

**WHITE OAK LIBRARY DISTRICT
OCTOBER 28, 2014
REGULAR BOARD MEETING @ 7:00 PM
ROMEOVILLE BRANCH**

CALL TO ORDER

Vice-President Gordon Butler called the Regular Board Meeting to order at 7:00 p.m. Board members present: Deanna Amann, Gordon Butler, Nancy Hackett, Christine Siegel, and Victor Zack. Board members absent: Gayle Crompton, and Ann Lopez-Caneva

Staff present: Scott Pointon and Beverly Krakovec

Guest: Jared Taylor

Vice-President Gordon Butler welcomed guest Jared Taylor to the board meeting. Mr. Taylor is a new District resident and was interested in learning more about the library district.

PUBLIC COMMENTS – none.

MINUTES

Christine Siegel noted there was a misuse of the word “facilities” on page 2 of the minutes. The minutes will be corrected to reflect the change.

Nancy Hackett moved to approve the revised September 23, 2014 Regular Board Meeting Minutes. Victor Zack seconded the motion. All voted aye. Motion carried.

CORRESPONDENCE

Scott Pointon presented the Board with a thank you from the Northern Illinois Food Bank for the District’s participation in a recent food drive. The District also received a thank you note for staff’s participation in the 4th Annual Day of the Immigrant which took place on September 6, 2014 in Bolingbrook.

TREASURER’S REPORT

Treasurer Victor Zack read the Treasurer’s Report for September 2014. Cash on hand as of September 1, 2014 was \$1,850,710.91. Income as of September 30, 2014 was \$1,903,126.31. Disbursements as of September 30, 2014 were \$292,648.87. Transfers and adjustments—none. Cash on hand as of September 30, 2014 was \$3,461,188.35. The Bond Levy Account had \$580,402.60 as of September 30, 2014.

Deanna Amann moved the Board approve the September 2014 Treasurer’s Report, as presented, with the payment of the October 15, 2014 bills for \$141,702.94, the October 8, 2014 payroll for \$93,669.63, and the October 22, 2014 payroll of \$94,491.76. Nancy Hackett seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Christine Siegel, and Victor Zack. Nays—none. Motion carried.

Personal Property Replacement Tax received to date totaled \$45,871.15. The Lockport Township estimate for FY 2014-2015 is \$258,026.74.

2013 Levy Real Estate Distributions and Interest received to date was \$4,417,917.09. Percent received to date is 96.692%.

Current interest rate as of October 28, 2014 for money market accounts are as follows: Harris Bank—0.100%, Illinois Funds—0.011%, MB Financial Bank—0.200%.

DIRECTOR' S REPORT

In addition to his written report, Scott Pointon relayed statistics from Unique Management Services, Inc., the District's collection agency. We have been using this service for seven years, during which time we have submitted 2,275 accounts for collection with \$263,878.20 dollars submitted. This amount includes materials and fees. Cash recovery is at \$32,119.23, material recovery is at \$35,654.48, and \$33,943.59 has been waived. When the District switched from our old system to Polaris, many of the patron account details were lost, so we had to waive various fines/lost items. Unique has billed the District \$15,680.04 in fees for services for the seven year period. The total return on investment is 6:1 and the asset return on investment is 4:1. The current twelve month average for the District costs breaks down to \$61.00 per month waived, \$652.00 materials recovered/paid for, and \$345.00 fees/fines collected. Utilizing Unique's services has benefited the District at a reasonable cost.

Our utility contract for phone service with Call One went down from an average of \$700.00 to \$640.00 per month. We have renewed our contract for POTS (plain old telephone service) analog lines for one year and all other lines for a period of three years. The POTS lines are utilized for fire alarm and elevator connectivity.

In the past all our buildings had two T1 lines for internet connectivity. As each building was remodeled/built we moved to fiber optic service. AT&T allows a customer to get out of their T1 contract if they are moving to a fiber optic service, which we did.

The Illinois Century Network (ICN), which builds the backbone of the big data lines around the state, has long promised that as soon as all the data lines are completed, they would be able to lower rates and still provide more data capability. We recently were notified by ICN that they have completed their data lines and will lower rates, as promised.

Currently the District has 20 megabits of data running in and out of each branch for Internet connectivity. With ICN's new rates, we would be able to run 50 megabits of data at the same rate. Unfortunately we are still in contracts with AT&T at the rates negotiated when each branch began fiber optic services. We may have to wait until each branch's AT&T contract expires to take advantage of ICN's new rate structure. ICN is working with AT&T to see if the District could use the new rate structure now, even though our contracts are still in place. The worst case scenario is we would have to wait until each AT&T contract expires to take advantage of the new rates.

OLD BUSINESS

BUILDING UPDATES

Lockport: The ceiling stairwell leak has been fixed and the drywall by the leak has been repaired. All boiler issues have been resolved with the installation of a new electronic component. The District still has some funds owed to Frederick Quinn Company which will not be paid until any remaining issues are addressed.

EXECUTIVE SESSION – Real Property – none needed.

EXECUTIVE SESSION – Personnel – none needed

NEW BUSINESS

AUDITOR’S REPORT—moved to the end of the agenda

APPROVAL OF CONTRACTORS’ PAYMENTS

The Board reviewed the contractor’s payment submitted for approval and payment.

Deanna Amann moved the Board approve the contractor’s certificate of payment to the Frederick Quinn Corporation for the Lockport project in the amount of \$20,960.00. Christine Siegel seconded the motion. Roll call indicated: Ayes—Deanna Amann, Gordon Butler, Nancy Hackett, Christine Siegel, and Victor Zack. Nays—none. Motion carried.

SERVING OUR PUBLIC 3.0: Facilities

The Board reviewed the standards in question and believed we are successfully meeting the parameters given. The Board will be working on accomplishing standard #4 – ‘The Library develops a facility plan and annual budget for maintenance of building and grounds and fixed asset replacements’. This standard will become part of the District’s new long-range plan.

AUDITOR’S REPORT

Brian Zabel from the firm of Brian Zabel & Associates P.C. presented the annual fiscal report for the fiscal year ending on June 30, 2014. The Board reviewed the audit report. Brian Zabel stated his firm presented the District with a clean opinion.

The assets of the District exceeded its liabilities as of June 30, 2014 by \$3,153,668 (net position). Cash and investments totaled \$3,003,561. This amount is down from the previous year due to renovation work. The District’s bond liability is \$22,960,000. The General Fund is the chief operating fund of the Library. As of June 30, 2014, unrestricted fund balance of the General Fund was \$1,863,179. The fund balance of the General Fund increased by \$54,155 during the year ending on June 30, 2014.

The Library’s investments in capital assets for its governmental activities as of June 30, 2014 amounted to \$23,855,340. This investment in capital assets included land, buildings and furniture, fixtures, and equipment. The total increase in the Library’s investments in capital assets for the year ending on June 30, 2014 was \$2,849,667 and was due to the remodeling of the Crest Hill and Lockport branches less current depreciation expenses. The building remodels in Crest Hill and Lockport were a major capital asset event during this past fiscal year.

The IMRF funding ratio was at 83.45% which is considered to be a good position. The unfunded amount of IMRF is \$568,447, which is down from last year's \$620,655.

Brian Zabel stated he found the District to be in a safe, positive fiscal position, with funds being managed in a responsible manner. He complimented Business Manager Debra Chapp on her accounting practices and monthly reports.

The District must approve the FY 2013-1014 Audit Report before the end of the year. The Board will review the report and vote on it at a later board meeting.

The Board thanked Mr. Zabel for his report.

ADJOURNMENT

Christine Siegel moved for adjournment at 8:10 p.m. Nancy Hackett seconded the motion. All voted aye. Motion carried.