

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, July 18, 2023

President, Beth Wagner, called the meeting to order at 6:34 pm. Board members present were David Garrison, Nick Birky, Laura Stephenson, and Kevin Moore. Lacey Fritsch and Mike Miller were absent. Library Director Christie Lau was in attendance. Two visitors were in attendance as well. Three additional visitors entered the meeting at 6:39. The meeting was recorded.

#### **Public Hearing for Budget & Appropriation Ordinance:**

- One visitor questioned if the draft budget that she was given at the meeting were identical to the budget that was originally posted. The original tentative budget was posted after the last board meeting. An updated budget was posted following the finance committee meeting on July 6, 2023. There was a discussion of whether or not the tentative budget can be changed during the time that it is posted. The lawyer says that it can change during the time that it is posted. There is disagreement from members of the public about whether or not this is accurate.
- A member of the public requested to see what the salary expenses were in this past year compared to what is being appropriated for the upcoming year. The appropriation was explained as being the maximum amount that can be spent in that year as opposed to the amount that is actually expected to be spent.
- A member of the public states that the social security tax should not be more than 7%. This was corrected by Christie Lau to be 7.65%. The appropriation is the maximum amount that we are allowed to spend.
- A member of the public stated the library materials line item is listed as almost double the amount from this past year. This seems excessive.
- A member of the public stated that the budget should be the same as the year before unless there are specific items that the library needs to do something new other than what is currently being done.
- A member of the public has requested to know what the special reserve fund is for. This was explained as a fund that can be used for repairs, a mortgage, etc. This fund can be used to pay down the bonds each 5th year.
- A member of the public stated that the public will not be happy when their taxes come in because of higher taxes from Unit 5, the airport, the library, the fire department, the township, and the village. People only understand that their taxes have gone up. The taxing bodies need to be able to explain solidly why their taxes are raising. Reducing the levy would be beneficial especially in this coming year with so many other taxes going up. We should be as frugal as possible.
- A member of the public stated that the library needs to look very closely at the budget as well as making it very clear & defined as to what the budget will be used for (ie, special reserve fund will be used to pay off bonds). A footnote as to what the special reserve fund is to be used for would go a long way in helping the public to understand and to be content.

- A member of the public requested to know why the director's salary is covered under two areas. Christie Lau explained that 15% of the director's salary is covered under liability & risk management since that is a portion of her job responsibilities.
- A member of the public stated that the fee paid to the lawyer is excessive and the board should do more of its own work instead of relying on a lawyer. This same member of the public stated that the lawyer is not providing sound legal advice and the board should consider a new attorney.
- A member of the public stated that they would like to see a more user friendly tentative budget posted next year that includes all of the budget subtotals as well as a comparison of the previous year's budget as well as the proposed new budget.
- Christie Lau stated the ways that the library is seeing increased usage and the value that the library is providing to the community. Unfortunately, costs are rising at the same time that we need to be updating our children's library materials.
- A member of the public stated that the problem with spreadsheets are that they are cold. The library needs to communicate what they are doing to really sell the value of the library. He is impressed with the library, its collection, the feel of the building, the programs, the commitment of the staff. The library does not need a public relations problem like so many other taxing bodies have.
- A member of the public expressed the difficulty with explaining how the EAV impacts the taxes. The tax rate can go down, but the total tax can go up because of the assessed values increasing.
- A member of the public shared that they do not have as many concerns after this portion of the meeting and hearing the variety of programs and increased engagement with the community.

The Pledge of Allegiance was recited.

#### **Correspondence:**

1. There is a certified letter requesting annexation of two tracts of land near Old Peoria Road by Bloomington. A hearing will be held July 24, 2023.
2. The annual drinking water quality report came from Carlock. The water is safe to drink.
3. The attorney sent copies of the budget & appropriations ordinance.
4. The attorney sent the information needed for the building & maintenance ordinance.
5. The attorney answered questions about using the existing liability insurance fund to start a self-insurance fund.
6. Mike & Sharon Miller sent an email and requested that the email be made part of the public record.
7. A response to Mike's letter was also sent.

**Approval of Minutes:** The minutes from the June 20, 2023 meeting were reviewed. The date at the top needs to be changed from May 16, 2023 to June 20, 2023. Minutes approved as corrected. The minutes from the Decennial Committee meeting on June 20, 2023 were approved as read.

**Library Director:** Christie noted that the IPLAR report is due on September 1, 2023. The last quarter had a slight decrease in numbers from last quarter, but an increase from the same time last year. Twelve new library cards were issued. Social media and marketing continued to grow on both facebook and on instagram. There has been a significant increase in the number of teens participating in programs at the library. The number of people enrolled in the summer reading program also increased significantly from last year. The final event for the summer reading program is Saturday, July 22, 2023. The library is working on updating the website. There is a new platform that will be used that ensures compliance with all statutes on a monthly basis.

**President:** None

**Secretary:** None

**Finance Committee:** Finance committee met July 6, 2023. They focused on the budget.

**Policy Committee:** Policy committee met July 6, 2023. They reviewed the FOIA policy, the disaster preparedness & recovery plan, and the employee handbook & personnel policies.

**Financial Reports:** Woodford county provided the first distribution of tax dollars on July 1, 2023. The unappropriated equity must be brought to 0 for the start of the new fiscal year. There were no unexpected expenses in the past month. The special reserve fund was increased to \$95,000. The working cash was brought to \$35,000. There was \$1,621.12 that was placed into a committed, or bridge, fund.

**Old Business:**

**Replenishment of Working Cash Fund:** The working cash fund is currently at \$35,000 as it has been for a number of years. Dave has indicated that he would like for this fund to be able to cover 3 months worth of expenses. This would raise the working cash fund to \$36,000. Beth made a motion to increase the working cash fund to \$36,000 for July 1, 2023. Kevin seconded the motion. Motion carried unanimously.

**Budget & Appropriation Ordinance:** There were three budget options that were discussed by the finance committee. The one that has been brought to the board by the finance committee requires that the board do a truth in taxation notice as well as a public hearing. The board agreed to change the agenda to finish this discussion after discussing the building & maintenance ordinance. The board came back to this discussion after passing the self-insurance fund and the building & maintenance ordinance. Given both of these being passed, the finance committee has recommended that the board adopt a levy that is 116% to provide the funds for the insurance fund as the building & maintenance fund. Since this is over the 105% allowable, this requires a truth in taxation notice as well as a public hearing. Dave made a motion to extend the budget & appropriation ordinance for another 30 days resulting in a special meeting on Tuesday, August 29, 2023. Beth seconded the motion. Motion approved unanimously.

**Self-Insurance Fund:** The self-insurance fund would set aside the money necessary to pay the deductible if the library would ever need to use it. The money would come from insurance & liability and it can only be used for insurance & liability. Dave made a motion to adopt the ordinance which moves \$10,000 to the self-insurance fund. Beth seconded it. Motion carried unanimously.

**New Business:**

**Disaster Preparedness & Recovery Plan:** There are a couple of changes that need to be made to the contact information. Beth made a motion to accept the changes to the disaster preparedness & recovery plan. Nick seconded it. Motion passed unanimously.

**Freedom of Information Act Policy:** This policy was not in the policy book, but was listed on the website. It was updated to fit the template that is recommended for libraries. Kevin made a motion to adopt the updated FOIA policy. Dave seconded the motion. Motion passed unanimously.

**Personnel Policies/Employment Handbook:** This policy was updated to reflect the new time off policy that is mandated by the state of Illinois. Beth made a motion to adopt the new personnel policies/employee handbook. Nick seconded the motion. Motion passed unanimously.

**Building & Maintenance Ordinance:** The building & maintenance ordinance is a new ordinance being considered. The notice to the public allows for the public to petition to require a referendum vote in order for this to be levied as a tax. The board can pull the request at any time during the process if there is public opposition. The levy is 2% of all taxable property within the district and must be used for building & maintenance. The money can be used for repairs, but also to pay down the debt on the building. Kevin made a motion to approve the building & maintenance ordinance as written. Beth seconded the motion. Motion carried unanimously.

**Board of Trustees (2) Review of FY23 meeting minutes for IPLAR:** Dave and Beth have agreed to review the minutes.

Dave made a motion to adjourn the meeting. Nick seconded the motion. Motion carried unanimously. Meeting adjourned at 9:51pm.

Respectfully submitted,  
Laura Stephenson, Secretary