

McHenry Public Library District

Board of Trustees Meetings

Ordinance

July 2006 through June 2007
Fiscal year July 01 through June 30

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MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING

PUBLIC HEARING ON
AN ORDINANCE PROVIDING FOR THE LEVY
AND ASSESSMENT OF TAXES
FOR THE FISCAL YEAR BEGINNING JULY 1, 2006
AND ENDING JUNE 30 2007

Date: October 17, 2006
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust, Bethany Murgatroyd and Charles Reilly

Members Absent: Judy Dreiske

Also Present: Arlene Kaspik, Director
Bill Edminster, Assistant Director

- I. Call to Order:**
President Gust called the meeting to order at 7:05 p.m.
- II. Roll Call:**
Roll was called and a quorum was established. See #1 on attached sheet.
- III. Public Forum**
No member of the public was in attendance. Kaspik suggested that any late arrivals be given an opportunity to speak during the regular meeting.
- XV. Adjournment**
Antens moved and Murgatroyd seconded a motion to adjourn the meeting at 7:06 p.m. Motion passed 5-0. See # 2 on attached sheet.

Respectfully Submitted,



Paul Antens, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to adjourn the meeting at 7:06 p.m.

DATE: October 17, 2006 Called to Order: 7:05 pm	Paul Antens	Kathy Beaderstadt	Karen Doran	Judy Dreiske	Debra Gust	Bethany Murgatroyd	Charles Reilly
1. Roll call	P	NP	P	NP	P	P	P
2. Motion to adjourn the meeting at 7:06 p.m.	(M)Y	NP	Y	NP	Y	(S)Y	Y

A=Abstain, M=Motion, N=No, NP=Not Present, P=Present, S=Second, Y=Yes

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING

PUBLIC HEARING ON
THE COMBINED ANNUAL BUDGET
AND APPROPRIATION ORDINANCE

Date: September 19, 2006
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Kathy Baderstadt, Karen Doran and Bethany Murgatroyd

Members Absent: Paul Antens, Judy Dreiske, Debra Gust and Charles Reilly

Also Present: Arlene Kaspik, Director

I. Call to Order:

In the absence of President Gus, Vice-President Doran called the meeting to order at 7:02 p.m.

II. Roll Call:

Roll was called and although a quorum was not established. Using consensus the members present opted to keep the public hearing open. Since no action would be taken during the public hearing the Board members in attendance could listen to any concerns from any district residents choosing to attend the public hearing.

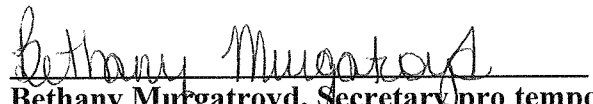
III. Public Forum

No member of the public was in attendance.

XV. Adjournment

Using consensus the members present closed the public hearing at 7:15 p.m. and agreed to rearrange the agenda of the regular board meeting to accommodate any district residents who might arrive at a later time.

Respectfully Submitted,


Bethany Murgatroyd, Secretary pro tempore

Text for Motion Sheet

No motions were made due to the lack of a quorum

DATE: September 19, 2006 Called to Order: 7:02 pm	Paul Antens	Kathy Baderstadt	Karen Doran	Judy Dreiske	Debra Gust	Bethany Murgatroyd	Charles Reilly
1. Roll call	NP	P	P	NP	NP	P	NP

A=Abstain, M=Motion, N=No, NP=Not Present, P=Present, S=Second, Y=Yes

**McHenry Public Library District
Board of Library Trustees**

**Public Hearing
On
Annual Levy Ordinance**

**Tuesday, October 17, 2006
7:00 p.m.
2nd floor Library Board Room**

AGENDA

- I. CALL TO ORDER – Debra Gust, President**
- II. ROLL CALL – Paul Antens, Secretary**
- III. PUBLIC FORUM**
- IV. ADJOURNMENT**

**McHenry Public Library District
Board of Library Trustees**

**Public Hearing
On
The Combined Annual Budget and Appropriation
Ordinance**

**Tuesday, September 19, 2006
7:00 p.m.
2nd floor Library Board Room**

AGENDA

- I. CALL TO ORDER – Debra Gust, President**
- II. ROLL CALL – Paul Antens, Secretary**
- III. PUBLIC FORUM**
- IV. ADJOURNMENT**

STATE OF ILLINOIS)
COUNTY OF McHENRY)

THE BOARD OF LIBRARY TRUSTEES
OF THE McHENRY PUBLIC LIBRARY DISTRICT
McHENRY COUNTY, McHENRY, ILLINOIS

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN that a tentative Budget and Appropriation Ordinance for the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, for the fiscal year beginning July 1, 2006, and ending June 30, 2007, is on file and conveniently available for public inspection at the McHENRY PUBLIC LIBRARY DISTRICT, 809 North Front Street, McHenry, Illinois and with the Secretary of the District, Paul Antens, and the Library's Executive Director, Arlene M. Kaspik, at 809 North Front Street, McHenry, Illinois, and will so remain on file until the final action thereon by the Board of Library Trustees.

FURTHER NOTICE IS HEREBY GIVEN that a public hearing on said Budget and Appropriation Ordinance will be held at 7:00 p.m., Tuesday, September 19, 2006 at the McHENRY PUBLIC LIBRARY DISTRICT BUILDING, 809 North Front Street, McHenry, Illinois, and that final action will be taken thereon by the Board of Library Trustees to be held immediately after said hearing at the time and place aforesaid.

Published by direction of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS.

DATED this 18th day of July, 2006

THE McHENRY PUBLIC LIBRARY DISTRICT,
McHENRY COUNTY, McHENRY, ILLINOIS

BY: _____
Paul Antens, Secretary
Board of Library Trustees
McHenry Public Library District

Publish: August 4, 2006

STATE OF ILLINOIS)
COUNTY OF McHENRY)

**THE BOARD OF LIBRARY TRUSTEES
OF THE McHENRY PUBLIC LIBRARY DISTRICT
McHENRY, ILLINOIS**

ORDINANCE No. 2006/2007 - 1
file=tbao0607wps

TENTATIVE
COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR THE McHENRY PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR BEGINNING JULY 1, 2006
AND ENDING JUNE 30, 2007

WHEREAS, the Illinois Municipal Budget Law, Illinois Revised Statutes, Chapter 85, Section 801, et. seq., as amended, requires all Illinois Municipal Corporations as broadly defined therein, to adopt a combined Annual Budget and Appropriation Ordinance, specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 16/30-85, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and,

WHEREAS, pursuant to the above and other appropriate statutes, a Budget and Appropriation Ordinance has been prepared in tentative form at the designation of this Board, and has been made available for public inspection at least thirty (30) days prior to final action thereon, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing to be published August 4, 2006, being more than 30 days prior to said hearing, in a newspaper published within the district.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHenry, McHenry County, Illinois, as follows:

Section One: The following budget containing a statement of cash on hand at the beginning of the fiscal year, an estimate of all cash receipts of said Library District to be received during such fiscal year from all sources, the estimated expenditures contemplated for such fiscal year and a statement of the estimated cash on hand at the end of such fiscal year be, and the same is hereby adopted as the Budget for said Library District for the fiscal year beginning July 1, 2006 and ending June 30, 2007, and the same sum are hereby appropriated as necessary to defray the said expenses and liabilities of this Public Library District, for the objects and purposes and in the estimated amounts as indicated, for said fiscal year:

I. GENERAL FUND

A. ESTIMATED RECEIPTS:	APPROPRIATION	BUDGET
1. Cash on hand 7/1/05	\$1,750,000.00	\$ 0.00
2. Property tax revenues	\$3,000,000.00	\$2,475,856.00
3. Corporate Replacement Taxes	\$ 20,000.00	\$ 0.00
4. General Fund Interest	\$ 75,000.00	\$ 35,000.00
5. Non-Resident Fees	\$ 5,000.00	\$ 500.00
6. Fines	\$ 100,000.00	\$ 39,000.00
7. Collection Agency Fees	\$ 10,000.00	\$ 1,000.00
8. Photocopier Income	\$ 25,000.00	\$ 10,000.00
9. Income from Leased Space	\$ 25,000.00	\$ 0.00
10. Annexation Impact Fees	\$ 35,000.00	\$ 20,000.00
11. Staff COBRA Payments	\$ 2,500.00	\$ 250.00
12. Program Fees/Misc. Fees	\$ 2,500.00	\$ 250.00
13. Meeting Room Fees	\$ 2,500.00	\$ 500.00
14. Misc. Sales & Fees	\$ 2,500.00	\$ 250.00
15. Lost & Damaged Materials	\$ 25,000.00	\$ 5,000.00
16. Over/Short	\$ 2,500.00	\$ 0.00
TOTAL GENERAL REVENUE	\$5,082,500.00	\$2,587,606.00

B. APPROPRIATIONS FOR ESTIMATED EXPENDITURES

1. MATERIALS & SUPPLIES	APPROPRIATION	BUDGET
a. Adult Books	\$250,000.00	\$100,000.00
b. YPS Books	\$150,000.00	\$ 72,000.00
c. Professional Resources	\$ 10,000.00	\$ 3,000.00
d. Administrative Resources	\$ 10,000.00	\$ 2,500.00
e. Magazines/Newspapers	\$ 50,000.00	\$ 22,000.00
f. Adult AV Materials	\$100,000.00	\$ 50,000.00
g. YPS AV Materials	\$ 85,000.00	\$ 26,500.00
h. McNaughton Books	\$ 10,000.00	\$ 0.00
i. Electronic subscriptions	\$100,000.00	\$ 42,000.00
j. Library Supplies	\$ 25,000.00	\$ 14,000.00
k. Tech. Services Supplies	\$ 80,000.00	\$ 30,000.00
l. Bindery Services	\$ 10,000.00	\$ 3,000.00
m. Adult Programs/Supplies	\$ 10,000.00	\$ 4,500.00
n. Circulation Supplies	\$ 10,000.00	\$ 4,500.00
o. Summer Reading Club	\$ 10,000.00	\$ 4,500.00
p. YPS Programs/Supplies	\$ 15,000.00	\$ 7,500.00
2. CONTRACTED SERVICES	APPROPRIATION	BUDGET
a. Collection Agency	\$ 10,000.00	\$ 3,500.00
b. Bldg. Service Contracts	\$ 25,000.00	\$ 7,000.00
c. Computer, Office equipment & copier repairs/contracts	\$ 35,000.00	\$ 19,500.00
d. Grounds Maintenance.. Contracts	\$ 10,000.00	\$ 2,000.00
e. NSLS & Misc. Contracts	\$ 10,000.00	\$ 2,000.00
3. CATALOG & NETWORK	APPROPRIATION	BUDGET
a. CCS & SIRSI Services	\$100,000.00	\$ 73,000.00
b. Network Expenses .	\$ 50,000.00	\$ 25,000.00
c. OCLC Services	\$ 25,000.00	\$ 12,000.00

4. PROFESSIONAL SERVICES	APPROPRIATION	BUDGET
a. Accounting, Payroll and Audit Services	\$ 35,000.00	\$ 17,000.00
b. Legal Services	\$ 30,000.00	\$ 5,000.00
c. Automation & Misc. Consultants	\$ 35,000.00	\$ 14,500.00
d. In-service Honorariums	\$ 10,000.00	\$ 3,500.00

5. PRINTING, PUBLICATIONS & POSTAGE	APPROPRIATION	BUDGET
a. Printing	\$ 50,000.00	\$ 22,000.00
b. Public Notices & Ads	\$ 25,000.00	\$ 10,000.00
c. Postage	\$ 30,000.00	\$ 15,000.00

6. UTILITIES	APPROPRIATION	BUDGET
a. Electricity	\$ 75,000.00	\$ 45,000.00
b. Gas	\$ 50,000.00	\$ 20,000.00
c. Telephone	\$ 30,000.00	\$ 10,500.00
d. T-1 & Other Telecom.	\$ 35,000.00	\$ 12,000.00
e. Water & Sewer	\$ 5,000.00	\$ 2,500.00

7. MISCELLANEOUS OPERATING EXPENSES	APPROPRIATION	BUDGET
a. Janitorial Equipment, Supplies & Tools	\$ 20,000.00	\$ 8,500.00
b. Landscaping Materials and Supplies	\$ 10,000.00	\$ 3,000.00
c. Building Insurance	\$ 45,000.00	\$ 25,500.00
d. Bonding & Officers' Liability	\$ 35,000.00	\$ 12,000.00
e. Building & Equipment Repairs	\$ 30,000.00	\$ 10,000.00
f. Hospitality	\$ 15,000.00	\$ 6,500.00
g. Interlibrary Loan Fees & Losses	\$ 5,000.00	\$ 2,000.00
h. NSLS Deposit Account	\$ 5,000.00	\$ 2,000.00
i. Contingencies	\$ 50,000.00	\$ 25,000.00

8. PERSONNEL EXPENSES	APPROPRIATION	BUDGET
a. Salaries	\$1,750,000.00	\$1,210,000.00
b. FICA	\$ 150,000.00	\$ 97,000.00
c. IMRF	\$ 200,000.00	\$ 110,000.00
d. Health/Life Insurance	\$ 150,000.00	\$ 115,000.00
e. Tuition Reimbursement	\$ 10,000.00	\$ 2,500.00
f. Memberships & Dues	\$ 20,000.00	\$ 7,000.00
g. Meetings & Travel	\$ 35,000.00	\$ 14,500.00

9. CAPITAL EXPENSES	APPROPRIATION	BUDGET
a. Building Equipment & Machinery Purchases & Repairs	\$ 25,000.00	\$ 10,000.00
b. Library Furnishings	\$ 65,000.00	\$ 5,000.00
c. Library Equipment	\$ 65,000.00	\$ 5,000.00
d. Small Equip. under \$250	\$ 5,000.00	\$ 2,000.00
e. Additional Capital Projects	\$ 900,000.00	\$205,000.00

TOTAL GENERAL FUND EXPENSES	\$4,385,000.00	\$2,587,500.00
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	APPROPRIATION	BUDGET
TOTAL GEN. FUND REVENUES	\$5,082,500.00	\$2,587,606.00
Subtotal GEN. FUND EXPENSES	\$5,082,500.00	\$2,587,500.00
Subtotal	2,500.00	\$ 106.00
10. Transfer to Reserve Fund	\$ 2,500.00	\$ 106.00
TOTAL GENERAL FUND EXPENSES	\$5,082,500.00	\$2,587,606.00
Est. Cash on Hand 6/30/06	\$ 0.00	\$ 0.00

II. GRANT and GIFT FUND

A.	ESTIMATED REVENUES	APPROPRIATION	BUDGET
1.	Cash on Hand 7/1/2005	\$ 600,000.00	\$467,165.00
2.	Per Capita Grant cash on hand	\$ 43,465.00	\$ 43,463.33
3.	Grant/Gift Fund Interest	\$ 45,000.00	\$ 13,000.00
4.	General Fund Gifts	\$ 100,000.00	\$ 20,000.00
5.	Per Capita Grant	\$ 75,000.00	\$ 50,000.00
6.	Misc. Grants	\$ 100,000.00	\$ 50,000.00
	TOT. GRANT/GIFT REVENUES	\$ 963,465.00	\$643,628.33
B.	ESTIMATED EXPENSES	APPROPRIATION	BUDGET
1.	Operating Fund Gifts	\$ 710,000.00	\$487,165.00
2.	Per Capita Grant	\$ 43,465.00	\$ 43,463.33
3.	FY 2006 Per Capita Grant	\$ 75,000.00	\$ 50,000.00
4.	Additional Fund Expenses	\$ 35,000.00	\$ 13,000.00
5.	Misc. Grants	\$ 100,000.00	\$ 50,000.00
	TOT. GRANT/GIFT EXPENSES	\$ 963,465.00	\$ 643,628.33
	TOT. GRANT/GIFT REVENUES	\$ 963,465.00	\$ 643,628.33
	TOT. GRANT/GIFT EXPENSES	\$ 963,465.00	\$ 643,628.33
	Subtotal cash on hand	\$ 0.00	\$ 0.00
	Transfer to Reserve Fund	\$ 0.00	\$ 0.00
	Estimated cash on hand June 30, 2006	-0-	-0-

III. SPECIAL RESERVE FUND

A. ESTIMATED RECEIPTS	APPROPRIATION	BUDGET
1. Cash on hand 7/1/05	\$ 1,500,000.00	\$1,097,558.00
2. Developer Fees	\$ 200,000.00	\$ 100,000.00
3. Transfer from General Fund	\$ 650,000.00	\$ 106.00
4. Reserve Fund Interest	\$ 150,000.00	\$ 25,000.00
5. Gifts and Donations	\$ 150,000.00	\$ 50,000.00
TOTAL REVENUES	\$2,650,000.00	\$ 1,272,664.00
B. ESTIMATED EXPENSES	APPROPRIATION	BUDGET
1. Debt service	\$ 150,000.00	\$ 0.00
2. Improvements not related to Expansion/renovation	\$ 250,000.00	\$ 100,000.00
3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 2,250,000.00	\$1,172,664.00
TOTAL EXPENSES	\$2,650,000.00	\$1,272,664.00
TOTAL RESERVE FUND REVENUES	\$2,650,000.00	\$1,272,664.00
TOTAL RESERVE FUNDEXPENSES	\$2,650,000.00	\$1,272,664.00
Est. Cash on hand June 30, 2006	-0-	-0-

Section Two: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of revenue:

I. General Fund	\$5,082,500.00
II. Grant/Gift Fund	\$ 963,465.00
III. Special Reserve Fund	<u>\$2,650,000.00</u>
TOTAL	\$8,695,965.00

Section Three: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income the sum of:

\$8,695,965.00

the same to be divided among the several corporate objects and purposes as herein above specified for said Library District purposes for the aforesaid fiscal year.

Section Four: All unexpended balances of proceeds received annually from Public Library District taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to plans developed and adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purpose of erecting a new Public Library building, purchasing a site for the same, or building an addition thereto, or furnishing necessary equipment therefor, or acquiring electronic data storage and retrieval facilities.

Section Five: Except as otherwise provided by law, no further appropriations shall be made at any time within such fiscal year, provided that this Library Board may from time to time make transfers between the various items in any fund not affecting the total amount appropriated, or appropriations in excess of those authorized by the Budget in order to meet an immediate and unforeseen emergency by a two-thirds (2/3) vote of the Trustees present and voting, as provided by 75 ILCS 16/30-90 et. seq., and this Library Board may amend this Budget and Appropriation Ordinance from time to time by the same procedure as prescribed by Statute for the original adoption of a Budget and Appropriation Ordinance; provided, that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of this fiscal year up to twenty percent (20%) of the appropriation shall be available until August 30th for the authorization of payment of obligations incurred prior to the close of the fiscal year, and until September 30th, for the payment of such obligations, and any remaining balances shall be available for the transfer to special reserve to be accumulated, as provided by 75 ILCS 16/40-50.

Section Six: A copy of this Ordinance in tentative form has been made available for public inspection at the Public Library for thirty (30) days and by publishing in a newspaper published within this Public Library District in substantially the following form:

STATE OF ILLINOIS)
COUNTY OF McHENRY)

THE BOARD OF LIBRARY TRUSTEES
OF THE McHENRY PUBLIC LIBRARY DISTRICT
McHENRY COUNTY, McHENRY, ILLINOIS

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN that a tentative Budget and Appropriation Ordinance for the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, for the fiscal year beginning July 1, 2006, and ending June 30, 2007, is on file and conveniently available for public inspection at the McHENRY PUBLIC LIBRARY DISTRICT, 809 North Front Street, McHenry, Illinois and with the Secretary of the District, Paul Antens, and the Library's Executive Director, Arlene M. Kaspik, at 809 North Front Street, McHenry, Illinois, and will so remain on file until the final action thereon by the Board of Library Trustees.

FURTHER NOTICE IS HEREBY GIVEN that a public hearing on said Budget and Appropriation Ordinance will be held at 7:00 p.m., Tuesday, September 19, 2006 at the McHENRY PUBLIC LIBRARY DISTRICT BUILDING, 809 North Front Street, McHenry, Illinois, and that final action will be taken thereon by the Board of Library Trustees to be held immediately after said hearing at the time and place aforesaid.

Published by direction of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS.

DATED this 18th day of July, 2006

THE McHENRY PUBLIC LIBRARY DISTRICT,
McHENRY COUNTY, McHENRY, ILLINOIS

BY: _____ Paul Antens _____
Paul Antens, Secretary
Board of Library Trustees
McHenry Public Library District

Publish: August 4, 2006

Section Seven: This Ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, 75 ILCS 16/30-55, et. seq, 75 ILCS 16/30-85 et. seq.; and

75 ILCS 16/40-50 et. seq.; and the Illinois Revenue Code, 35 ILCS 205/157 et. seq., and other statutes hereunto appertaining.

Section Eight: This Library Board hereby certifies that all applicable provisions of 35 ILCS 215/1 as amended, ("The Illinois Truth-in-Taxation Statute") have been complied with.

Section Nine: Pursuant to 35 ILCS 200/18-165 this Library Board hereby determines that no surplus of funds is available for any debt, obligation, liability, operation, fund or account for any purpose, and accordingly the abatement and reduction of provisions of the Personal Property Tax Replacement Fund Act are not applicable thereto.

Section Ten: This Ordinance shall be in full force and effect from and after its passage, approval, and publication, according to law, and any resolutions or ordinance in conflict therewith are hereby repealed; and should any part of this Ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this Act specifically covered thereby, and shall not affect any other provisions or part of this Act, but shall be severable therefrom.

PASSED by the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS this 18th day of July, 2006 by a vote of:

AYES:

NAYS:

ABSENT:

PRESENT:

ABSTAINING:

Approved: _____

Debra Gust, President
Board of Library Trustees
McHENRY PUBLIC LIBRARY DISTRICT
McHenry County, McHenry, Illinois

Attest: _____

Paul Antens, Secretary