

**PLANO COMMUNITY LIBRARY DISTRICT  
JUNE 19, 2025 7:00 P.M.  
REGULAR BOARD MEETING  
HELD IN THE LOWER-LEVEL MEETING ROOM**

**CALL TO ORDER**

President Denise Helmers called the meeting to order at 7:06 p.m.

**ROLL CALL**

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

**MINUTES**

Approve May 29, 2025 Finance Committee Minutes: Trustee Voss moved the minutes of the May 29, 2025 Finance Committee Meeting be approved as corrected. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve May 29, 2025 Regular Board Meeting Minutes: Trustee Backus moved the minutes of the May 29, 2025 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Approve May 2025 Financial Statements: Trustee Backus reported Operating Fund Receipts for May 2025 totaled \$83,468. Of that amount, \$70,243 was from property taxes, \$11,179 from replacement taxes, \$1,139 from interest, \$311 from fax, \$569 from copy and print fees, and \$27 from other. Total Operating Fund expenses for the month were \$77,264. Trustee Kollmann moved the May 2025 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve June 19, 2025 Bills:

Trustee Backus reported bills for June totaled \$30,640. Of that amount, \$27,030 was paid from the Operating Fund, \$1,540 was paid from the Building & Maintenance Fund, \$2,050 was paid from the Donation Fund, and \$20 was paid from the Memorial Fund. Major expenses for the month were \$6,719 to Auto-Owners Insurance for flood insurance, \$3,450 to Dynegy, \$2,992 to Amazon for books, and \$2,050 for gift cards to Dunkin, Baskin Robbins, and Walmart for Summer Reading prizes. Trustee Voss moved the June 19, 2025 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

**DIRECTOR'S REPORT**

Deanna attended Senator Sue Rezin's Kids' Fair at the YMCA on June 7. This was a huge event, with a bounce house, reptile show, and emergency vehicles outside. Various state and local

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agencies were inside to provide information about their programs and services. Deanna estimated she spoke with 200 people. Deanna attended the PH Miller School Kindergarten Information Night. 11 new library cards were issued as part of this event. The Library is partnering with the YMCA, Plano Families with Vision, and the Sandwich Park District for a free outdoor movie night on June 21 at the YMCA. The Library is sponsoring the outdoor movie public performance license.

Summer Reading started on June 1. Right now, we have 315 kids, 34 teens, and 243 adults registered for the program. Deanna thanked the Friends of the Library for their support of the program—their funding is used to purchase prizes. Deanna reviewed some highlights of our summer events to date and noted that it has been very busy, but things have been going very well this summer.

**COMMITTEE REPORTS**

Building and Grounds: None.

Finance: None.

Personnel and Policy: The Committee met to complete the Director's evaluation.

Fundraising: None.

**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS**

Procedure for Filling Trustee Vacancy: Deanna presented a draft packet for candidates to fill a trustee vacancy. The purpose of the packet is to provide interested candidates more information about the role of Library Trustee, and to provide the Board with more information about the candidate. Trustees reviewed the documents and provided feedback. The timeline and process for filling a vacancy were discussed. The packet will be emailed to the board so that everyone can review it and provide additional feedback at the July meeting.

Illinois Funds and FNBO Bank Accounts, Authorize Director to Enroll in additional Illinois Funds Account: Deanna reported there are no fees or limits for transfers between an Illinois Funds and FNBO account. The Library currently has an Illinois Funds account to handle credit card payments through Illinois ePay. The Board previously discussed moving the majority of the library's funds to an Illinois Funds account to capture the higher interest rate offered. Deanna has the necessary paperwork. Trustee Backus moved the Director be authorized to enroll in an additional Illinois Funds account. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

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**NEW BUSINESS**

Adopt Ordinance 2025-01, Meeting Schedule for FY 2025-2026: The ordinance sets the meeting schedule as 7:00 p.m. on the third Thursday of each month, except December. Trustee Voss moved the board adopt Ordinance 2025-01. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Committee Assignments: Committee assignments were reviewed. No changes were made at this time.

President Appoints Secretary's Audit Committee for Annual Report: Trustees Backus and Kollmann were appointed. The Committee will meet immediately following the July board meeting.

Approve Transfer from the Corporate Fund to the IMRF Fund: Trustee Backus moved \$22,000 be transferred from the Corporate Fund to the IMRF Fund. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve Transfer from the Corporate Fund to the Social Security Fund: Trustee Kollmann moved \$14,000 be transferred from the Corporate Fund to the Social Security Fund. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve Director's Raise, effective June 22, 2025: As recommended by the Personnel & Policy Committee, Trustee Voss moved the Director receive a 5% raise, effective June 22, 2025. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Adopt Ordinance 2025-02, Tentative 2025-2026 Budget & Appropriations Ordinance: Trustee Backus moved the Board Adopt Ordinance 2025-02. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3. A notice will be published in the paper regarding the August 21 hearing, and the ordinance will be available for public inspection at the library.

**OTHER**

Deanna noted we are at the end of our three-year agreement with our auditors, Mack & Associates. We have received a proposal for audit services going forward. This will be on the agenda for the July Board Meeting.

The get-together for Trustee Voss has been postponed to a later date.

**ADJOURNMENT**

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

Minutes submitted by Deanna Howard

*Approved as submitted 7/17/25* Page 3 of 3

