

**PLANO COMMUNITY LIBRARY DISTRICT
JULY 17, 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 7:02 p.m.

ROLL CALL

Present were Trustees Cecelia Carey, John McCartan, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Natalie Kollmann arrived at 7:05 p.m. Trustee Chrissy Backus arrived at 7:07 p.m. Trustee Jane Voss was absent.

MINUTES

Approve June 17, 2025 Personnel & Policy Committee Meeting Minutes: Trustee McCartan moved the minutes of the June 17, 2025 Personnel & Policy Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve June 17, 2025 Personnel & Policy Committee Closed Session Minutes: Trustee Severson moved the minutes of the June 17, 2025 Personnel & Policy Committee Closed Session be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve June 19, 2025 Regular Board Meeting Minutes: Trustee Carey moved the minutes of the June 19, 2025 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

CORRESPONDENCE

The library received a letter from the Illinois Secretary of State's Office announcing we have been awarded an FY 2025 Per Capita Grant in the amount of \$20,785.70.

Trustee Kollmann arrived at 7:05 p.m.

DIRECTOR'S REPORT

The Summer Reading Program continues through July 31. As of today 401, kids, 44 teens, and 314 adults are registered for the program. These are the highest numbers we've had since 2020. The second Outdoor Movie Night will be held at the YMCA on July 19. The library is co-sponsoring the event by paying for the public performance license. Our program attendance this summer has been great. In June, we had 73 people here for the live animal show, and 60 here for Books & Badges. In July, 26 attended the Yankee Doodle Tea Party. There were 55 kids here between both kids painting classes in July—26 of whom were ages 10-18. We had our second Needle Felting Class this week for teens and adults. 34 attended. We have a Blood Drive scheduled for August 4. We are planning our September-December programs now. The newsletter will arrive in homes in mid-August. SciTech Museum received a grant to bring STEM programming to students in Plano. They will begin providing programming here this fall.

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The library was selected for an IMRF Compliance Review this year. Deanna worked with an agent to provide all the required documentation to ensure the library is in compliance with all IMRF regulations. No major compliance issues were found. The auditor will be on site for their annual fieldwork on August 4.

Trustee Backus arrived at 7:07 p.m.

FINANCIAL REPORT

Approve June 2025 Financial Statements: Trustee Backus reported June 30 was the end of the Library's fiscal year. Operating Fund Receipts for June 2025 totaled \$379,250. Of that amount, \$373,462 was from property taxes, \$3,066 from replacement taxes, \$1,130 from interest, \$925 from fax, \$626 from copy and print fees, and \$42 from other. Total Operating Fund expenses for the month were \$63,267. For the year, actual revenues of \$910,456 were about 3% higher than budgeted, and actual expenses totaling \$778,685 were 92% of the budgeted expenses. After transfers, the Operating Fund balance for fiscal year 2025 was \$95,771. Trustee Backus moved the June 2025 Financial Statements be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve June 30, 2025 Bills: Trustee Backus reported bills for June 30th totaled \$15,683. Of that amount, \$14,666 was paid from the Operating Fund, \$917 was paid from the Building & Maintenance Fund, and \$100 from the Donation Fund. Major expenses for the month were \$1,898 to Petite Palette, \$1,725 to Baker & Taylor for books, \$1,531 to Amazon for books, \$1,249 to CMJ IT Solutions, \$1,228 to NICOR, and \$1,198 for newsletter postage. Trustee Carey moved the June 30, 2025 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve July 17, 2025 Bills: Trustee Backus reported bills for the first half of July totaled \$10,845. Of that amount, \$9,055 was paid from the Operating Fund and \$1,790 from the Building & Maintenance Fund. Major expenses for the month were \$4,477 to PrairieCat and \$3,904 to Dynegey. Trustee Severson moved the July 17, 2025 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: None.

Personnel and Policy: None.

Fundraising: None.

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PUBLIC COMMENT

None.

UNFINISHED BUSINESS

Procedure for Filling Trustee Vacancy: The information packet and application for candidates to fill a vacancy were discussed. The Board reviewed sample questions for candidates who are invited to attend a board meeting. Some changes were made. The process and timeline were discussed. The questions for candidates will be discussed again at the August board meeting.

NEW BUSINESS

Accept Audit Proposal from Mack & Associates: Trustee Kollmann moved the board accept the audit proposal from Mack & Associates for a three-year term. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Adopt Ordinance 2025-03: An Ordinance Determining to Levy and Additional Tax of .02%: Deanna noted this is an annual ordinance which supports the Building & Maintenance Fund. Trustee Kollmann moved the Board adopt Ordinance 2025-03. Motion carried, 6-0. Ayes-Backus, Carey, Kollmann, McCartan, Severson, Helmers, Nays-0, Absent-Voss.

Approve Destruction of Audio Recording from the Closed Session of the June 15, 2023 Personnel & Policy Committee Meeting: The law requires audio recordings be kept for 18 months, after which time they may be destroyed if written minutes exist. Trustee Backus moved the audio recording from the June 15, 2023 closed session of the Personnel & Policy Committee Meeting be destroyed. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve Revisions to the Board of Library Trustees Constitution & Bylaws: Deanna reviewed the suggested changes, many of which reflect current practices or changes in the law. For items not previously approved in the budget, the policy also increases the Director's authority to spend limit from \$10,000 to \$20,000. Trustee Backus pointed out since changing from the accrual basis to the cash basis of accounting the Capital Assets Policy should be reviewed by auditor. Deanna will check with the auditor and bring the policy back to the August meeting for review.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:56 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 8/21/25 Page 3 of 3

