

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – October 21, 2015

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

Absent: none

Other: Walter Hadeler, Gilbane Building Company; Elaine Falzone, President – Friends of Crystal Lake Library (FOCLL); Rane Strawn, Treasurer – FOCLL; Susan Stone, Secretary – FOCLL; Fran Hicks, member – FOCLL; Sandy Rupert, member – FOCLL; Hugh Strawn, member – FOCLL; Deb Wright, member - FOCLL

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; Jennifer Drinka, Head of Youth Services; Cynthia Lopuszynski, Head of Adult Services; Pam Miller, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services

Public Comment: Walter Hadeler introduced himself as a long-time Crystal Lake resident and project manager from Gilbane Building Company, stating he would like to be involved in the upcoming building project.

Board Development: Karen Migaldi gave an overview of the Board members' responsibility in Freedom of Information Act requests.

Approval of minutes: It was moved by Don Peters and seconded by Chuck Ebann to approve the minutes of the Regular Meeting of September 16, 2015.

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

Consent Agenda: Included in the Consent Agenda were the large-print Beacon newsletter, The Voice for America's Libraries, the Library Card Signup Month summary for 2015, the Public Relations and Development report ending 10/15/15, and the Statistical Reports for September 2015. **It was moved by Don Peters and seconded by Chuck Ebann to approve the consent agenda.**

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

Committee and Board Member reports:

Finance Committee: The minutes from the July 29, 2015 and September 29, 2015 meetings were in the packet.

Planning/PR Committees: The minutes from the September 14, 2015 joint meeting were in the packet.

Facilities Committee: The minutes from the October 1, 2015 meeting were in the packet.

Governance Committee: The minutes from the October 5, 2015 meeting were in the packet.

Personnel Committee: The minutes from the October 5, 2015 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 15/16 as of September 30, 2015.

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

Approval of Disbursements: It was moved by John Engebretson and seconded by Chuck Ebann to approve the disbursements in the total amount of \$355,832.94 as follows:

	<u>Total</u>
Operating Fund	317,038.97
Construction & Repair	2,170.08
Gift & Memorial Funds	267.06
IMRF/FICA Funds	35,027.88
Per Capita Grant Funds	1,328.95
Grand Total:	<hr/> 355,832.94

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

Board Action:

A) Salary Scale Adjustment: It was moved by Carol Heisler and seconded by Don Peters to approve the recommended adjustments to the Classifications and Pay Ranges for the Crystal Lake Public Library.

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

B) Snow Removal Contract: It was moved by Don Peters and seconded by Chuck Ebann to accept the proposal from Tonkin Landscape, Inc. for the 2015/2016 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- 0; Abstain- 0; Motion Passed.

C) FY 15/16 Budget – Revised

1. CLPL's Working Budget: It was moved by Chuck Ebann and seconded by Don Peters to approve the Revised FY 15/16 Working Budget.

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

2. Appropriation Resolution: It was moved by Chuck Ebann and seconded by Don Peters to approve Resolution No. 1516-8, FY 15/16 Revised Budget Resolution and authorize the Board President and Secretary to execute the document.

Roll Call:

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

Nay: Chuck Ebann, Alice Fellers

Absent: none

Motion Passed.

Board Discussion: Chuck Ebann mentioned that it would be good to identify the new Beacon as large print.

Executive Session: It was moved by Don Peters and seconded by Chuck Ebann to move into Executive Session for the purpose of discussing the purchase or lease of real property for the use of the public body [5 ILCS 120/2(c)(5)], and to allow Kathryn I. Martens and Karen Migaldi to remain for the Executive Session at 8:55 pm.

Roll Call:

Aye: 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 9:07 pm.

Adjournment:

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

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

Time: 9:08 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. 1516-8

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2015-16 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 2015/16 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 2015/16 fiscal year for the General Operating, IMRF and FICA Funds of the Crystal Lake Public Library:

INCOME SOURCES	ACTUAL PER CITY AUDIT	ACTUAL PER CITY AUDIT
	April 30, 2014	April 30, 2015
	2013/14	2014/15
Fines	72,179	69,556
Fees	48,657	48,479
Copier	9,047	11,111
Interest	15,758	11,910
Miscellaneous	2,867	2,976
Per Capita Grant	92,798	50,929
Miscellaneous Grants	2,000	3,000
Operating Taxes	3,733,221	3,924,400
IMRF	281,488	281,981
FICA	170,432	170,730
TOTAL	4,428,447	4,575,072
Working Cash Int. Transfer	0	0
Fund Balance	0	0
GRAND TOTAL	4,428,447	4,575,072

Section 2. Be it further resolved that the following is a statement of actual or estimated expenditures for the two years immediately preceding the 2015/16 fiscal year for the General Operating, IMRF, and FICA Funds of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT April 30, 2014 2013/14	ACTUAL PER CITY AUDIT April 30, 2015 2014/15
Salaries	2,079,673	2,223,979
FICA	155,237	165,410
IMRF	255,354	271,159
Group Insurance	266,808	321,016
SUB TOTAL	2,757,072	2,981,564
Legal, Professional	13,350	28,307
Publishing	2,200	2,023
Postage & Freight	26,719	24,501
Travel & Training	27,067	17,220
Dues & Subscriptions	6,408	5,425
Insurance & Bonding	29,588	29,356
Utilities	46,632	47,533
Buildings & Offices	147,582	138,864
Operating Equipment Maintenance	92,883	78,759
Rental-Buildings & Equipment	16,949	18,006
Contingent	0	0
Programming	28,865	19,289
SUB TOTAL	438,243	409,283
Office & Library Supplies	36,852	39,728
Cleaning Supplies	6,549	8,926
Landscape Materials	4	0
Small Supplies & Equipment	3,951	3,051
Library Materials:		
Books	224,004	203,877
AV Materials	117,003	120,420
Electronic Resources	112,651	129,862
Periodicals	16,172	16,299
Standing Orders	16,261	16,686
Stationery & Printing	28,430	35,618
SUB TOTAL	561,876	574,467
Operating Equipment	60,986	31,782
Building Equipment	0	0
SUB TOTAL	60,986	31,782
TOTAL EXPENDITURES	3,818,177	3,997,096

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, IMRF, and FICA Funds 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	2,462,000	2,462,000
Insurance	527,050	518,156
IMRF	312,374	302,845
FICA	188,343	188,343
SUB TOTAL	3,489,767	3,471,344
Legal/Professional	30,000	15,000
Publishing	3,980	0
Postage & Freight	28,700	28,639
Travel /Training	34,400	5,000
Dues/Subscriptions	6,270	0
Insurance/Bonding	32,355	33,317
Utilities	53,620	53,551
Building & Offices	168,000	166,315
Operating Equipment Maintenance	105,000	110,000
Rental-Buildings & Equipment	26,000	26,000
Contingent	533,821	0
Programming	32,830	23,000
SUB TOTAL	1,054,976	460,822
Office & Library Supplies	42,500	42,667
Cleaning Supplies	9,000	9,000
Landscape Materials	100	0
Small Supplies & Equipment	2,200	1,256
Library Materials:		
Books	251,600	251,495
AV Materials	134,000	134,130
Electronic Resources	161,000	160,000
Periodicals	17,875	18,025
Standing Orders	22,050	23,400
Stationery & Printing	43,434	25,000
SUB TOTAL	683,759	664,973
Building Equipment	0	0
Operating Equipment	143,024	1,000
SUB TOTAL	143,024	1,000
TOTAL	5,371,526	4,598,139

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2015/16 for General Operating, IMRF and FICA Funds purposes:

INCOME SOURCES

ESTIMATED TOTALS

Property Taxes – Library	4,106,951
Property Taxes – IMRF	302,845
Property Taxes – FICA	188,343
Fines	70,000
Fees	50,000
Copier	11,000
Interest	3,000
Miscellaneous	3,000
Per Capita Grant – Current Year	50,929
Grants	25,000
SUB TOTAL	4,811,068
General Reserve Fund	500,000
IMRF Reserve Fund	9,529
Per Capita Grant – Prior Year	50,929
GRAND TOTAL	5,371,526

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 2015/16 Revised budget:

EXPENDITURES

Community Relations	0
Postage & Freight	300
Contingent	65,800
Programming	10,750
Library Materials	5,000
Assisted Family Card	1,000
Printing	3,050
Operating Equipment	0
Landscaping	100
TOTAL	86,000

INCOME

Restricted	35,000
Unrestricted	0
Fund Balance	51,000
TOTAL	86,000

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 2015/16 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 2015/16 Revised budget:

<u>EXPENDITURES</u>	
Legal & Professional	433,800
Contingent	531,200
Operating Equipment	0
Building	35,000
Capital Expenditures – Land	500,000
TOTAL	1,500,000
<u>INCOME</u>	
Fund Balance	1,500,000
TOTAL	1,500,000

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 2015/16, the following shall be included under the Construction and Repair Fund for budgetary purposes:

EXPENDITURES

Property Taxes	29,563
Rental Property	48,265
Contingent	62,546
TOTAL	140,374

INCOME

Capital Facilities Fees	12,750
Rent & Principal Balance	102,624
Fund Balance	25,000
TOTAL	140,374

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 2015/16 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 21st day of October 2015, 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