

**Crystal Lake Public Library  
Board of Trustees**

Minutes Special Meeting- December 5, 2012

**Call to Order:** The Special Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President John Engebretson at 7:00 pm in the Ames Meeting Room at the Library.

**Roll Call:**

**Present:** Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, 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-Natter, Public Relations Coordinator; Pam Miller, Head of Circulation Services

**Citizen Participation:** None

**Business:**

1. Budget – FY 13/14: **It was moved by Terri Reece and seconded by Don Peters to approve the FY 13/14 working budget as proposed.**

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Abstain:** Chuck Ebann

**Motion Passed.**

2. Appropriation Resolution for FY 13/14: **It was moved by Terri Reece and seconded by Don Peters to approve Library Resolution No. 1213-6, “Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements for Fiscal year 2013-14.”**

**Roll Call:**

**Aye:** Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

**Nay:** none

**Absent:** none

**Abstain:** none

**Motion Passed.**

**Adjournment:**

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

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

**Time:** 7:59pm

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William Weller, Secretary

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

**LIBRARY RESOLUTION NO. 1213-6**

**ANNUAL REPORT, BUDGET INFORMATION, DETERMINATION  
OF AMOUNTS TO BE LEVIED FOR LIBRARY PURPOSES  
AND STATEMENT OF FINANCIAL REQUIREMENTS  
FOR FISCAL YEAR 2013-14**

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 2013/14 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 2013/14 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

<b>INCOME SOURCES</b>	<b>ACTUAL PER CITY AUDIT</b>	
	<b>April 30, 2012</b>	<b>ESTIMATED</b>
	<b>2011/12</b>	<b>2012/13</b>
Fines	74,739	74,740
Fees	46,003	45,700
Copier	9,245	10,000
Interest	1,131	3,000
Miscellaneous	21,928	3,000
Per Capita Grant	40,716	81,432
Miscellaneous Grants	3,597	0
Operating Taxes	3,680,467	3,686,752
IMRF/FICA Taxes	426,486	461,344
<b>TOTAL</b>	<b>\$4,304,312</b>	<b>\$4,365,968</b>
Working Cash Int. Transfer	89	0
Special Reserve Fund	0	500,000
Fund Balance	0	0
<b>GRAND TOTAL</b>	<b>\$4,304,401</b>	<b>\$4,865,968</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 2013/14 fiscal year for the General Operating Fund of the Crystal Lake Public Library:

EXPENDITURES	ACTUAL PER CITY AUDIT	
	April 30, 2012 2011/12	ESTIMATED 2012/13
Salaries	2,033,680	2,184,200
FICA	150,688	167,901
IMRF	233,925	271,004
Group Insurance	283,819	350,353
<b>SUB TOTAL</b>	<b>\$2,702,112</b>	<b>\$2,973,458</b>
Legal, Professional	53,833	433,902
Publishing	1,035	5,990
Postage & Freight	29,875	31,000
Travel & Training	24,863	36,000
Dues & Subscriptions	5,937	6,400
Insurance & Bonding	27,558	32,211
Utilities	43,370	54,647
Buildings & Offices	128,390	143,623
Operating Equipment Maintenance	84,788	96,727
Rental-Buildings & Equipment	16,396	18,300
Contingent	0	185,833
Programming	27,245	29,592
<b>SUB TOTAL</b>	<b>\$443,290</b>	<b>\$1,074,225</b>
Office & Library Supplies	31,073	35,000
Cleaning Supplies	9,079	8,500
Landscape Materials	0	300
Small Supplies & Equipment	25,489	5,393
Library Materials:		
Books	221,391	231,000
AV Materials	114,322	123,400
Electronic Resources	121,746	138,500
Periodicals	15,857	18,650
Standing Orders	19,541	24,600
Stationery & Printing	28,268	33,000
<b>SUB TOTAL</b>	<b>\$586,766</b>	<b>\$618,343</b>
Operating Equipment	37,167	199,942
Building Equipment	718	0
<b>SUB TOTAL</b>	<b>\$37,885</b>	<b>\$199,942</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,770,053</b>	<b>\$4,865,968</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	2,285,182	2,285,182
Insurance	590,182	590,182
FICA	303,209	303,209
IMRF	176,876	176,876
<b>SUB TOTAL</b>	<b>\$3,355,449</b>	<b>\$3,355,449</b>
Legal/Professional	37,302	5,000
Publishing	5,990	4,200
Postage & Freight	31,000	31,000
Travel /Training	36,600	0
Dues/Subscriptions	6,400	0
Insurance/Bonding	32,292	31,471
Utilities	54,680	52,270
Building & Offices	146,807	145,000
Operating Equipment Maintenance	96,570	94,000
Rental-Buildings & Equipment	22,500	19,000
Contingent	775,000	0
Programming	31,942	29,442
<b>SUB TOTAL</b>	<b>\$1,277,083</b>	<b>\$411,383</b>
Office & Library Supplies	35,000	30,000
Cleaning Supplies	9,000	8,000
Landscape Materials	500	0
Small Supplies & Equipment	2,400	0
Library Materials:		
Books	231,000	231,000
AV Materials	123,400	123,400
Electronic Resources	139,150	139,150
Periodicals	18,500	18,500
Standing Orders	24,600	24,600
Stationery & Printing	35,000	8,000
<b>SUB TOTAL</b>	<b>\$618,550</b>	<b>\$582,650</b>
Building Equipment	0	0
Operating Equipment	163,900	59,000
<b>SUB TOTAL</b>	<b>\$163,900</b>	<b>\$59,000</b>
<b>TOTAL</b>	<b>\$5,414,982</b>	<b>\$4,408,482</b>

Section 4. Be it further resolved that the following is an estimate of receipts during fiscal year 2013/14 for General Operating Fund purposes:

**INCOME SOURCES**

**ESTIMATED TOTALS**

Property Taxes - Library	3,928,397
Property Taxes - FICA	303,209
Property Taxes - IMRF	176,876
Fines	76,000
Fees	47,000
Copier	10,000
Interest	3,000
Miscellaneous	3,000
Per Capita Grant – Prior Year	45,000
Per Capita Grant – Current Year	45,000
Target Grant	2,500
Grant	25,000

**SUB TOTAL** **\$4,664,982**

Working Cash Interest Transfer	0
Special Reserve Fund	500,000
General Reserve Fund	250,000
IMRF/FICA Reserve Fund	0

**GRAND TOTAL** **\$5,414,982**

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 2013/14 budget:

**EXPENDITURES**

Legal & Professional	0
Community Relations	300
Postage & Freight	50
Contingent	21,590
Programming	29,660
Library Materials	4,200
Assisted Family Card	500
Printing	50
Landscaping	400
<b>TOTAL</b>	<b>\$56,750</b>

**INCOME**

Restricted	26,750
Unrestricted	0
Fund Balance	30,000
<b>TOTAL</b>	<b>\$56,750</b>



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 2013/14 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	6,000
<b>TOTAL</b>	<b>\$6,000</b>
<b><u>INCOME</u></b>	
Fund Balance	6,000
<b>TOTAL</b>	<b>\$6,000</b>

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 2013/14 budget:

<b><u>EXPENDITURES</u></b>	
Legal & Professional	0
Contingent	0
Operating Equipment	0
Building	0
<b>TOTAL</b>	<b>0</b>
<b><u>INCOME</u></b>	
Interest	0
Principal	0
<b>TOTAL</b>	<b>0</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 2013/14, the following shall be included under the Construction and Repair Fund for budgetary purposes:

**EXPENDITURES**

Property Taxes	7,500
Rental Property	10,440
Contingent	22,000
<b>TOTAL</b>	<b>\$39,940</b>

**INCOME**

Capital Facilities Fees	7,000
Rent & Principal Balance	17,940
Fund Balance	15,000
<b>TOTAL</b>	<b>\$39,940</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 2013/14 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 5th day of December, 2012, by vote of:

AYES: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller

NAYS: None

ABSENT: None

APPROVED:

ATTEST:

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

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Secretary