

**PLANO COMMUNITY LIBRARY DISTRICT
OCTOBER 19, 2023 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:40 p.m. Present were Trustees Christine Backus, Ceil Carey, Denise Helmers, Natalie Kollmann, John McCartan, and Gayle Severson. Library Director Deanna Howard was also present.

MINUTES

Approve September 21, 2023 Budget & Appropriations Hearing Minutes: Trustee Helmers moved the minutes of the September 21, 2023 Budget & Appropriations Hearing be approved as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

Approve September 21, 2023 Regular Board Meeting Minutes: *Note: due to a clerical error the date was incorrectly listed as September 15, 2022 on the agenda.* Trustee Backus moved the minutes of the September 21, 2023 Regular Board Meeting be approved as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve September 2023 Financial Statements: Trustee Backus reported the financial statement presentation is a little different this month after the change from accrual basis to the cash basis, as we discussed at the meeting in September with the auditor. Operating Fund Receipts for September 2023 totaled \$287,493. Of that amount, \$285,046 was from property taxes, \$1,503 from interest, \$620 from faxing fees, and the balance was from copy, print, and other income. Total Operating Fund expenses for the month were \$115,500. Trustee Carey moved the September 2023 Financial Statements be approved. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

Approve October 19, 2023 Bills: Trustee Backus reported bills for October 19th totaled \$26,358. Of that amount, \$19,750 was paid from the Operating Fund, \$1,447 from the Building & Maintenance Fund, and \$5,162 from the Per Capita Grant Fund. Major expenses for the month were \$5,949 to Dynegy for electricity, \$4,077 to PrairieCat, \$2,609 to Baker and Taylor for books, and \$1,714 to Penworthy for books. Trustee Kollmann moved the October 19, 2023 bills be approved. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

DIRECTOR'S REPORT

Deanna reported we have restarted the partnership with PH Miller School to select, checkout, and deliver books to their classes. There are 8 classrooms in each grade (preschool, kindergarten, and 1st grade). We have delivered to Kindergarten and First Grade so far. We will continue to cycle through each grade as the school year progresses. The library has partnered with Senior Services of Yorkville to bring some programming for seniors to Plano. Unfortunately, due to low attendance, most of the remaining Bingocize

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classes will be canceled. We celebrated two staff anniversaries in September. Chris Kosulic, Adult Services Library Assistant, has been with us for 16 years. Ilene Smit, Kids' Library Assistant, celebrated her 8th anniversary.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: The Committee met before the board meeting to prepare the levy.

Personnel and Policy: None.

Fundraising: The Committee will meet after the board meeting to discuss the Christmas Tea.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Adopt Ordinance 2023-02: Resolution to Determine Estimate of Funds for FY 23-24: This resolution is the first step in the levy process and sets the Truth in Taxation Act Hearing date and public hearing notice requirements. It was noted the Fiscal Year in the Ordinance should be changed to 2023-2024. Trustee Carey moved the board Adopt Ordinance 2023-02 as amended. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0. Deanna explained 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.

Discuss Christmas Dinner-December 21, 2023: Trustee Severson will contact Silver Fox about a 7pm reservation. Trustees pay for their own meals and no library business is discussed at the dinner.

PUBLIC COMMENT

None.

OTHER

None.

ADJOURNMENT

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

Minutes submitted by Deanna Howard

Approved as submitted, 11/16/2023

Denise Helmer