

**PLANO COMMUNITY LIBRARY DISTRICT
OCTOBER 20, 2022 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, Denise Helmers, and Natalie Kollmann. Library Director Deanna Howard was also present. Trustees Ceil Carey, John McCartan, and Gayle Severson were absent.

APPOINT SECRETARY PRO TEMPORE

President Voss appointed Trustee Helmers to serve as Secretary Pro Tempore.

PUBLIC COMMENT

Pat Schwartz presented a crochet blanket to the board. The blanket won a ribbon at the Sandwich Fair. She would like it to be used as a door prize at the Christmas Tea or as a raffle prize, all proceeds to benefit the library. It was agreed to use the blanket as a raffle prize. Pat was thanked for her beautiful donation to the library.

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

Mr. Zabel presented the June 30, 2022 audit report. A clean opinion has been issued. There are no misappropriations or areas of concern in the library's financial statements. Mr. Zabel reviewed the highlights of the report. The Management Discussion & Analysis shows a net position increase of \$392,942. The summary of revenues and expenses was reviewed. Bonds for the construction of the library addition were paid off in February of 2022. The library has a construction line of credit of \$313,054 for the HVAC replacement project. As of December 31, 2021 the library's IMRF pension obligation was 102% funded, due to strong IMRF investment returns. Mr. Zabel noted the library is doing a tremendous job of providing service to the community at a low cost to the taxpayers.

MOTION TO ACCEPT THE AUDIT REPORT

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

MINUTES

Approve September 15, 2022 Regular Board Meeting Minutes: Trustee Helmers moved the minutes of the September 15, 2022 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve September 15, 2022 Finance Committee Meeting Minutes: Trustee Backus moved the minutes of the September 15, 2022 Finance Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve October 13, 2022 Fundraising Committee Meeting Minutes: Trustee Kollmann moved the minutes of the October 13, 2022 Fundraising Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

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CORRESPONDENCE

Director Howard reported the library has received our FY 2022 Per Capita Grant award check in the amount of \$20,785.

FINANCIAL REPORT

Approve September 2022 Financial Statements: Trustee Backus reported that Operating Fund receipts for September 2022 totaled \$284,064. Of that amount, \$281,850 was from property taxes, \$1,400 was from transition fees, and \$814 was from interest, copy, print, and faxing fees. Total Operating Fund expenses for September were \$50,301. Trustee Backus noted we are one third of the way through the current fiscal year and have received 91% of our budgeted revenue and incurred 19% of budgeted expenses. Trustee Helmers moved the September 2022 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve October 20, 2022 Bills: Trustee Backus reported bills for October 20th totaled \$42,132. Of that amount, \$35,518 was paid from the Operating Fund, \$4,713 from the Building & Maintenance Fund, and \$1,902 from the Per Capita Grant Fund. Major expenses for the month were \$11,998 to Tech Pro Logic for Professional Services (IT support), \$7,236 to TRICO for a new LAN room chiller, \$4,235 to PrairieCat, \$3,760 to Constellation for energy, and \$1,629 to NICOR. Trustee Kollmann moved the October 20, 2022 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

DIRECTOR'S REPORT

Deanna noted the Crafts-to-Go program continues to very popular and credited staff member Randy Struthers for the great job he has done with this program. We continue to have a loyal group of people who attend the Painting and Card Making Classes each month. Several Medicare Basics programs were well attended. All the third-grade classes visited the library in October. We saw about 185 students/teachers and the visits were great. Many students came back to the library with their parents to get their library card soon after their field trip. The seventh-grade classes will be visiting the library later this month.

The Friends of the Library earned a record-breaking \$1,733 at the August Book Sale. Three staff anniversaries were celebrated in September. Di Stout—17 years, Chris Kosulic—15 years, and Ilene Smit-7 years.

COMMITTEE REPORTS

Building and Grounds: Deanna noted the boiler motor went out this month and had to be replaced. We also have a problem with the HVAC control system. All the original CCN controls in the building are no longer communicating with the new HVAC software. This means the software cannot see the space temperatures throughout the building and respond with heating or cooling accordingly. A technician was on site for a full day but was

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unable to resolve the issue. Deanna will continue to work with the controls company to determine the best way forward.

Finance: None.

Personnel and Policy: None.

Fundraising: The Christmas Tea will be held on Sunday, December 4.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Adopt Resolution 2022-02: Resolution to Determine Estimate of Funds for FY 22-23: This resolution is the first step in the levy process and sets the Truth in Taxation Act Hearing date and public hearing notice requirements. Trustee Backus moved the Board adopt Resolution 2022-02. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3. Director Howard then reviewed the levy with the board, explaining the library asks for a large increase each year to capture any new growth in the district. The library will be limited to a 5% increase on existing property. The County will reduce our levy request based on the actual equalized assessed value in the district. She provided each trustee with a clarification sheet regarding the proposed property tax notice for their reference.

Discuss Christmas Dinner-December 15, 2022: This discussion was postponed to the next board meeting.

OTHER

Trustee Helmers inquired if any other individuals have picked up election packets to run for trustee in the April election. Deanna reported that at this time no one has picked up a packet from her, but individuals can find all the information and forms they need to run for election online. We will not know if anyone else is running until the end of the filing period.

Deanna would like to set a Trustee Orientation Meeting for Trustee John McCartan at 6:00 p.m. on November 17. Trustee Voss is available and Deanna will check with Trustee McCartan.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:48 p.m.

Minutes submitted by Deanna Howard

Approved as submitted 11/17/22

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Cecil Carey