

VILLAGE OF LIBERTYVILLE  
BOARD OF TRUSTEES  
Committee of the Whole  
April 26, 2022

President Johnson called to order the Committee of the Whole at 7:00 p.m. Those present were: President Donna Johnson, Trustees Scott Adams, Pete Garrity, Matthew Hickey, Matthew Krummick, Dan Love, and Jim Connell. All Village departments were represented.

**INTRODUCTION**

Village Administrator Kelly Amidei provided a brief overview of the purpose of the discussion. The Village Board requested a presentation from the Community Groups that receive a Village contribution or from those who utilize a Village owned building. Administrator Amidei noted that as part of the packet that was distributed to the Board a memo was included with background regarding the relationship between the organization and the Village as well as a summary of Village resources that are provided and financial contributions from the Village.

**COMMUNITY ORGANIZATION PRESENTATION- LIBERTYVILLE CIVIC CENTER**

Ms. Anne Carlino, Executive Director of the Libertyville Civic Center provided a presentation to the group. She presented an overview of the history of the building. In 1992 the Village purchased the building to preserve a historical building for use as a Community Center. From 1994 to present the Libertyville Civic Center Foundation 501(c)(3) has leased the building. It is designated for the following purposes:

- Headquarters and meetings of its members, board of directors and committees
- To promote public interest in education, the arts & music
- Rental to other civic groups, government agencies, private entities, and organizations
- Gathering location for senior citizens and youths of the Village of Libertyville and surrounding areas

Ms. Carlino also reviewed a list of current uses by the Community. She reported that the mission of the organization is to:

- Provide affordable gathering space primarily for civic and charitable organizations as well as community members and businesses
- Manage and oversee the Village's Senior Center, since 2018
- Plan, organize and execute the annual Libertyville Days Festival along with the Village's annual downtown parade

The Center offers room rentals, of which 70% of the rentals are requested by civic and charitable groups.

Ms. Carlino provided an overview of the Libertyville Senior Center which is run by the Civic Center. The Center offers a space for those who are 55 years and older to gather for art classes, exercise programs, educational classes and seminars, games and activities, parties and trips. It also offers services such as legal advice and technology instruction.

The Libertyville Days festival is also run by the Civic Center Foundation. The focus is to provide the community with a fun and family friendly way to kick off summer. Monies earned from the festival are shared with Clubs to help achieve their missions, as well as retained to help with upkeep and maintenance of the Civic Center Building. If needed, some funds are used to cover operational expenses.

Ms. Carlino reported that The Civic Center Foundation is self-sufficient. Sources of revenue include the following:

- Room Rentals
- Libertyville Township Grant
  - (FBO addiction support groups)
- Other Grants
- Village of Libertyville (2018)
- Senior Center
  - Annual increase of 2%
  - Donations
- Event Sponsorships
- Libertyville Days Festival

Typical expenditures include:

- Building Maintenance
- Equipment
- Insurance
- Payroll
- Professional Services
- Senior Center Programing
- Utilities
- Other operations
- Capital Improvements

The Foundation has invested \$278,000 for capital improvements into the Civic Center building over the last 10 years. Projects included the HVAC system, windows, electrical panel on West Church Street, conversion of a new program room and handicap entrance.

Finally, Ms. Carino provided an overview of the Foundation's goals and objectives.

Financial goals:

- Rental income to cover operating expenses year over year
- Senior Center self-sufficiency
- Libertyville Days Festival generates funds for building upgrades and maintenance

Anticipated future building improvements needed:

- Upgrade the HVAC building automation system
- Restroom remodeling
- Kitchen updating and remodeling
- Replace carpeting & furniture
- A/V system upgrade
- Parking Lot Resurfacing

Mayor Jonson inquired as to whether any long-range building plans have been developed. Ms. Carlino noted that cost estimates for the HVAC system have been obtained and that they are working with The Village's Facilities Manager, Dan Juarez on what items may be necessary.

Trustee Hickey asked for additional information on the Senior Center. Discussion ensued regarding membership fees for the Center as well as what programming needs, they may have and whether their operational hours are sufficient.

Trustee Connell asked for clarification regarding staffing for the Senior Center. Ms. Carlino responded that the Senior Center has one dedicated full-time staff member and three other full-time staff that are shared. Trustee Connell further commented that he did not understand why a non-profit that does not own the building is responsible for making improvements to the building. He also questioned why the different non-profits such as Adler, the Historical Society, MainStreet and the Civic Center operate differently. He asked why the Senior Center runs art programs when the Adler Center is the community art center. He also asked what the challenges are for the Foundation.

Mayor Johnson asked for follow-up information regarding what the cost and projections are for the building improvements that are needed at the Civic Center.

Trustee Connell asked what the costs are for each individual program.

Ms. Carlino responded that the Civic Center has a good partnership with the Village to include the Senior Center along with providing a shelter for emergency situations.

Trustee Connell stated that he would like additional information to clarify where the Village's investment goes within the Civic Center.

Mayor Johnson concluded by stating that as the presentations by the different community groups are finalized the Board may have additional questions and require follow-up presentations from the various groups.

**FIRE DEPARTMENT SRT (SPECIAL RESPONSE TEAMS) PRESENTATION**

Chief Carani introduced a video to share with the group that provides an overview of the Fire Department's Special Response Teams. The video was played for the Board and members of the public.

**ADJOURNMENT**

With no further business to come before the Committee of the Whole, President Johnson asked for a motion to adjourn. Trustee Adams moved to adjourn at 7:59 p.m., Trustee Garrity seconded, and the motion carried on a voice vote.

Respectfully submitted,



Ashley Engelmann  
Deputy Village Administrator

Approved: August 9, 2022



Kelly A. Amidei  
Deputy Village Clerk