

**PLANO COMMUNITY LIBRARY DISTRICT
SEPTEMBER 21, 2023 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:05 p.m. Present were Trustees Christine Backus, Denise Helmers, Natalie Kollmann, and John McCartan. Library Director Deanna Howard was also present. Trustees Cecelia Carey and Gayle Severson were absent.

AUDIT REPORT, PRESENTED BY CATE MOULTON OF MACK & ASSOCIATES

Ms. Moulton presented the audit report, which is based on the modified cash basis of accounting. This is a change from the FY 2022 audit, which was based on the modified accrual basis of accounting. Mack & Associates has issued a clean opinion. Ms. Moulton reviewed several highlights of the audit, including the statement of net position. The Library has a healthy cash balance and had a strong financial year. Ms. Moulton answered several questions about the transition from the modified accrual basis of accounting to the modified cash basis. It was noted the library's financial statements for July and August will be adjusted based on the auditor's journal entries.

MOTION TO ACCEPT THE AUDIT REPORT

Trustee Backus moved the Board accept the audit report. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

MINUTES

Approve July 20, 2023 Regular Board Meeting Minutes: Trustee McCartan moved the minutes of the July 20, 2023 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve July 20, 2023 Secretary's Audit Committee Meeting Minutes: Trustee Helmers moved the minutes of the July 20, 2023 Secretary's Audit Committee Meeting Minutes be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

CORRESPONDENCE

Deanna highlighted several services included in the Reaching Across Illinois Library System brochure.

FINANCIAL REPORT

Approve July 2023 Financial Statements: Trustee Backus reported Operating Fund Receipts for July 2023 totaled \$453,396. Of that amount, \$411,849 was from property taxes, \$39,209 from replacement taxes, \$1,592 from interest, and the balance was from copy, print, and faxing fees. Total Operating Fund expenses for the month were \$40,903. Trustee Kollmann moved the July 2023 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve August 17, 2023 Bills: Trustee Backus reported bills for August 17th totaled \$32,060. Of that amount, \$27,184 was paid from the Operating Fund, \$4,351 from the Building & Maintenance Fund, and \$525 from the Donation Fund. Major expenses for the month were \$12,027 to Dynegy for electricity, \$2,976 to Baker and Taylor for books, \$1,763 to A Corporate

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Printing Service and \$1,123 in postage, both for the newsletter. Trustee Backus moved the August 17, 2023 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve August 2023 Financial Statements: Trustee Backus reported Operating Fund Receipts for August 2023 totaled \$49,454. Of that amount, \$43,691 was from property taxes, \$2,970 from replacement taxes, \$1,582 from interest, \$868 from faxing fees, and the balance was from copy, print, and other income. Total Operating Fund expenses for the month were \$63,785. Through August, 60% of the budgeted property taxes for the year have been received. Trustee Helmers moved the August 2023 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve September 21, 2023 Bills: Trustee Backus reported bills for September 21st totaled \$87,379. Of that amount, \$79,683 was paid from the Operating Fund, \$3,607 from the Building & Maintenance Fund, \$3,565 from the Per Capita Grant Fund, and \$525 from the Donation Fund. Major expenses for the month were \$56,446 to CMJ IT Solutions for new public computers, \$5,800 to Mack & Associates for the audit, \$2,369 to Newsbank, and \$2,310 to Angeles Tree Service. Trustee Backus moved the September 21, 2023 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported the Summer Reading Program ended on July 30th. 349 kids, 43 teens, and 261 adults participated in the program and 68% completed. The August Friends of the Library Book Sale earned \$1,850, a record sale. Our IT consultants have begun the installation of new staff computers and migrated our email to Office 365. We have ordered 26 new public computers and Savion Energy has indicated they will donate \$10,000-\$15,000 to support this project.

Deanna reported on visits to the library by all third grade and seventh grade classes, an estimate of 350 students. Deanna was invited to attend the School Board Meeting on Monday. PH Miller School was highlighting their preschool program, and they wanted to talk about our partnership to bring a Spanish Rhyme Time program to the library. Deanna took the opportunity to let the school board members know we are very grateful for the positive relationship we have with our schools.

The September-December newsletter was mailed to homes. We are partnering with Senior Services Associates of Yorkville to bring some senior programming to the library. We had the Dance Group Folkloterapia perform here last Saturday. It was a perfect way to kick off Hispanic Heritage Month. They gave an amazing performance of dances with traditional Mexican outfits. About 30 people attended.

Christine Savage, one of our Kids' Library Assistant, has been offered a full time position as an Early Childhood Teacher with the Yorkville School District. She will start working there on October 5. While we are sad for the library, this is a great opportunity for Christine. She will continue to work with us for her evening programs and some Saturdays through December.

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Deanna informed the board of recent bomb threats to several Illinois Libraries. She has updated the library's bomb threat procedures, met with officers from the Plano Police Department, and met with all staff members.

COMMITTEE REPORTS

Building and Grounds: Deanna noted that a boundary survey of the library has been completed. Pruning of damaged trees and branches too close to the building has also been completed.

Finance: The Committee set a meeting for 6:30 p.m. on October 19 to prepare the levy.

Personnel and Policy: None.

Fundraising: The Committee needs to meet to discuss the December 3 Christmas Tea.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Adopt Ordinance 2023-02: FY 2023-2024 Budget & Appropriations Ordinance: Deanna noted two changes in the budget, for a total additional appropriation of \$130,000. Trustee Kollmann moved the Board adopt Ordinance 2023-02. Motion carried, 5-0. Ayes-Helmert, Kollmann, Backus, McCartan, Voss; Nays-0; Absent-Carey, Severson.

Approve Chief Fiscal Officer's Estimate of Revenues by Source: Trustee Backus moved the board approve the Chief Fiscal Officer's Estimate of Revenues by Source. Motion carried, 5-0. Ayes-McCartan, Helmert, Kollmann, Backus, Voss; Nays-0; Absent-Carey, Severson.

Accept the FY 2022-2023 Illinois Public Library Annual Report: Deanna noted this required report collects data regarding the library. The report, due by September 1, has been submitted. Trustee Kollmann moved the board accept the FY 2022-2023 Illinois Public Library Annual Report. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve amended agreement for TMF Management LLC Abatement of Real Property Taxes: The original agreement was approved by the Board in August 2022. Amendments have been made regarding the number of employees. Trustee Kollmann moved the Board approve the Agreement for TMF Management LLC Abatement of Real Property Taxes. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve Revised Material Selection Policy: Deanna reviewed several changes to the policy, including those required to comply with Public Act 103-0100. The section regarding request for reconsideration of library materials and the related form have been revised. Trustee McCartan

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moved the Board approve the Revised Material Selection Policy. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Authorize Library Director to accept bid for shingle roof replacement at a cost not to exceed \$25,000: Trustee Backus moved the board authorize the Library Director to accept a bid for the shingle roof replacement at a cost not to exceed \$25,000. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Review Whistleblower Reporting and Anti-Retaliation Policy & Procedure: This is a requirement of the Illinois SAFE-T Act. The board approved the policy in August 2022. It must be reviewed annually. Trustees present signed the Acknowledgement of Receipt Form.

OTHER

Deanna noted the next Decennial Committee Meeting will be held at 7:00 p.m. on October 19, before the regular Board Meeting.

PUBLIC COMMENT

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 8:00 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 10/19/2023

A handwritten signature in blue ink, consisting of a large, stylized initial 'D' followed by several loops and a long horizontal stroke extending to the right.