

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting- December 16, 2009

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

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, Debbie Brown, Business Manager/Recording Secretary; Linda Price, Public Relations Coordinator; Pam Miller, Head of Circulation Services

Approval of Minutes: It was moved by Eric Larsen and seconded by Don Peters to approve the Minutes of the Regular Meeting of November 18, 2009 and Special Meeting of December 2, 2009.

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

Citizen Participation: None

Committee & Board Member Reports:

CL Library Foundation: Brain Pappalardo reported that the Clay Jenkinson Event was a big success. The Foundation's share was \$13,255.94.

PR Committee: Don Peters reminded Board members that the next meeting is scheduled for January 6, 2010 at 7:00 pm. A new library brochure and review of the Communication Plan will be topics of discussion.

Facilities Committee: Minutes for the December meeting were in the packet.

Approval of Financial Reports: It was moved by Don Peters and seconded by Brian Pappalardo to approve the Financial Report for FY 09/10 as of November 30, 2009.

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 \$242,048.38 as follows:

Operating Fund	\$236,481.91
Gift & Memorial Fund	\$104.20
Construction & Repair Fund	\$124.58
Ames Fund	\$4,814.69
Per Capita Grant	<u>\$523.00</u>
Total:	\$242,048.38

Roll Call:

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

Absent: none

Motion Passed.

Communications:

There were several communications in the Board Packet.

Carol Heisler brought up her concern about the NSLS having to borrow money and how that might affect van delivery. Kathryn Martens explained that if NSLS stopped van delivery then the Crystal Lake citizens' access to materials would be scaled back to only materials available @ CLPL.

Business:

A. **FY 08/09 Audit:** Board received and reviewed audit for FY 08/09.

B. **Budget:**

1. **FY 10/11 Budget** – Following discussion, **It was moved by Eric Larson and seconded by Bob Cairone to approve the FY 10/11 Budget.**

Roll Call:

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

Absent: None

Motion Passed.

- 2. Appropriation Resolution for FY 10/11 – Following discussion, It was moved by Eric Larsen and seconded by John Engbretson to approve the Appropriation Resolution for FY 10/11.**

Roll Call:

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

Absent: None

Motion Passed.

Staff Reports:

Included in the Board packets were Information from the Illinois Library Association, Library Director's report for December 2009 and the Statistical Reports for November 2009.

Adjournment:

It was moved by Don Peters and seconded by Brian Pappalardo to adjourn.

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

Time: 8:10 pm

Bob Cairone, Secretary

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

RESOLUTION

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

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
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

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 April 30, 2009 2008/09	ESTIMATED 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

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	\$2,390,800	\$2,390,800
Insurance	386,965	386,965
FICA & IMRF	473,802	473,802
SUB TOTAL	\$3,251,567	\$3,251,567
Legal/Professional	\$50,400	\$34,000
Publishing	13,000	13,000
Postage & Freight	40,000	40,000
Travel /Training	49,000	9,296
Dues/Subscriptions	7,500	4,400
Insurance/Bonding	33,800	33,800
Utilities	66,000	66,000
Building & Offices	185,000	185,000
Operating Equipment Maintenance	100,000	100,000
Rental-Buildings & Equipment	35,000	35,000
Contingent	359,845	0
Programming	51,000	43,000
SUB TOTAL	\$990,545	\$563,496
Office & Library Supplies	\$48,000	\$48,000
Cleaning Supplies	8,500	8,500
Landscape Materials	1,200	0
Small Supplies & Equipment	8,500	8,500
Library Materials:		
Books	235,607	235,607
AV Materials	165,000	165,000
Electronic Resources	150,000	150,000
Periodicals	22,000	22,000
Standing Orders	77,000	77,000
Stationery & Printing	38,000	15,149
SUB TOTAL	\$753,807	\$729,756
Building Equipment	\$0	\$0
Operating Equipment	104,600	55,000
SUB TOTAL	\$104,600	\$55,000

TOTAL

\$5,100,519

\$4,599,819

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

<u>INCOME SOURCES</u>	<u>ESTIMATED TOTALS</u>
Property Taxes	\$4,599,819
Fines	85,000
Fees	55,000
Copier	15,000
Interest	5,000
Miscellaneous	1,500
Per Capita Grant	45,000
Target Grant	3,000
Grant	25,000
SUB TOTAL	\$4,834,319
Working Cash Interest Transfer	\$200
Special Reserve Fund	100,000
Fund Balance	166,000
GRAND TOTAL	\$5,100,519

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 16th day of December, 2009, 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