

HOMEWOOD PUBLIC LIBRARY DISTRICT BOARD MEETING

Regular Meeting Minutes Homewood Library 7:00p.m. –December 18, 2013

CALL TO ORDER

President Eagle called the meeting to order at 7:00 p.m. Present for all or part of the meeting were Library Board members Ms. Korajczyk, Mr. Flor, Mr. Weiss, Ms. Sterbenc, Mr. Barr, Ms. Eagle and Administrative Librarian Amy Crump. Recorder of minutes was Sandy Sullivan.

PATRON'S COMMENTS/CORRESPONDENCE/SUGGESTION BOX/EMAIL COMMENTS:

Board members reviewed patron comments. There was a comment about handicapped spaces. Ms. Crump said maybe extra salt should be placed on those spots. She will keep her eye on those spots and the parking lot in general. Most comments were really favorable.

PUBLIC COMMENTS: None

CONSENT AGENDA

Mr. Weiss moved, seconded by Mr. Flor, to approve the consent agenda. Roll call vote: Mr. Weiss – aye, Ms. Korajczyk – aye, Ms. Sterbenc– aye, Ms. Eagle – aye, Mr. Flor – aye, Mr. Barr – aye. Ayes – 6, Nays – 0, Absent – 1. Motion carried.

LIBRARIAN'S REPORT

Ms. Crump said that we received confirmation from the county they received our amended budget and levy ordinance. She updated several things for the annual insurance appraisal. Staff member Tori Alt has formed the DML committee and the social media committee. They will be meeting twice a month, beginning in January. Mr. Flor asked if they would be able to talk to the board as they get further down the road. Ms. Crump said yes. The signs banning food have been posted and have been up for about a month. The website will mention this as well as an article in the Highlights newsletter and our in-house TV message boards. Ms. Eagle remarked that the website gave a very positive message about the ban on food. Ms. Crump said that signage will be displayed (during January) informing patrons that tickets may be given for parking in the fire lane starting in February. The Expected Patron Behavior sign will be placed in the lobby. The water station in the lobby will have an addition where you can fill up your water bottle. Mr. Weiss asked if it will tally, like the one at Midway airport. The suggestion came from the green committee (Margaret) originally. Thanks to the friends for the funding of this. There is a new procedure for security. A clipboard will be kept with information or incident reports for those coming on the new shift to keep them informed of what they need to now as they start their work shift. Ms. Crump said she recently got elected to the Board of the Illinois Storytelling Organization. She was elected the treasurer as well. Upcoming events include the January 10 Friends reception.

COMMITTEE REPORTS

Advocacy – No report.

Facilities – No report.

Finance – The Treasurer’s report was presented by Mr. Flor. After looking at the November property tax receipts, he forecasts that we will be about \$50,000 short of projected revenue for the year. This is about 96% and we budgeted for 98%. We are still in good shape. We are under in personnel expenses because we haven’t been replacing. We are over budget in legal expenses. Our LAN contract allotted money will be spent out by January. Ms. Crump said this is due to switching computer support companies and also change from PC Reservations to My PC software. This change involved more software support. Hopefully this is just a “one time shot” said Mr. Flor. The forecast is for \$2,470,000 in cash at the end of fiscal year 2013-14. He does not see any changes needed to the budget. Mr. Barr commented that we are still within 2% of what we projected. The complete treasurer’s report is attached to these minutes.

Governmental Affairs – Mr. Barr said RAILS has outsourced its delivery and has contracted with a firm. The Village is talking about putting a fountain at Ridge and Martin, thinking it will help the hotel that is being built. Washington Park TIF money has been sent to the county so we will see a distribution of about \$22,000 from that.

Library Resources – No report.

Policy – No report

Personnel - Mr. Flor said that Ms. Muryn did a lot of work on the formal annual review form for Ms. Crump. The personnel committee will meet and discuss the form and do an evaluation of Ms. Crump. They will report the findings and make a recommendation to the board that it is adopted as an official review for Ms. Crump. Mr. Flor said that salary will be discussed and goal setting for the upcoming year also. Mr. Weiss agrees that the review comes first. Any discussion of salary increase is a secondary item. Mr. Barr thought some of the items on the review form were rather general in nature. The form might be expanded to include more space for comments so specifics can be noted.

Audit – No report.

Nominating committee – No report.

OLD BUSINESS:

Ms. Crump discussed the strategic plan. Invitation letters were sent out. So far we have 13 yes replies. She had a phone meeting with the facilitator, Lynn Elam, last Monday. Much was accomplished. At the last all staff meeting she explained the strategic planning process. Staff were told that for the whole month of January, they will be keeping a log of each task completed during the day.

The Request for Proposal for the HVAC project is in the attorney’s hands. This is an example of one of the additional legal expenses affecting the budget. The proposal packets should be in our hands later this week.

NEW BUSINESS

Mr. Flor said that the Fund Balance Policy is basically an explanation of our accounting practices. It describes that funds are part of our accounting infrastructure and describes their purposes. The policy says that we acknowledge there are separate funds, used for special purposes. A second part of the fund balance policy is the Policy Regarding Deficit Fund Balances which address actions that will take place in the event of deficit funds. This will be taken to the Policy Committee for review and recommendation to the board.

There was discussion regarding Ordinance 6 passed in 1987 which establishes a special reserve fund (IMET). Mr. Flor said this should be reaffirmed or at least a list of projects with approx. costs that could be taken from the Special Reserve balance. Fund could have a balance of \$700,000. Mr. Barr thinks the Ordinance 6 still stands and has not been revoked; therefore it does not need to be reaffirmed. Mr. Flor said could the Special Reserve balance be known as the IMET fund balance. Ordinance 6 is 30 years old and the statute number listed may not be the current statute number as they have changed. Ms. Crump said we could send it to the lawyer for further guidance.

Ms. Crump informed the board of a tuition reimbursement request from a staff member, Kim Nevins. She is working on her MLS. She attended classes last semester and has now submitted request for reimbursement. Roll call vote: Roll call vote: Mr. Weiss – aye, Ms. Korajczyk – aye, Ms. Sterbenc – aye, Ms. Eagle – aye, Mr. Flor – aye, Mr. Barr – aye. Ayes – 6, Nays – 0, Absent – 1. Motion carried.

Ms. Eagle adjourned the meeting at 8:25 p.m.

Accepted _____

Amy Eagle

President

Greg Weiss

Secretary

**HOMEWOOD PUBLIC LIBRARY
TREASURER'S REPORT
AS OF NOVEMBER 30, 2013**

Library operating revenues for the first five months of Fiscal Year 2014 are under budget. This is a result of a re-calculation of anticipated fiscal year property tax receipts, now \$51,354 less than originally planned. Through November this new estimate runs \$(21,398) below budget. December receipts would reduce this variance for the year. Other grant revenues are below last year on delayed receipt of both the per-capita grant and the East Hazel Crest library services contract.

Operating expenses are also below budget in aggregate, while in Administration expenses for legal services, liability insurance and the LAN contract are over budget. Total year expenses are expected to close very close to original budget amounts.

Cash balances as of October 31, 2013 are below last year due to lower current revenues, current year capital expenditures, and delays in contract/grant receipts this year. IMET balances are expected to decline by \$96,000 as Major Future capital projects (HVAC, Craft Kitchen, Signage) are completed and paid out of this fund. Non-capital cash balances are forecast to end below budget for the year, to the extent the current forecast for property tax revenues stays in place.

Year to Date November 30, 2013:

	YEAR TO DATE ACTUAL	LAST YEAR TO DATE	CASH VERSUS LAST YEAR	TOTAL YEAR FORECAST	CASH VERSUS BUDGET
OPERATING CASH FLOW					
Operating Surplus (Deficit)	\$ (995)	\$ 113,320	\$ (114,315)	\$ 138,067	\$ (50,700)
Less Property Taxes Due	117,525	129,239	(11,714)	-	-
Change in Unpaid Bills	38,542	(72,080)	110,622	-	-
Cash Flow From Operations	155,072	170,479	(15,407)	138,067	(50,700)
Capital Expenditures	\$ (60,696)	\$ (11,464)	\$ (49,232)	\$ (150,491)	\$ -
Loan Repayment	(14,288)	(15,938)	1,650	(143,401)	(176)
Year to Date Change in Cash	80,088	143,077	(62,989)	(155,824)	(50,875)
Beginning Cash Balances	2,626,798	2,686,207	(59,409)	2,626,798	-
CASH BALANCES YEAR TO DATE	2,706,886	2,829,284	(122,398)	2,470,974	(50,875)
CASH BALANCES AT JUNE 30	2010	2011	2012	2013	2014
Minimum Working Capital	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
IMET/Capital Projects	1,026,092	866,742	796,020	797,700	702,037
Unassigned Cash	245,726	287,568	390,187	329,098	268,937
Ending Cash	2,771,818	2,654,310	2,686,207	2,626,798	2,470,974

Respectfully submitted,

Chris Flor
Treasurer
December 18, 2013