

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – December 16, 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 (7:02pm), Carol Heisler, Don Peters, Terri Reece, Monica Szalaj, William Weller

**Absent:** none

**Other:** none

**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:** none

**Board Development:** This item was tabled due to technical difficulties.

**Approval of minutes:** It was moved by Don Peters and seconded by Chuck Ebann to approve the minutes of the Regular Meeting of November 18, 2015.

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

**Approval of minutes:** It was moved by John Engebretson and seconded by Don Peters to approve the minutes of the Special Meeting of December 2, 2015.

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

**Consent Agenda:** Included in the Consent Agenda were the updated Library Board contact information, Pay It Forward program report, 2015 Staff Committee reports, and the Public Relations and Development report ending 12/8/15. **It was moved by Don Peters and seconded by Chuck Ebann to approve the consent agenda.**

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

At the request of Alice Fellers, the Statistical Reports for November 2015 were removed From the Consent Agenda and discussed after.

**Committee and Board Member reports:**

Planning/PR Committees: The minutes from the November 19, 2015 joint meeting were in the packet.

Building Committee: The minutes from the November 20, November 30, and December 9, 2015 meetings were in the packet.

Facilities Committee: The minutes from the December 3, 2015 meeting were in the packet.

**Approval of Financial Reports:** It was moved by Don Peters and seconded by Chuck Ebann to approve the Financial Report for FY 15/16 as of November 30, 2015.

**Voice Vote:** Aye- 9; Nay- 0; Absent- 0; 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 \$348,699.06 as follows:

	<u>Total</u>
Operating Fund	298,292.77
Construction & Repair	15,090.76
Gift & Memorial Funds	259.27
IMRF/FICA Funds	34,906.06
Per Capita Grant Funds	150.20
<b>Grand Total:</b>	<hr/> \$348,699.06

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

**Board Action:**

A) State Standards Review: The Board reviewed and discussed the *Standards for Illinois Public Libraries – Chapter 5 - Technology*.

B) Per Capita Grant application approval: It was moved by John Engebretson and seconded by Chuck Ebann to approve the FY2016 Per Capita Grant application and authorize the Library Director to submit the required documents.

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

- C) Unicom-ARC – contract approval: **It was moved by Chuck Ebann and seconded by Don Peters to approve the Contract for Professional Services with Unicom-ARC.**

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

- D) FY 16/17 Budget

1. Working Budget approval: **It was moved by Don Peters and seconded by William Weller to approve the FY 16/17 Budget as presented.**

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

2. Appropriation Resolution approval: **It was moved by John Engebretson and seconded by William Weller to approve Library Resolution No. 1516-9, “Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements for Fiscal Year 2016-17.”**

**Roll Call:**

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

**Nay:** Chuck Ebann, Alice Fellers

**Absent:** none

**Motion Passed.**

**Board Discussion:** John Engebretson reported on the interviews with Construction Management firms.

**Adjournment:**

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

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

**Time:** 7:56 pm

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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. 1516-9**

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION  
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES  
AND STATEMENT OF FINANCIAL REQUIREMENTS  
FOR FISCAL YEAR 2016-17**

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		2015/16
Fines	69,556		66,425
Fees	46,893		47,675
Copier	11,111		10,000
Interest	11,910		1,400
Miscellaneous	4,562		2,500
Per Capita Grant	50,929		50,929
Miscellaneous Grants	3,000		0
Operating Taxes	3,924,400		3,987,338
IMRF	281,981		288,550
FICA	170,730		182,946
<b>TOTAL</b>	<b>4,575,072</b>		<b>4,637,763</b>
Working Cash Int. Transfer	0		0
Fund Balance	0		61,458
<b>GRAND TOTAL</b>	<b>4,575,072</b>		<b>4,699,221</b>

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	2,394,191
FICA	165,410	182,946
IMRF	271,159	298,079
Group Insurance	321,016	501,952
<b>SUB TOTAL</b>	<b>2,981,564</b>	<b>3,377,168</b>
Legal, Professional	28,307	27,245
Publishing	2,023	3,980
Postage & Freight	24,501	27,700
Travel & Training	17,220	34,400
Dues & Subscriptions	5,425	6,145
Insurance & Bonding	29,356	31,454
Utilities	47,533	50,875
Buildings & Offices	138,864	149,599
Operating Equipment Maintenance	78,759	102,330
Rental-Buildings & Equipment	18,006	24,020
Contingent	0	96,042
Programming	19,289	32,980
<b>SUB TOTAL</b>	<b>409,283</b>	<b>586,770</b>
Office & Library Supplies	39,728	41,000
Cleaning Supplies	8,926	8,000
Landscape Materials	0	50
Small Supplies & Equipment	3,051	1,550
Library Materials:		
Books	203,877	244,165
AV Materials	120,420	129,900
Electronic Resources	129,862	151,000
Periodicals	16,299	17,350
Standing Orders	16,686	21,350
Stationery & Printing	35,618	41,894
<b>SUB TOTAL</b>	<b>574,467</b>	<b>656,259</b>
Operating Equipment	31,782	79,024
Building Equipment	0	0
<b>SUB TOTAL</b>	<b>31,782</b>	<b>79,024</b>
<b>TOTAL EXPENDITURES</b>	<b>3,997,096</b>	<b>4,699,221</b>

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	2,535,300	2,462,000
Insurance	462,000	518,156
IMRF	289,849	302,845
FICA	193,950	188,343
<b>SUB TOTAL</b>	<b>3,481,099</b>	<b>3,471,344</b>
Legal/Professional	30,000	15,000
Publishing	4,760	0
Postage & Freight	28,700	28,639
Travel /Training	34,400	5,000
Dues/Subscriptions	6,395	0
Insurance/Bonding	34,390	33,317
Utilities	55,761	54,111
Building & Offices	157,695	166,315
Operating Equipment Maintenance	103,500	110,000
Rental-Buildings & Equipment	26,000	26,000
Contingent	582,456	0
Programming	34,441	23,000
<b>SUB TOTAL</b>	<b>1,098,498</b>	<b>461,382</b>
Office & Library Supplies	45,511	43,740
Cleaning Supplies	9,000	9,000
Landscape Materials	100	0
Small Supplies & Equipment	2,500	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	39,418	25,000
<b>SUB TOTAL</b>	<b>683,054</b>	<b>666,046</b>
Building Equipment	0	0
Operating Equipment	143,458	48,479
<b>SUB TOTAL</b>	<b>143,458</b>	<b>48,479</b>
<b>TOTAL</b>	<b>5,406,109</b>	<b>4,647,251</b>

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	4,163,452
Property Taxes – IMRF	289,849
Property Taxes – FICA	193,950
Fines	65,000
Fees	51,000
Copier	10,000
Interest	3,000
Miscellaneous	3,000
Per Capita Grant – Prior Year	50,929
Per Capita Grant – Current Year	50,929
Target Grant	0
Grant	25,000
<b>SUB TOTAL</b>	<b>4,906,109</b>
Working Cash Interest Transfer	0
General Reserve Fund	500,000
IMRF Reserve Fund	0
FICA Reserve Fund	0
<b>GRAND TOTAL</b>	<b>5,406,109</b>



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 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:

<b><u>EXPENDITURES</u></b>	
Library Materials	0
<b>TOTAL</b>	<b>0</b>
<b><u>INCOME</u></b>	
Fund Balance	0
<b>TOTAL</b>	<b>0</b>

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:

<b><u>EXPENDITURES</u></b>	
Legal & Professional	433,800
Contingent	517,200
Operating Equipment	0
Building	0
Capital Expenditures – Land	400,000
Buildings & Offices	49,000
<b>TOTAL</b>	<b>1,400,000</b>
<b><u>INCOME</u></b>	
Fund Balance	1,400,000
<b>TOTAL</b>	<b>1,400,000</b>

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	35,614
Rental Property	36,683
Contingent	50,829
<b>TOTAL</b>	<b>123,126</b>

**INCOME**

Capital Facilities Fees	12,750
Rent & Principal Balance	110,376
Fund Balance	0
<b>TOTAL</b>	<b>123,126</b>

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 16th day of December 2015, by vote of:

AYES: Ron Eberle, John Engebretson, Carol Heisler, Don Peters, Terri Reece, Monica Szalaj, William Weller

NAYS: Chuck Ebann, Alice Fellers

ABSENT: none

ABSTAIN: none

APPROVED:

ATTEST:

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Teresa Reece  
President  
Board of Library Trustees  
of the City of Crystal Lake,  
McHenry County, Illinois  
(Crystal Lake Public Library)

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Charles K. Ebann  
Secretary