

**PLANO COMMUNITY LIBRARY DISTRICT  
MAY 18, 2023 REGULAR BOARD MEETING  
HELD IN THE LOWER-LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:01 p.m. Present were Trustees Christine Backus, Denise Helmers, Natalie Kollmann, John McCartan, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Cecelia Carey was absent.

**OATHS OF OFFICE**

Denise Helmers, John McCartan, and Jane Voss took their oaths of office.

**MINUTES**

Approve April 20, 2023 Decennial Committee Meeting Minutes: Trustee Kollmann moved the minutes of the April 20, 2023 Decennial Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve April 20, 2023 Regular Board Meeting Minutes: Trustee Helmers moved the minutes of the April 20, 2023 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

**PUBLIC COMMENT**

None.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Approve April 2023 Financial Statements: Trustee Backus reported Operating Fund Receipts for April 2023 totaled \$17,504. Of that amount, \$14,045 was from replacement taxes, \$1,400 was from transition fees, and the balance was from interest, copy, print, and faxing fees. Total Operating Fund expenses for the month were \$63,850. Trustee Severson moved the April 2023 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve May 18, 2023 Bills: Trustee Backus reported bills for May 18th totaled \$67,352. Of that amount, \$63,809 was paid from the Operating Fund and \$3,543 from the Building & Maintenance Fund. Major expenses for the month were \$15,558 to Cincinnati for the building & contents and workers comp premiums, \$10,495 to Olsson for roof repairs, \$6,717 to CMJ IT Solutions, \$5,845 to Today's Business Solutions for automation expense, and \$4,044 to Constellation. Trustee McCartan moved the May 18, 2023 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

**DIRECTOR'S REPORT**

The Library's Summer Newsletter has arrived in homes. Deanna highlighted several upcoming programs. We will be offering two programs in Spanish, one for adults and one for kids. Summer Reading will start on June 1. Deanna reported the District 88 kindergarten and third grade classes are visiting the library. The Kindergarten, first, and second grade

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classes from St. Mary School are visiting as well. Deanna celebrated her 23<sup>rd</sup> library anniversary this month. She thanked the Board for their continued support and everything they do for the library. The Friends of the Library met on May 6 and voted to donate \$2,300 to the Library to support programs, including the Summer Reading Program. We appreciate their support.

**COMMITTEE REPORTS**

Building and Grounds: The insurance company provided payment for the hail damage to the roof. Deanna still needs to contact the attorney to get clarification on bid requirements.

Finance: The Finance Committee met prior to the board meeting to go over the FY 2023-2024 Operating Budget.

Personnel and Policy: The committee will meet at 6:30 p.m. on June 15 to complete the Director's evaluation.

Fundraising: None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Approve FY 2023-2024 Operating Budget: Trustee Backus reviewed the highlights of the operating budget. We anticipate \$762,000 in property taxes. We estimated \$75,000 in replacement tax receipts. Adding other income, we have budgeted \$862,500 in receipts for the year. The salary budget includes an increase of 5% for raises and two part-time positions being filled. The insurance budget has been increased 20%. The budget for water & sewer increased due to a change in the city's billing. The budget for repairs includes the replacement of the shingle roof. We have also budgeted for the replacement of our public computers. Trustee Kollmann moved the board approve the FY 2023-2024 Operating Budget. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve overall increase for staff raises, effective June 25, 2023: The FY 2023-2024 operating budget includes a 5% increase for staff raises. Trustee Backus moved the board approve a 5% overall increase for staff raises, effective June 25, 2023. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

**OTHER**

None.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:26 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 6/19/23 Page 2 of 2

