

**PLANO COMMUNITY LIBRARY DISTRICT**  
**AUGUST 21, 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 7:07 p.m.

**ROLL CALL**

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

**MINUTES**

Approve July 17, 2025 Regular Board Meeting Minutes: Trustee McCartan moved the minutes of the July 17, 2025 Regular Board Meeting be approved as submitted. Motion carried 5-0. Ayes-5, Nays-0, Absent-2.

Approve July 17, 2025 Secretary's Audit Committee Meeting Minutes: Trustee Backus moved the minutes of the July 17, 2025 Secretary's Audit Committee Meeting be approved as submitted. Motion carried 5-0. Ayes-5, Nays-0, Absent-2.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Approve July 2025 Financial Statements: Trustee Backus reported Operating Fund Receipts for July 2025 totaled \$15,807. Of that amount, \$13,471 was from property taxes, \$1,374 from interest, \$944 from fax, copy, and print fees, and \$18 from other. Total Operating Fund expenses for the month were \$54,102. Trustee Carey moved the July 2025 Financial Statements be approved. Motion carried 5-0. Ayes-5, Nays-0, Absent-2.

Approve August 21, 2025 Bills: Trustee Backus reported bills for August 21<sup>st</sup> totaled \$50,117. Of that amount, \$39,978 was paid from the Operating Fund, \$9,865 from the Building & Maintenance Fund, and \$275 from the Donation Fund. Major expenses for the month were \$10,210 to Krueger International for chairs, \$8,440 to TRICO for janitorial services and repairs, \$4,927 to Dynegy for electricity, \$3,347 to Petite Palette for June and July classes, and \$3,135 to Today's Business Solutions for automation. Trustee Kollmann moved the August 21, 2025 bills be approved. Motion carried 5-0. Ayes-5, Nays-0, Absent-2.

**DIRECTOR'S REPORT**

Deanna announced the library's mortgage of approximately \$258,000 was paid off this month. She will now proceed with opening the additional Illinois Funds account. The auditors completed their fieldwork and will present the audit at the September 18 meeting. Summer

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Reading ended on July 31<sup>st</sup>. 403 kids, 45 teens, and 316 adults registered for the program, an increase of 127 people, or 36%. Our completion rate decreased from 74% to 65%. Total checkouts were very close to July 2024, which was the highest number since COVID. The number of visitors in July 2025 was the highest it's been since February 2020. A book sale is scheduled for August 23-September 6.

The September-December newsletter arrived in homes. Deanna highlighted several upcoming programs and partnerships. SciTech was awarded a grant from Microsoft to bring STEM programming to Plano. Three programs are scheduled at this time, and SciTech expects to continue offering programming here through next summer. The University of Illinois Extension 4-H will continue to offer programming, and we have partnered with Credit Union 1 and the State Treasurer's office as well. "Teen Review Crew" is a new program for grades 9-12.

**COMMITTEE REPORTS**

Building and Grounds: None.

Finance: None.

Personnel and Policy: None.

Fundraising: Will schedule a meeting to discuss the Christmas Tea.

**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS**

Approve Revisions to Board Constitution & Bylaws: This was a second look at revisions to the policy, with a few minor changes added since the last meeting. Trustee Carey moved the revisions to the Board Constitution & Bylaws be approved. Motion carried 5-0. Ayes-5, Nays-0, Absent-2.

Procedure for Filling Trustee Vacancy: A shortened draft list of "Trustee Vacancy Candidate Questions" was presented, discussed, and agreed upon. The idea of giving candidates the questions before they attended a meeting was also discussed. Deanna will post the vacancy after she returns from vacation.

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**NEW BUSINESS**

Accept Resignation of Trustee Jane Voss: Trustee Voss resigned her position because she is no longer a resident of Plano. Trustee Carey moved the resignation of Trustee Voss regretfully be accepted. Motion carried 5-0. Ayes-5, Nays-0, Absent-2.

Declare Board Vacancy: President Helmers declared a vacancy on the Board of Trustees.

Adopt Ordinance 2025-02: FY 2025-2026 Budget & Appropriations Ordinance: This is the first step in the library's annual levy process. Deanna explained the B&A is high to capture any new growth in the area. Trustee Backus moved the Board adopt Ordinance 2025-02. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.

Approve the Chief Fiscal Officer's Estimate of Revenues by Source: Trustee Backus moved the Chief Fiscal Officer's Estimate of Revenues by Source be approved. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.

Accept the Illinois Public Library Annual Report: Deanna noted this required report collects data regarding the library's finances, staffing, resources, programming, and usage. She highlighted several data points from the report. Trustee McCartan moved the board accept the Illinois Public Library Annual Report. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

**OTHER**

Deanna requested feedback on modifying the library's employee attire guidelines to align with the transition to more casual attire seen in many other libraries and workplaces. The board was in agreement on modifying the guidelines to include jeans and t-shirts.

**ADJOURNMENT**

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

Minutes submitted by Deanna Howard

*Approved as submitted, 9/18/25*

A handwritten signature in black ink, appearing to be 'N. Carey', with a long horizontal flourish extending to the right.