed.

3. Resolution to transfer to Special Reserve Fund: **It was moved by Eric Larsen and seconded by William Weller to approve Library Resolution No. 1011-6 – A Resolution Transferring Funds to the Special Reserve Fund and authorize the Library Board President and Secretary to sign the resolution.**

Roll Call:

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

Nay: none

Absent: Brian Pappalardo

Motion Passed.

Brian Pappalardo arrived at 7:56pm.

- B) FY 10/11 Budget revised: **It was moved by John Engebretson and seconded by Terri Reece to approve the FY 10/11 Budget as revised and recommended by the Finance Committee.**

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.

C) FY 10/11 Appropriation Resolutions for FY 11/12 Income

1. Revised, including IMRF/FICA: **It was moved by Eric Larsen and seconded by Don Peters to approve Library Resolution No. 1011-8 – FY 10/11 Appropriation Resolution for FY 11/12 Income as revised.**

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.

2. Regarding limiting rate: It was moved by Eric Larsen and seconded by William Weller to approve Library Resolution No. 1011-7 – Resolution to Revise the Amount to Be Levied for Library Operating Purposes for Fiscal Year 2010-11.

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.

- D) Snow Removal Contract: It was moved by John Engebretson and seconded by Don Peters to accept the proposal from Tonkin Landscape, Inc. for the 2010/2011 season for the amounts specified in the proposal and authorize the Library Board President to sign the proposal.

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.

Staff Reports:

Included in the Board packet were reports on ebook compatibility, Library Card Signup Month, e-mail notices and unclaimed holds, CLPL Volunteer Program, Summer Reading Program thank you, and the Statistical Reports for September 2010. Kathryn Martens reported at the meeting on the City's Bicycle Facility Master Plan, the Library's redesigned teacher brochures, and the Library's New Baby Bags.

Adjournment:

It was moved by Don Peters and seconded by Terri Reece to adjourn.

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

Time: 8:54pm

Bob Cairone, Secretary

LIBRARY RESOLUTION NO. 1011-4

**A RESOLUTION AUTHORIZING CARRYOVER OF FY 09/10 FUND BALANCE TO
PAY FOR VAN DELIVERY SERVICES**

Be it resolved by the Board of Library Trustees of the Crystal Lake Public Library that, of the unexpended balances of the proceeds received during FY09/10 from annual public library taxes (General Fund/Operating Fund), the sum of \$12,244 shall be used towards payment for the Crystal Lake Public Library's "contribution" to NSLS to continue van delivery services from June-September 2010.

PASSED this 20th day of October, 2010, pursuant to a vote as follows:

AYES:

NAYS:

ABSENT:

ATTEST:

Carol Heisler, President of the Board of Library Trustees
Crystal Lake Public Library

Robert Cairone, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO. 1011-5

**A RESOLUTION TRANSFERRING FUNDS TO THE GENERAL
RESERVE FUND**

Be it resolved by the Board of Library Trustees of the Crystal Lake Public Library that, of the unexpended balances of the proceeds received during FY09/10 from annual public library taxes (General Fund/Operating Fund), the sum of \$419,743.33 shall be transferred to the Library's General Reserve Fund.

PASSED this 20th day of October, 2010, pursuant to a vote as follows:

AYES:

NAYS:

ABSENT:

ATTEST:

Carol Heisler, President of the Board of Library Trustees
Crystal Lake Public Library

Robert Cairone, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO. 1011-6

**A RESOLUTION TRANSFERRING FUNDS TO THE SPECIAL
RESERVE FUND**

Be it resolved by the Board of Library Trustees of the Crystal Lake Public Library that, of the unexpended balances of the proceeds received during FY09/10 from annual public library taxes (General Fund/Operating Fund), the sum of \$62,980.89 shall be transferred to the Library's Special Reserve Fund.

PASSED this 20th day of October, 2010, pursuant to a vote as follows:

AYES:

NAYS:

ABSENT:

ATTEST:

Carol Heisler, President of the Board of Library Trustees
Crystal Lake Public Library

Robert Cairone, Secretary of the Board of Library Trustees
Crystal Lake Public Library

**Crystal Lake Public Library
LIBRARY RESOLUTION No. 1011-7**

**RESOLUTION TO REVISE THE AMOUNT TO BE LEVIED FOR LIBRARY
OPERATING PURPOSES FOR FISCAL YEAR 2010-11**

Whereas, the Crystal Lake Public Library Board completed its budget development process for FY2010/11 in December 2009, and

Whereas, at that time the Library Board was using estimated figures for the 2009 and 2010 Equalized Assessed Valuations (EAV), and

Whereas, the Library Board estimated an increase in EAV, and consequently Operating Funds, of 3% from 2009 to 2010, and

Whereas, the Library Board now has actual EAV figures for 2009 that are lower than projected, thus causing the 2010 EAV estimate, and consequently Operating Funds, to decrease, and

Whereas, it is the intent of the Crystal Lake Public Library Board to retain a steady tax rate of .2773 for the Operating levy only,

Whereas, it is also the intent of the Crystal Lake Public Library Board to cooperate with the City in transferring IMRF/FICA expenses from the City budget to a new and separate levy line for the Library,

Now, Therefore Be It Resolved, that the Library Board revises

1. its 2010 Operating Levy from \$4,111,959 to \$4,007,841, and
2. its new and separate 2010 IMRF/FICA levy from \$473,802 to \$427,206.

October 20, 2010

President
Board of Library Trustees of the City of Crystal Lake

Attest:

Secretary
Board of Library Trustees of the City of Crystal Lake

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

LIBRARY RESOLUTION NO. 1011-8

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2010-11 - 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 2010/11 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 2010/11 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

INCOME SOURCES	ACTUAL PER CITY AUDIT		ESTIMATED
	April 30, 2009	2008/09	
Fines	\$83,725	\$81,000	\$81,000
Fees	57,132	51,000	51,000
Copier	10,811	12,000	12,000
Interest	43,188	200	200
Miscellaneous	3,343	1,000	1,000
Per Capita Grant	0	88,568	88,568
Miscellaneous Grants	34,978	0	0
Operating Taxes	3,795,242	3,975,744	3,975,744
TOTAL	\$4,028,419	\$4,209,512	\$4,209,512
Working Cash Int. Transfer	2,189	773	773
Fund Balance	203,171	250,000	250,000
GRAND TOTAL	\$4,233,779	\$4,460,285	\$4,460,285

Section 2. Be it further resolved that the following is a statement of actual or estimated expenditures for the two years immediately preceding the 2010/11 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT	ESTIMATED
	April 30, 2009	2009/10
	2008/09	
Salaries	\$1,963,639	\$2,225,890
Group Insurance	235,806	325,876
Vacation wages (included above)	0	0
Sick time wages (included above)	0	0
SUB TOTAL	\$2,199,445	\$2,551,766
Legal, Professional	\$52,438	\$53,063
Publishing	2,867	11,550
Postage & Freight	37,064	37,200
Travel & Training	21,323	42,900
Dues & Subscriptions	5,656	7,000
Insurance & Bonding	28,128	29,471
Utilities	60,428	60,840
Buildings & Offices	141,858	175,022
Operating Equipment Maintenance	86,551	82,970
Rental-Buildings & Equipment	29,968	31,860
Contingent	0	125,560
Programming	28,215	43,075
SUB TOTAL	\$494,496	\$700,511
Office & Library Supplies	39,597	\$44,000
Cleaning Supplies	6,196	7,500
Landscape Materials	733	900
Small Supplies & Equipment	5,252	4,460
Library Materials:		
Books	193,728	226,205
AV Materials	119,376	156,455
Electronic Resources	97,348	141,735
Periodicals	18,397	20,200
Standing Orders	52,763	72,300
Stationery & Printing	31,036	38,000
SUB TOTAL	\$564,426	\$711,755
Operating Equipment	44,479	\$89,081
Building Equipment	9,674	25,000
Departmental Equipment	0	0
Debt Service	274,672	382,172
SUB TOTAL	\$328,825	\$496,253
TOTAL EXPENDITURES	\$3,587,192	\$4,460,285

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	\$2,238,900	\$2,238,900
Insurance	436,002	436,002
FICA & IMRF	427,206	427,206
SUB TOTAL	\$3,102,108	\$3,102,108
Legal/Professional	\$60,000	\$40,000
Publishing	7,500	7,500
Postage & Freight	40,000	40,000
Travel /Training	38,000	10,000
Dues/Subscriptions	6,200	5,000
Insurance/Bonding	34,000	34,000
Utilities	60,500	60,500
Building & Offices	158,500	158,500
Operating Equipment Maintenance	95,000	95,000
Rental-Buildings & Equipment	33,000	33,000
Contingent	258,189	0
Programming	40,500	35,000
SUB TOTAL	\$831,389	\$518,500
Office & Library Supplies	\$42,000	\$40,000
Cleaning Supplies	8,500	8,500
Landscape Materials	600	600
Small Supplies & Equipment	11,150	6,150
Library Materials:		
Books	265,000	265,000
AV Materials	150,000	150,000
Electronic Resources	140,000	140,000
Periodicals	20,000	20,000
Standing Orders	63,000	63,000
Stationery & Printing	36,000	20,000
SUB TOTAL	\$736,250	\$713,250
Building Equipment	\$0	\$0
Operating Equipment	166,600	101,189
SUB TOTAL	\$166,000	\$101,189
TOTAL	\$4,835,747	\$4,435,047

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2010/11 for General Operating Fund purposes:

INCOME SOURCES

ESTIMATED TOTALS

Property Taxes	\$4,435,047
Fines	85,000
Fees	55,000
Copier	15,000
Interest	5,000
Miscellaneous	1,500
Per Capita Grant	86,000
Target Grant	3,000
Grant	25,000
SUB TOTAL	\$4,710,547
Working Cash Interest Transfer	\$200
Fund Balance	125,000
GRAND TOTAL	\$4,835,747

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 2010/11 budget:

EXPENDITURES

Postage & Freight	100
Contingent	12,800
Programming	7,000
Library Materials	5,000
Assisted Family Card	500
Printing	1,600
Landscaping	15,000
TOTAL	\$42,000

INCOME

Restricted	32,000
Unrestricted	0
Fund Balance	10,000
TOTAL	\$42,000

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 2010/11 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 \$8,000

TOTAL \$8,000

INCOME

Fund Balance 8,000

TOTAL \$8,000

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 2010/11 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 2010/11, the following shall be included under the Construction and Repair Fund for budgetary purposes:

EXPENDITURES

Property Taxes	\$7,000
Rental Property	4,000
Contingent	28,540
TOTAL	\$39,540

INCOME

Capital Facilities Fees	\$6,600
Rent & Principal Balance	17,940
Fund Balance	15,000
TOTAL	\$39,540

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 \$ 200

INCOME

Interest Earned Previous Year \$ 200

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 2010/11 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 20th day of October, 2010, 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