

**PLANO COMMUNITY LIBRARY DISTRICT
MAY 29, 2025 7:00 P.M.
REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

CALL TO ORDER

President Jane Voss called the meeting to order at 7:08 p.m.

ROLL CALL

Present were Trustees Christine Backus, Cecelia Carey, Denise Helmers, Natalie Kollmann, John McCartan, and Gayle Severson. Library Director Deanna Howard was present.

ELECTION OF OFFICERS

Trustee Severson moved the Board approve the Slate of Offices as presented by the nominating committee: President—Denise Helmers; Vice President—Cecelia Carey; Treasurer—Christine Backus; Secretary—Natalie Kollmann. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0. Following the election Trustee Helmers assumed the Chair. Trustee Voss was thanked for her many years of leadership as Board President.

MINUTES

Approve April 17, 2025 Regular Board Meeting Minutes: Trustee Backus moved the minutes of the April 17, 2025 Regular Board Meeting be approved as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

Approve May 15, 2025 Nominating Committee Minutes: Trustee Carey moved the minutes of the May 15, 2025 Nominating Committee Meeting be approved as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve April 2025 Financial Statements: Trustee Backus reported Operating Fund receipts for April 2025 totaled \$2,578. Of that amount, \$1,129 was from interest, \$673 from fax, \$595 from copy and print fees, and \$180 from other. Total Operating Fund expenses for the month were \$53,795. Trustee Voss moved the April 2025 Financial Statements be approved. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

Approve May 15, 2025 Bills: Trustee Backus reported bills for May 15 totaled \$42,747. Of that amount, \$40,669 was paid from the Operating Fund and \$2,079 was paid from the Building & Maintenance Fund. Major expenses for the month were \$19,082 to Cincinnati Insurance for building and contents and workers compensation policies, \$3,276 to Dynegy, \$3,093 to Amazon for books, and \$2,210 to Petite Palette for classes. Trustee Kollmann moved the May 15, 2025 bills be approved. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

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DIRECTOR'S REPORT

Deanna noted the summer newsletters arrived in homes last week and we have been busy signing people up for programs. She highlighted several programs, including a partnership with the University of Illinois Extension 4-H to provide 6 programs over the summer. Summer Reading will start on June 2. Deanna reviewed the prize choices. The Friends of the Library donated \$2,500 to the library, so they support most of the prizes. A total of 18 kindergarten and third grade classes visited the library in May, and we saw over 450 students and parents. This is a highlight of our year. Deanna celebrated her 25th Library Anniversary in May. She thanked the staff for hosting a celebration, and thanked the board for their continued support and everything they do for the library. The board thanked Deanna for her service.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: The Committee met before the Board Meeting to discuss the FY 2025-2026 Budget. The committee also discussed options for increasing the library's interest earnings. They are recommending the library transition to Illinois Funds. Deanna will get some additional information for the June board meeting.

Personnel and Policy: The Committee will meet on June 17 at 2:00 p.m. to complete the Director's annual evaluation.

Fundraising: None.

PUBLIC COMMENT

None.

UNFINISHED BUSINESS

Executive Order Eliminating the Institute of Museum and Library Services: Deanna shared the following:

1. There was an article on the front page of the Aurora Beacon News and Chicago Tribune newspapers highlighting RAILS delivery and other IMLS services.
2. The Illinois State Library has directed regional library systems to submit plans for level funding for FY 2026. This means delivery will be funded and there will no cuts to funding or services for FY 2026. Deanna noted we are very fortunate to be in state that supports libraries.
3. The Illinois State Library has indicated the FY 2025 Per Capita Grants will be awarded.
4. On May 13 a federal judge ordered funding to IMLS be restored. The current IMLS Act sunsets on September 30, 2025. Moving forward congressional action will be required

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for IMLS and its funding to continue. The current budget passed by the House of Representatives does not include funding for IMLS. The budget is in the Senate now.

NEW BUSINESS

Approve FY 2025-2026 Operating Budget: Trustee Backus reviewed the proposed budget. Property tax receipts are based on the number from the County. Replacement taxes are an estimate. Transition fee income is based on two homes being built. On the expense side, the increase to the salary budget reflects full staffing and a 5% increase for raises. The collection materials and utilities budgets are staying the same. Budgets for professional services, library supplies, and insurance were increased in case costs increase. The budget includes a principal payment of \$264,000 to pay off the library's mortgage. Equipment & furnishings includes replacing chairs and the express checkout stations. At the end of the year, the budget shows a deficit of \$259,500 due to the mortgage payoff. The library has a healthy corporate fund balance to cover this deficit. Trustee Voss moved the FY 2025-2026 Operating Budget be approved. Motion carried, 7-0. Nays-0, Absent-0.

Approve Overall Increase for Staff Raises, Effective June 22, 2025: Trustee McCartan moved a 5% overall increase for staff raises be given, effective June 22, 2025. Motion carried, 7-0. Nays-0, Absent-0.

Authorize President and Director to sign Audit Engagement Letter with Mack & Associates: Trustee Backus moved the President and Director be authorized to sign the engagement letter. Motion carried, 7-0. Nays-0, Absent-0.

Procedure for Filling Trustee Vacancy: The library's current procedure for filling a vacancy was discussed. A 2022 Illinois law requires vacancies to be filled within 90 days after being declared. The board discussed possible candidates and the pros and cons of posting the vacancy. Deanna will prepare a possible questionnaire and packet that can be provided for potential candidates.

OTHER

President Helmers offered to host a get-together to celebrate Trustee Voss's service to the board.

ADJOURNMENT

Being no further business, the meeting was adjourned at 8:04 p.m.

Minutes submitted by Deanna Howard

Approved as submitted 6/19/25

