

**PLANO COMMUNITY LIBRARY DISTRICT
JANUARY 18, 2024 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:02 p.m. Present were Trustees Christine Backus, Cecelia Carey, and John McCartan. Library Director Deanna Howard was also present. Trustee Natalie Kollmann arrived at 7:05 p.m. Trustees Denise Helmers and Gayle Severson were absent.

MINUTES

Approve November 16, 2023 Levy Hearing Minutes: Trustee Carey moved the minutes of the November 16, 2023 Levy Hearing Minutes be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve November 16, 2023 Regular Board Meeting Minutes: Trustee Backus moved the minutes of the November 16, 2023 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Trustee Kollmann arrived.

CORRESPONDENCE

The Library received a Thank You letter for supporting a local organization that distributed care packages on Christmas Day to individual experiencing homelessness in Chicago. Nearly 60% of all the hygiene items were collected at the library.

FINANCIAL REPORT

Approve November 2023 Financial Statements: Trustee Backus reported Operating Fund receipts for November 2023 totaled \$11,455. Of that amount, \$8,442 was from property taxes, \$2,177 from interest, \$350 from transition fees, and the balance was from fax, copy, print, and other income. Total Operating Fund expenses for November were \$50,002. Trustee McCartan moved the November 2023 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve December 21, 2023 Bills: Bills for December 21st totaled \$45,469. Of that amount, \$43,277 was paid from the Operating Fund, \$1,250 from the Building & Maintenance Fund, and \$942 from the Donation Fund. Major expenses for the month were \$13,353 to AWE Learning for Kids' early learning computers, \$3,988 to Dynegy for electricity, and \$3,136 to Petite Palette. Trustee Backus moved the December 21, 2023 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve December 2023 Financial Statements: Operating Fund receipts for December 2023 totaled \$7,118. Of that amount, \$4,739 was from replacement taxes, \$1,647 from interest, and the balance was from copy, print, faxing and other income. Total Operating Fund expenses for December were \$66,805. We are halfway through the fiscal year. The fund received 48% of the expected revenue and incurred 42% of the budgeted expenses. Trustee

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Carey moved the December 2023 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve January 18, 2024 Bills: Bills for January 18th totaled \$25,463. Of that amount, \$21,239 was paid from the Operating Fund, \$2,267 from the Building & Maintenance Fund, \$396 from the Donation Fund, and \$62 from Staff. Major expenses for the month were \$4,478 to CMJ IT Solutions for new floor network jacks and maintenance, \$3,656 to Dynegy for electricity, and \$2,997 to Proquest for genealogy databases. Trustee McCartan moved the January 18, 2024 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

Deanna reported that Savion, the company that wants to develop a solar field in Plano, presented a \$15,000 check to the library to support the purchase of new public computers. This is about half of the cost of the equipment. A press release will be sent out regarding the donation. We had good attendance at our November and December programs. The January-May newsletter arrived in homes in December. Deanna highlighted several upcoming programs.

Randy Struthers, our Circulation Manager, celebrated his 19th anniversary in December. Erin Kripke, Library Assistant at the Checkout Desk, is leaving us. Randy has hired two new staff members: John Heronemus and Anita Simmons. Deanna has advertised for two vacant Kids' Library positions. The library had several weather-related closings this month. Deanna reviewed her decision-making process regarding closing due to inclement weather.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: The committee will meet at 6:30 p.m. on February 15 to revise the FY 2023-2024 budget.

Personnel and Policy: None.

Fundraising: Trustee Carey reported the Christmas Tea was wonderful. 66 attended and we received a lot of positive feedback.

UNFINISHED BUSINESS

Approve revisions to Material Selection Policy: One sentence was revised to comply with the eligibility requirements for state grants. Trustee Kollmann moved the changes to the Material Selection Policy be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

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NEW BUSINESS

Statement of Economic Interest due May 1, 2024: Trustees will be receiving paperwork from the Kendall County Clerk's Office with instructions for completing the requirement for 2024.

OTHER

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:27 p.m.

Minutes submitted by Deanna Howard

*Approval as submitted, 2/15/24
Denise Helmers*