

**PLANO COMMUNITY LIBRARY DISTRICT  
OCTOBER 16, 2025 7:00 P.M.  
REGULAR BOARD MEETING  
HELD IN THE LOWER-LEVEL MEETING ROOM**

**CALL TO ORDER**

Vice President Cecelia Carey called the meeting to order at 7:00 p.m.

**ROLL CALL**

Present were Trustees Natalie Kollmann, John McCartan, and Gayle Severson. Library Director Deanna Howard was present. Trustee Christine Backus arrived at 7:09 p.m. Trustee Denise Helmers was absent.

**MINUTES**

Approve September 18, 2025 Finance Committee Meeting Minutes: Trustee Kollmann moved the minutes of the September 18, 2025 Finance Committee Meeting be approved as submitted. Motion carried 4-0. Ayes-4, Nays-0, Absent-2.

Approve September 18, 2025 Regular Board Meeting Minutes: Trustee McCartan moved the minutes of the September 18, 2025 Regular Board Meeting be approved as submitted. Motion carried 4-0. Ayes-4, Nays-0, Absent-2. *When Trustee Backus arrived at 7:09 p.m. she noted a correction to the minutes. Trustee McCartan amended his motion and moved the minutes of the September 18, 2025 Regular Board Meeting be approved as corrected. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.*

Approve September 18, 2025 Fundraising Committee Meeting Minutes: Trustee Severson moved the minutes of the September 18, 2025 Fundraising Committee Meeting be approved as submitted. Motion carried 4-0. Ayes-4, Nays-0, Absent-2.

**CORRESPONDENCE**

None.

*The Financial Report was postponed until Trustee Backus arrived.*

**DIRECTOR'S REPORT**

Deanna reported about 180 7<sup>th</sup> graders visited the library in September. The students arrive in groups of 90 at a time. We issued 41 new and 14 replacement cards as part of their visit. We also had eight individual 3<sup>rd</sup> grade class field trips to the library, which was about 230 students and parents. Kids' Library staff member Kelli did a storytime at Grace's Place Preschool as part of their Community Helper's Week. January-May programs are being planned now.

We celebrated three staff anniversaries in September: Chris Kosulic, Adult Services Library Assistant, 18 years; Ilene Smit, Kids' Library Assistant, 10 years; and Jessie Jackson, Kids' Library Assistant, 1 year.

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**COMMITTEE REPORTS**

Building and Grounds: None.

Finance: None.

Personnel and Policy: None.

Fundraising: Plans are moving along for the December 7 Christmas Tea.

*Trustee Backus arrived at 7:09 p.m.*

**PUBLIC COMMENT**

None.

**FINANCIAL REPORT**

Approve September 2025 Financial Statements: Trustee Backus reported Operating Fund Receipts for September 2025 totaled \$326,882. Of that amount, \$325,061 was from property taxes, \$1,099 from interest, \$367 from fax, copy, and print fees, and \$355 from other. Total Operating Fund expenses for the month were \$47,173. Trustee Backus moved the September 2025 Financial Statements be approved. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.

Approve October 16, 2025 Bills: Trustee Backus reported bills for October 16<sup>th</sup> totaled \$24,987. Of that amount, \$18,411 was paid from the Operating Fund, \$3,442 from the Building & Maintenance Fund, \$3,116 from the Per Capita Grant Fund, and \$17 from the Memorial Fund. Major expenses for the month were \$4,477 to PrairieCat, \$4,384 to CMJ IT Solutions, \$3,721 to Dynegy for electricity, \$1,599 to Amazon for books. Trustee Severson moved the October 16, 2025 bills be approved. Motion carried 5-0. Ayes-5, Nays-0, Absent-1.

**UNFINISHED BUSINESS**

Trustee Vacancy: Deanna reported five application packets have been picked up, one has been submitted. Karen DeBolt's application was included in the board packet for review.

**NEW BUSINESS**

Review Ordinance 2025-04: Levy Ordinance for FY 25-26: Deanna explained the library asks for a large increase each year to capture any new growth in the district. The library will be limited to an increase on existing property of 5%, or CPI, whichever is less. The County will reduce our levy request based on the actual equalized assessed value in the district. The Levy Ordinance will be approved at the November 20 board meeting.

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Adopt Resolution 2025-02: Resolution to Determine Estimate of Funds for FY 25-26: This resolution is the first step in the levy process and sets the Truth in Taxation Act Hearing date and public hearing notice requirements. Trustee Kollmann moved the board Adopt Ordinance 2025-02. Motion carried, 5-0. Ayes-Kollmann, Backus, Severson, McCartan, and Carey. Nays-0; Absent-Helmets.

Review Truth in Taxation Act Hearing Notice: This is the “black border” notice that will be in the Record newspaper. Again, the library asks for a large increase each year to capture any new growth in the district. The library will be limited to an increase on existing property of 5%, or CPI, whichever is less.

Discuss Christmas Dinner-December 18, 2025: Trustee Severson will contact the Italian Soda House about a 7:00 p.m. reservation. Trustees pay for their own meals and no library business is discussed at the dinner.

**OTHER**

There was a discussion about the timetable and process for filling the trustee vacancy. The intention is to invite applicants to the November 20 meeting, ask them questions at that meeting, and make the appointment that night. Deanna will get clarification regarding discussing the vacancy in closed session, and the timetable for the new trustee to take their oath of office and be seated.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:34 p.m.

Minutes submitted by Deanna Howard

*Approved as submitted, 11/20/25*

