

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 20, 2025 7:00 P.M.
REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

President Denise Helmers called the meeting to order at 7:05 p.m. Present were Trustees Christine Backus, Cecelia Carey, Natalie Kollmann, John McCartan, and Gayle Severson. Library Director Deanna Howard was also present.

MINUTES

Approve October 16, 2025 Regular Board Meeting Minutes: Trustee McCartan moved the minutes of the October 16, 2025 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-Backus, Carey, Helmers, Kollmann, McCartan, Severson; Nays-0; Absent-0.

CORRESPONDENCE

Gift from the Carnegie Corporation: The Carnegie Corporation is awarding a \$10,000 gift to all Carnegie Libraries nationwide in commemoration of the 250th anniversary of the signing of the Declaration of Independence. The library can expect to receive a check in January 2026. The funds may be used however we wish to celebrate the anniversary, further our mission, and benefit the community.

FINANCIAL REPORT

Approve October 2025 Financial Statements: Trustee Backus reported Operating Fund receipts for October 2025 totaled \$216,480. Of that amount, \$13,824 was from property taxes, \$1,252 from interest, and \$1,404 from fax, copy, and print fees. Total Operating Fund expenses for the month were \$48,831. Trustee Backus moved the October 2025 Financial Statements be approved. Motion carried, 6-0. Ayes-Carey, Helmers, Kollmann, McCartan, Severson, Backus; Nays-0; Absent-0.

Approve November 20, 2025 Bills: Trustee Backus reported bills for November 20th totaled \$31,536. Of that amount, \$16,801 was paid from the Operating Fund, \$9,574 from the Building and Maintenance Fund, \$4,814 from the Per Capita Grant Fund, \$255 from the Donation Fund, and \$91 from the Memorial Fund. Major expenses for the month were \$5,175 to TRICO, \$4,541 to Amazon for materials, \$3,880 to Dynegy for electricity, \$3,241 to Petite Palette for September and October classes, and \$2,410 to Alarm Detection for the fire & burglar alarm contract. Trustee Kollmann moved the November 20, 2025 bills be approved. Motion carried, 6-0. Ayes-Helmers, Kollmann, McCartan, Severson, Backus, Carey; Nays-0; Absent-0.

DIRECTOR'S REPORT

Amy Brown has been hired as the new Circulation Library Assistant, and her training has been going very well. All library staff received NARCAN training from the Kendall County Health Department to comply with the new state law. Between September-November annual inspections/certifications were completed for our sprinkler system, fire

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 20, 2025 7:00 P.M.
REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

extinguishers, and backflow devices. The Friends of the Library met in November and elected Joyce Burns as the new president. Former president Hannah Carlson moved out of the area.

In October, 32 people attended the Soap Making class and attendance was 54 at the four-week yoga series. A staff member from the Secretary of State's Office was here for an ICash program and helped 9 people search for unclaimed property. We had great attendance at our October Kids' painting classes, with 28 & 30 attending. Our STEM programs with SciTech and the University of Illinois Extension continue to be popular. Deanna is preparing the January-May newsletter now. It will arrive in homes in mid-December.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: None.

Personnel and Policy: None.

Fundraising: The Christmas Tea is December 7. The tickets sold out in about 10 minutes.

PUBLIC COMMENT

None.

UNFINISHED BUSINESS

Trustee Vacancy-Candidate Interviews: Applicants Karen DeBolt and Maegwin Winkelman were interviewed.

NEW BUSINESS

Approve Ordinance 2025-04: An Ordinance Levying Taxes for FY 2025-2026: Trustee Carey moved the board Approve Ordinance 2025-04. Motion carried, 6-0. Ayes-Kollmann, McCartan, Severson, Backus, Carey, Helmers; Nays-0; Absent-0.

Per Capita Grant Requirement-Review *Serving our Public*: The new Illinois Public Library Standards were reviewed and the 2026 Per Capita Grant application was discussed.

Authorize Director to submit FY 2026 Per Capita Grant Application: Trustee Kollmann moved the board authorize Deanna to submit the FY 2026 Per Capita Grant Application. Motion carried, 6-0. Ayes-McCartan, Severson, Backus, Carey, Helmers, Kollmann; Nays-0; Absent-0.

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 20, 2025 7:00 P.M.
REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

Authorize Payment of December Bills: The library board does not meet in December, so payment of the bills is authorized in advance. Trustee Backus moved the board authorize payment of the December bills. Motion carried, 6-0. Ayes-Severson, Backus, Carey, Helmers, Kollmann, McCartan; Nays-0; Absent-0.

OTHER

Trustee Severson will be contacting trustees to get a final count for the dinner on December 18.

MOTION TO ENTER INTO CLOSED SESSION

At 7:53 p.m. Trustee Severson moved the Board enter into closed session “for the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.” 5 ILCS 120/2 (c)(3). Motion carried, 6-0. Ayes-Backus, Carey, Helmers, Kollmann, McCartan, Severson; Nays-0; Absent-0.

The Board resumed open session at 8:05 p.m.

APPOINTMENT OF TRUSTEE TO FILL VACANCY

President Helmers selected Karen DeBolt to fill the trustee vacancy. Trustee Carey moved the Board approve the appointment of Karen DeBolt to fill the vacancy. Motion carried, 6-0. Ayes-Carey, Helmers, Kollmann, McCartan, Severson, Backus; Nays-0; Absent-0.

ADJOURNMENT

Being no further business, the meeting was adjourned at 8:07 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 1/15/2026

