

**PLANO COMMUNITY LIBRARY DISTRICT  
SEPTEMBER 18, 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 7:00 p.m.

**ROLL CALL**

Present were Trustees Christine Backus, Cecelia Carey, and John McCartan. Trustee Natalie Kollmann arrived at 7:01 p.m. Library Director Deanna Howard was present. Trustee Gayle Severson was absent.

**AUDIT REPORT, PRESENTED BY MACK & ASSOCIATES**

Cate Moulton presented the audit report. Mack & Associates has issued an unqualified (clean) opinion based on the modified cash basis on accounting. This is the most desirable outcome of an audit, and indicates the financial statements fairly represent the library's financial condition. Ms. Moulton reviewed several highlights of the audit, including the statement of net position and statement of activities. The Library has a healthy cash balance. The auditors did not encounter any problems when preparing the report. No material weaknesses or significant deficiencies in internal controls were noted.

**MOTION TO ACCEPT THE AUDIT REPORT**

Trustees Backus moved the board accept the audit report. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

**MINUTES**

Approve August 21, 2025 Budget & Appropriations Hearing Minutes: Trustee Kollmann moved the minutes of the August 21, 2025 Budget & Appropriations Hearing be approved as submitted. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.

Approve August 21, 2025 Regular Board Meeting Minutes: Trustee Carey moved the minutes of the August 21, 2025 Regular Board Meeting be approved as submitted. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Approve August 2025 Financial Statements: Trustee Backus reported Operating Fund Receipts for August 2025 totaled \$33,448. Of that amount, \$30,831 was from property taxes, \$1,233\* from interest, \$1,364 from fax, copy, and print fees, and \$30 from other. Total Operating Fund expenses for the month were \$340,801. The large amount is due to the mortgage payoff. Trustee McCartan moved the August 2025 Financial Statements be approved. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.

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Approve September 18, 2025 Bills: Trustee Backus reported bills for September 18<sup>th</sup> totaled \$25,892. Of that amount, \$20,379 was paid from the Operating Fund, \$1,627 from the Building & Maintenance Fund, \$3,869 from the Per Capita Grant Fund, and \$17 from the Memorial Fund. Major expenses for the month were \$6,155 to Mack & Associates for the annual audit, \$4,561 to Dynegy for electricity, \$1,901 to Amazon for books, and \$1,572 to Petite Palette for program expenses. Trustee Backus moved the September 18, 2025 bills be approved. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.

**DIRECTOR'S REPORT**

Deanna noted a new PrairieCat mobile app will be coming out later this month. It will include new features like the ability to check out your items with the app, scan an ISBN number and be linked to the record, and have our newsletter in the app. Users will see a banner in the app directing them to download the new app when it's ready. Deanna thanked Randy for setting up and testing the features for us.

Eight third grade classes are visiting the library this month, and all 7<sup>th</sup> grade students are visiting tomorrow. We always look forward to these visits and appreciate the positive relationship we have with our schools and teachers. SciTech presented our first program this week. The class was full with 25 students, and 10 on the waiting list. It was a great program, and they brought take-home kits for all the students on the waiting list. Deanna noted the Friends Book Sale earned \$1,550.

Staff member John, who worked at the Checkout Desk, resigned this month because he got a full-time job with benefits. Deanna noted we don't have any "cushion" in our staffing, so it is challenging to cover when we lose a staff member. She thanked all the staff for being willing to pitch in and cover in other departments as needed. In August we celebrated the 19<sup>th</sup> Anniversary of Technical Services Library Assistant Renee Moutray.

**COMMITTEE REPORTS**

Building and Grounds: None.

Finance: Met before the regular meeting to prepare the levy.

Personnel and Policy: None.

Fundraising: Will meet after the regular meeting to discuss the Christmas Tea.

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**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS**

Trustee Vacancy: Deanna expects to post the vacancy by the end of the day on September 19. Trustee Helmers cannot attend the October 16 meeting, so candidates under consideration will be invited to attend the November 20 meeting.

**NEW BUSINESS**

Whistleblower Reporting and Anti-Retaliation Policy & Procedures—Review and Sign

Acknowledgement: Deanna explained the policy prohibits employees and board members from engaging in “improper governmental action”, outlines the procedures for whistleblower reporting, and prohibits retaliation against any whistleblower. The policy must be reviewed annually by employees and board members. Trustees present signed the Acknowledgement of Receipt Form.

Public Act 104-0056 Regarding Opioid Antagonists in Public Libraries: *It was noted the agenda item was incorrectly listed as Public Act 105-0056.* Deanna reviewed the Act, which requires all “libraries open to the public” to maintain a supply of “opioid antagonists” for use in assisting individuals experiencing an opioid overdose. Deanna reviewed some of the details of the Act, which goes into effect on January 1, 2026. Due to Illinois laws that apply to different types of libraries, at this time the law does not apply to Library Districts, but the belief is the legislature will correct this. Deanna will reach out to the Kendall County Health Department for the opioid antagonists and noted the library may need to close for a short period of time for staff training.

Revise Material Selection Policy: Deanna noted several changes to the policy. Trustee Carey moved the board approve the revisions to the Material Selection Policy. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.

**OTHER**

None.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:40 p.m.

Minutes submitted by Deanna Howard

Approved as <sup>corrected</sup> submitted, 10/16/25

