

**PLANO COMMUNITY LIBRARY DISTRICT
OCTOBER 21, 2021 REGULAR BOARD MEETING
HELD IN THE LOWER LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:03 p.m. Present were Trustees Christine Backus, Cecelia Carey, and Denise Helmers. Trustees Tom Karpus, Natalie Kollmann, and Gayle Severson were absent. Library Director Deanna Howard was also present.

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

Mr. Zabel reviewed the audit report for June 30, 2021. Zabel & Associates has issued a “clean opinion”, indicating the library’s financial statements fairly reflect our financial condition. The library saw an increase in net position of \$590,057. The long term debt obligation of building bonds will be paid off next year. He also reviewed the library’s pension liability, which is 96% funded. Mr. Zabel reviewed a summary of the District’s assessed valuation and tax extensions and reminded the board that due to the tax cap the library’s increase in revenues, with the exception of new growth, is limited to the consumer price index each year.

MOTION TO ACCEPT THE AUDIT REPORT

Trustee Carey moved the board accept the audit report. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

MINUTES

Approve September 16, 2021 Finance Committee Meeting Minutes: Trustee Backus moved the minutes of the September 16, 2021 Finance Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve September 16, 2021 Regular Board Meeting Minutes: Trustee Carey moved the minutes of the September 16, 2021 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve September 2021 Financial Statements: Director Howard reported operating fund receipts for September 2021 totaled \$271,980. Of that amount \$269,308 was from property taxes and \$1,900 was from transition fees. Total operating fund expenses for September were \$56,088. We have completed the first quarter of our fiscal year. We have received 94% of our revenues for the year. Our expenses are at 20% of the year and we are aligned with our budget.

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Trustee Backus moved the September 2021 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve October 21, 2021 Bills: Director Howard reported bills for October 21 totaled \$41,427. Of that amount \$34,592 was paid from the Operating Fund, \$4,375 from the Building & Maintenance Fund, and \$2,458 from the Per Capita Grant Fund. Major expenses for the month were \$18,646 to CJ Power for continued work on the LED lighting transition on the upper level, and \$4,191 to Constellation for electric. Trustee Carey moved the October 21, 2021 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

DIRECTOR'S REPORT

Deanna reported we had excellent attendance (17) for our Book Discussion program at The Farnsworth House. We also had our first painting program with Petite Palette. 9 attended and we received lots of positive feedback on both programs. Our take home crafts for teens and adults have also been very popular. We've resumed a "normal" kids programming schedule as well, with Rhyme Time and Preschool Storytime resuming last week. The Friends of the Library earned \$802 at the August book sale. We celebrated several staff anniversaries in September.

COMMITTEE REPORTS

Building and Grounds: Deanna noted some delays in the completion of the HVAC project.

Finance: None.

Personnel and Policy: None.

Fundraising: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Approve Payment to Mechanical Concepts of Illinois: There was no payout request for approval.

Review/Approve Computer and Internet Use Policy: There were no changes made to the existing policy. Trustee Helmers moved the board approve the Computer and Internet Use Policy. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve Resolution 2021-02 Resolution to Determine Estimate of Funds for FY 21-22: Deanna indicated the resolution is the first step in the levy process. A public notice of the

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November 18 levy hearing will appear in the paper. Deanna reminded trustees that the required language in the notice can be confusing. The library asks for a high levy amount to capture any new growth in the area. Due to the tax cap the increase in taxes on existing property is limited to the Consumer Price Index. Trustee Carey moved the board approve Resolution 2021-02. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Per Capita Grant Requirement-Serving our Public, Chapters 7-13: Deanna reviewed the objectives and priorities identified in the FY 2021 Per Capita Grant application and the status of our progress. The board also reviewed and discussed the objectives and priorities identified for the FY 2022 Per Capita Grant application.

Waive Competitive Bidding to continue working with existing contractor for LED Lighting Conversion Project: Trustee Carey moved the board waive competitive bidding to continue working with the existing contractor on the LED Lighting Conversion Project. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Accept Proposal for lower level LED lighting conversion: Deanna indicated many lower level lights are not functioning, including some emergency lighting. She noted there is money in the repair budget for the expense and felt it was prudent to continue moving forward with this project rather than waiting until July 1. The board discussed the pros and cons of having the work done now or after July 1. Trustee Backus moved the board accept the proposal from CJ Power, Inc. to upgrade the lower level lighting to LED. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Discuss Christmas Party-December 16, 2021: Trustees agreed not to gather for an annual Christmas dinner this year.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:58 p.m.

Minutes submitted by Deanna Howard

*Approved as submitted, 11/18/21
Denise Helmer*