

**PLANO COMMUNITY LIBRARY DISTRICT
OCTOBER 18, 2018 REGULAR BOARD MEETING
HELD IN THE DIANA HASTINGS BOARD ROOM
OF THE PLANO COMMUNITY LIBRARY**

President Jane Voss called the meeting to order at 7:00 p.m. Present were Trustees Ceil Carey, Adrian Frost, Zoila Gomez, Tom Karpus, Natalie Kollmann, and Gayle Severson. Library Director Deanna Howard was also present.

AUDIT REPORT, JOE MARTIN, BRIAN ZABEL & ASSOCIATES, P.C.

Joe Martin reviewed the audit report. He noted that pages 1-2 are the most important, and contain the "auditor's opinion". We received a "clean opinion", meaning our financial statements fairly reflect our financial condition. He reviewed several pages in the report, including the Statement of Net Position (page 3), Balance Sheet of Governmental Funds (page 5), and Revenues and Expenditures (page 7). Mr. Martin noted that the library has 9 months of operating expenditures in reserve. The State recommends 3-6 months, and the auditor likes to see 6-12 months, so we are right in the middle of that.

Mr. Martin noted the Net Pension Liability is listed on page 22. Page 28 shows that our Illinois Municipal Retirement Fund Plan is 91.69% funded, which is due to the good stock market returns for IMRF. Pages 33-35 show the Special Revenue Funds. Mr. Martin noted that all have positive balances and there is no risk of any being overfunded. Mr. Martin noted that as a whole the library has a good accounting system and internal controls.

APPROVAL OF AUDIT REPORT

Trustee Karpus moved that we approve the audit report. Motion carried, 7-0. Ayes-Carey, Frost, Gomez, Karpus, Kollmann, Severson, Voss. Nays-0.

MINUTES

Trustee Gomez moved that the minutes of the September 27, 2018 Regular Board Meeting be approved as submitted. Motion carried, 7-0. Ayes-7, Nays-0.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve September 2018 Financial Statements: Treasurer Gomez reviewed the financial statements. Receipts for September 2018 totaled \$158,636. Of that amount \$155,687 was from property taxes. Total expenses were \$39,821. We have just finished the 1st quarter of our fiscal year. We have received 91% of our revenues and our total expenses are at 26%. We are in line with our budget. Trustee Frost asked who manages the library's pension plan and a short discussion of IMRF (Illinois Municipal Retirement Fund) ensued. We referred to page 20 in the

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auditor's report. Trustee Severson moved that the financial report be accepted as submitted. Motion carried, 7-0. Ayes-7, Nays-0.

Approve October 18, 2018 Bills: Treasurer Gomez reported that bills for October 18, 2018 totaled \$220,373. Of that amount, \$15,325 was paid from the Operating Fund and \$2,002 from the Building and Maintenance Fund. Major expenses for the month included \$1,383 to Call One for telephone, \$6,229 to Dynegy for electric, \$3,546 to PrairieCat for automation (quarterly bill), \$2,519 to Baker and Taylor for books and \$1,088 to ThyssenKrupp for elevator maintenance (also a quarterly bill). Trustee Kollmann asked about the large amount for the PrairieCat automation bill. The director explained what it all entails and that it is quarterly. Trustee Kollmann also asked if there is a possibility of reduced rates from utilities for the library being a governmental building, but unfortunately that is not the case. Trustee Karpus moved to approve the bills. Motion carried, 7-0. Ayes-7, Nays-0

DIRECTOR'S REPORT

September circulation numbers were down but there is no obvious reason for the decline. Several staff anniversaries were celebrated in September. "Creating Plano's Photo History Book" program had good attendance and the Director attended an appreciation luncheon for the Kendall County Court Services community service worksites. Director Howard also appeared on WSPY radio to promote Library programs.

COMMITTEE REPORTS

Building and Grounds: Extreme Exteriors has started work on the east entrance facade.

Finance: The Finance Committee met before the board meeting to prepare the levy. Deanna noted that she made a mistake in the line amount for the Bond Debt Repayment in the Budget & Appropriations Ordinance. The Budget & Appropriations Ordinance will be revised next month so that the correct number can be placed in the levy.

Personnel and Policy: Personnel and Policy has nothing new to report.

Fundraising: Trustee Carey mentioned that the Christmas Tea will be held soon.

Trustee Kollmann asked about the library providing a scholarship to a community member for college or trade school. The board discussed this idea. It would, of course, not be appropriate to use tax money for this purpose. Deanna reviewed the purpose and use of the Memorial Fund and the Donation Fund. There was a discussion on soliciting donations specifically for this purpose; finding out what other scholarships are available in the area; what a suitable minimum scholarship amount would be; and if it would it be strictly for library studies (which would be rather limiting). It was agreed that this idea would be referred to the Fundraising Committee.

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UNFINISHED BUSINESS

None.

NEW BUSINESS

Approve Resolution 2018-02: Resolution to Determine Estimate of Funds for FY 18-19: Trustee Gomez moved to adopt Resolution 2018-02. Motion carried, 7-0. Ayes-7, Nays-0.

Christmas Party: The annual Christmas party for board members and their guests will be on December 20th a 6:30 p.m. at the Lakeview Grill Restaurant. Trustee Severson will make the reservation. This is a social gathering. Trustees pay for their own meals and no library business is discussed.

OTHER

Trustee Karpus asked the board, hypothetically, if we would be inclined to give a property tax rebate if a large company opened an 8 million dollar business in Plano. Other neighboring communities offer such incentive agreements. The agreement would be with a specific business, the idea being that all or some of the property taxes might be rebated for a certain period of time. The pros and cons of this were discussed. Trustee Frost asked what other libraries have done. The director suggested no rebate during the first year so that we could capture the property tax increase for the new growth revenue, but a rebate after that. Trustee Karpus felt that the business would be looking for a rebate to begin in the first year due to startup expenses. Some trustees wanted to know more about the value the business would bring to the community in terms of jobs and property values.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Ceil Carey

Approved as submitted, 11/19/18

Ceil Carey