

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting- December 15, 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 7:00 pm in the Ames Meeting Room at the Library.

Roll Call:

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

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; Pam Miller, Head of Circulation Services

Board Development:

Bob Cairone asked that all responses for Intranet content be to him by Friday, December 24, 2010.

Karen Migaldi reviewed the security system with the Board.

Approval of Minutes: It was moved by John Engebretson and seconded by Don Peters to approve the Minutes of the Regular Meeting of November 17, 2010.

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

It was moved by John Engebretson and seconded by Don Peters to approve the Minutes of the Special Meeting of December 1, 2010.

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

Citizen Participation: None

Committee & Board Member Reports:

Crystal Lake Library Foundation: Brian Pappalardo reported that ticket sales for the Clay Jenkinson event were lower than 2009, as were ticket sales across the board at the Raue. Clay Jenkinson will do two performances in 2011, one on John Steinbeck and one with a variety of portrayals. Brian also reported that the Foundation approved spending up to \$45,000 on the Beacon emergency exit improvements. The Foundation is also planning a mailing in the spring for donations.

Approval of Financial Reports: It was moved by Eric Larsen and seconded by William Weller to approve the Financial Report for FY 10/11 as of November 30, 2010.

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

Approval of Disbursements: It was moved by John Engebretson and seconded by Brian Pappalardo to approve the disbursements in the total amount of \$232,150.83 as follows:

Operating Fund	\$66,146.35
	160,425.20
Construction & Repair Fund	341.14
Gift & Memorial Funds	3,682.25
Ames Fund	1,555.89
Grand Total:	\$232,150.83

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.

Communications: There were no communications in the Board packet.

Business:

A) Appropriation Resolution for FY 10/11 – Revised: It was moved by Don Peters and seconded by Brian Pappalardo to approve Library Resolution No. 1011-12 – “Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and

Statement of Financial Requirements for Fiscal Year 2010-11 – Revision 2” and which will replace Library Resolution No. 1011-8.

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.

- B) 2010 Levy Resolution - Revised: It was moved by Don Peters and seconded by Brian Pappalardo to approve Library Resolution No. 1011-11 – “Resolution to Revise the Amount to be Levied for Library Operating Purposes for Fiscal Year 2010-11 – Revision 2” and which will replace Library Resolution No. 1011-7.**

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 11/12 Budget: It was moved by Eric Larsen and seconded by Don Peters to approve the FY 11/12 Budget as presented.**

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) Appropriation Resolution for FY 11/12: It was moved by Eric Larsen and seconded by Don Peters to approve Library Resolution No. 1011-13 – Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements for Fiscal Year 2011-12.**

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 the Library Director's Report for December 2010 and the Statistical Reports for November 2010. There was a discussion regarding the amount of parking that could be "lost" due to snow and the challenges associated with snow removal and all the islands in our lot. The consensus was that 10% (nine spaces) was an acceptable level, 15% was unacceptable. Therefore, when more than nine spaces are lost to snow piles, we will need to look into ways to have some of the snow removed to free up spaces.

Adjournment:

It was moved by Don Peters and seconded by William Weller to adjourn.

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

Time: 8:31pm

Bob Cairone, Secretary

**Crystal Lake Public Library
LIBRARY RESOLUTION No. 1011-11**

**RESOLUTION TO REVISE THE AMOUNT TO BE LEVIED FOR LIBRARY
OPERATING PURPOSES FOR FISCAL YEAR 2010-11 – Revision 2**

Whereas, the Crystal Lake Public Library Board completed its budget development process for FY2010/11 in December 2009 using estimated figures for the 2009 and 2010 Equalized Assessed Valuations (EAV), and

Whereas, the Library Board revised its FY2010/11 budget several times in Fall 2010 based on actual 2009 EAV figures and changing 2010 EAV projections, and

Whereas, it is the intent of the Crystal Lake Public Library Board to maintain Library services with the same amount of funds during these challenging financial times, and

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 hereby adopts this Resolution as a revision to Library Resolution No. 1011-7 adopted October 20, 2010, and

1. Revises its 2010 Operating Levy from \$4,007,841 to \$3,686,750, and
2. retains its new and separate 2010 IMRF/FICA levy at \$427,206

December 15, 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. 1011-12

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2010-11 – Revision 2**

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

CLPL Board of Trustees

FY 1 Budget Resolution (Revision 2)

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	2009/10
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

CLPL Board of Trustees

FY 1 Budget Resolution (Revision 2)

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	\$2,195,000	\$2,141,671
Insurance	436,002	436,002
FICA & IMRF	427,206	427,206
SUB TOTAL	\$3,058,208	\$3,004,879
Legal/Professional	\$58,000	0
Publishing	7,500	4,190
Postage & Freight	38,000	36,350
Travel /Training	38,000	10,453
Dues/Subscriptions	6,200	5,000
Insurance/Bonding	32,000	30,566
Utilities	58,000	53,492
Building & Offices	154,500	128,562
Operating Equipment Maintenance	93,000	91,465
Rental-Buildings & Equipment	32,000	17,700
Contingent	237,304	0
Programming	39,600	28,700
SUB TOTAL	\$794,104	\$406,478
Office & Library Supplies	\$41,000	\$38,000
Cleaning Supplies	8,500	7,000
Landscape Materials	600	500
Small Supplies & Equipment	10,750	1,000
Library Materials:		
Books	260,000	231,455
AV Materials	146,000	130,994
Electronic Resources	136,000	138,600
Periodicals	19,000	17,100
Standing Orders	58,000	55,650
Stationery & Printing	36,000	30,000
SUB TOTAL	\$715,850	\$650,299
Building Equipment	\$0	\$0
Operating Equipment	164,000	52,300
SUB TOTAL	\$164,000	\$52,300
TOTAL	\$4,732,162	\$4,113,956

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	\$4,113,956
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 **\$4,389,456**

Working Cash Interest Transfer \$200

Fund Balance 342,506

GRAND TOTAL **\$4,732,162**

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 15th day of December, 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

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

LIBRARY RESOLUTION NO. 1011-13

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES
AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2011-12**

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

CLPL Board of Trustees**FY 11-12 Budget Resolution**

WHEREAS, this Board has carefully considered the funds available and its needs for the 2011/12 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 2011/12 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

INCOME SOURCES	ACTUAL PER CITY AUDIT		ESTIMATED
	April 30, 2010	2009/10	
Fines	\$80,934	\$81,000	\$81,000
Fees	51,067	48,000	48,000
Copier	10,858	11,000	11,000
Interest	9,707	3,000	3,000
Miscellaneous	2,757	2,500	2,500
Per Capita Grant	48,136	81,254	81,254
Miscellaneous Grants	0	2,000	2,000
Operating Taxes	3,938,010	3,929,256	3,929,256
TOTAL	\$4,141,469	\$4,158,010	\$4,158,010
Working Cash Int. Transfer	773	101	101
Fund Balance	0	12,244	12,244
GRAND TOTAL	\$4,142,242	\$4,170,355	\$4,170,355

CLPL Board of Trustees

FY 11-12 Budget Resolution

Section 2. Be it further resolved that the following is a statement of actual or estimated expenditures for the two years immediately preceding the 2011/12 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT	ESTIMATED
	April 30, 2010	2010/11
	2009/10	2010/11
Salaries	2,049,269	\$2,195,000
Group Insurance	293,458	403,706
Vacation wages (included above)	0	0
Sick time wages (included above)	0	0
SUB TOTAL	\$2,342,727	\$2,598,706
Legal, Professional	\$23,861	\$56,692
Publishing	3,628	6,965
Postage & Freight	30,872	37,200
Travel & Training	17,229	36,000
Dues & Subscriptions	5,325	6,000
Insurance & Bonding	27,159	30,470
Utilities	50,279	57,292
Buildings & Offices	132,244	150,373
Operating Equipment Maintenance	71,585	91,600
Rental-Buildings & Equipment	29,351	31,860
Contingent	0	160,600
Programming	20,267	37,875
SUB TOTAL	\$411,800	\$702,927
Office & Library Supplies	\$36,408	\$40,000
Cleaning Supplies	7,022	8,000
Landscape Materials	572	500
Small Supplies & Equipment	3,528	10,260
Library Materials:		
Books	206,261	259,455
AV Materials	109,316	145,705
Electronic Resources	101,997	135,335
Periodicals	16,143	18,600
Standing Orders	48,203	57,800
Stationery & Printing	26,062	33,000
SUB TOTAL	\$555,512	\$708,655
Operating Equipment	\$41,371	\$160,067
Building Equipment	25,392	0
Departmental Equipment	0	0
Debt Service	382,172	0
SUB TOTAL	\$448,935	\$160,067
TOTAL EXPENDITURES	\$3,758,974	\$4,170,355

CLPL Board of Trustees

FY 11-12 Budget Resolution

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	2,195,000	2,195,000
Insurance	470,883	470,883
FICA & IMRF	461,344	461,344
SUB TOTAL	\$3,127,227	\$3,127,227
Legal/Professional	\$58,000	\$43,000
Publishing	5,000	5,000
Postage & Freight	38,000	30,000
Travel /Training	38,000	0
Dues/Subscriptions	6,000	0
Insurance/Bonding	32,000	32,000
Utilities	58,000	58,000
Building & Offices	142,000	122,101
Operating Equipment Maintenance	93,000	80,000
Rental-Buildings & Equipment	20,000	10,000
Contingent	404,801	0
Programming	39,600	16,000
SUB TOTAL	\$934,401	\$396,101
Office & Library Supplies	\$41,000	\$20,000
Cleaning Supplies	8,500	8,500
Landscape Materials	600	0
Small Supplies & Equipment	5,250	0
Library Materials:		
Books	235,000	235,000
AV Materials	133,000	133,000
Electronic Resources	140,000	140,000
Periodicals	18,000	18,000
Standing Orders	57,000	57,000
Stationery & Printing	36,000	32,000
SUB TOTAL	\$674,350	\$643,500
Building Equipment	\$0	\$0
Operating Equipment	106,000	55,000
SUB TOTAL	\$106,000	\$55,000
TOTAL	\$4,841,978	\$4,221,828

CLPL Board of Trustees

FY 11-12 Budget Resolution

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2011/12 for General Operating Fund purposes:

INCOME SOURCES

ESTIMATED TOTALS

Property Taxes	\$4,221,828
Fines	86,000
Fees	55,000
Copier	13,000
Interest	5,000
Miscellaneous	2,000
Per Capita Grant	45,000
Target Grant	3,000
Grant	25,000

SUB TOTAL **\$4,455,828**

Working Cash Interest Transfer	\$150
Special Reserve Fund	100,000
Fund Balance	286,000

GRAND TOTAL **\$4,841,978**

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 2011/12 budget:

EXPENDITURES

Legal & Professional	8,250
Postage & Freight	0
Contingent	12,200
Programming	7,750
Library Materials	4,200
Assisted Family Card	1,000
Printing	1,600
Landscaping	40,000
TOTAL	\$75,000

INCOME

Restricted	65,000
Unrestricted	0
Fund Balance	10,000
TOTAL	\$75,000

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 2011/12 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:

CLPL Board of Trustees

FY 11-12 Budget Resolution

EXPENDITURES

Library Materials \$2,000

TOTAL \$2,000

INCOME

Fund Balance 2,000

TOTAL \$2,000

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 2011/12 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 2011/12, the following shall be included under the Construction and Repair Fund for budgetary purposes:

EXPENDITURES

Property Taxes	\$6,500
Rental Property	5,000
Contingent	27,940
TOTAL	\$39,440

INCOME

Capital Facilities Fees	\$6,500
Rent & Principal Balance	17,940
Fund Balance	15,000
TOTAL	\$39,440

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 \$150

INCOME

Interest Earned Previous Year \$150

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 2011/12 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.

CLPL Board of Trustees

FY 11-12 Budget Resolution

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 December, 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