

**PLANO COMMUNITY LIBRARY DISTRICT
MAY 16, 2024 REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

President Jane Voss called the meeting to order at 7:03 p.m. Present were Trustees Christine Backus, Cecelia Carey, Denise Helmers, and John McCartan. Library Director Deanna Howard was also present. Trustees Natalie Kollmann and Gayle Severson were absent. Trustee Kollmann arrived at 7:06 p.m.

MINUTES

Approve April 18, 2024 Regular Board Meeting Minutes: Trustee Helmers moved the minutes of the April 18, 2024 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve April 2024 Financial Statements: Trustee Backus reported Operating Fund receipts for April 2024 totaled \$7,758. Of that amount, \$5,512 was from replacement taxes, \$1,374 from interest, and the remainder was from faxing, copy and print fees. Total Operating Fund expenses for the month were \$50,068. Trustee McCartan moved the April 2024 Financial Statements be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Trustee Natalie Kollmann arrived.

Approve May 16, 2024 Bills: Trustee Backus reported bills for May 16th totaled \$50,253. Of that amount, \$46,024 was paid from the Operating Fund, \$4,138 from the Building & Maintenance Fund, \$50 from the Memorial Fund, and \$40 from Staff. Major expenses for the month were \$15,869 to Cincinnati Insurance for the building and contents insurance, \$5,845 to Today's Business Solutions and \$4,077 to PrairieCat for automation, and \$5,195 to Dynegy. Trustee Carey moved the May 16, 2024 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

The Library Road Trip wrapped up on April 30. We issued a total of 229 passports, and had 356 visitors. 87 passports were returned. Deanna highlighted several programs from the Summer Newsletter. The Summer Reading Program starts on June 1. The Friends of the Library met on May 2 and voted to give \$2,500 to support library programs. Kindergarten and 3rd Grade field trips are scheduled in May. Deanna celebrated her 24th library anniversary in May and thanked the Board for their continued support.

COMMITTEE REPORTS

Building and Grounds: None.

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Finance: The committee met before the Regular Board Meeting to go over the FY 2024-2025 Operating Budget.

Personnel and Policy: The committee will meet at 1:00 pm on June 20 to complete the annual Director's evaluation.

Fundraising: A possible speaker for the 2025 Christmas Tea was discussed.

PUBLIC COMMENT

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Approve FY 2024-2025 Operating Budget: Trustee Backus reviewed the operating budget. Property tax receipts are based on the information received from the County. All other receipts are estimates based on prior years. These can be modified mid-year if needed. Salary expenses have been increased to reflect full staffing. Library supplies and programming expense have been increased. The principal and interest payment expenses are based on the amortization schedule. The budget for equipment and furnishings includes the replacement of most staff chairs and new express check-out stations. Trustee Backus moved the FY 2024-2025 Operating Budget be approved. Motion carried, 6-0. Nays-0, Absent-1.

Approve overall increase for staff raises, effective June 23, 2024: Trustee Helmers moved the Board approve a 5% overall increase for staff raises. Motion carried, 6-0. Nays-0, Absent-1.

Authorize President and Director to sign Audit Engagement Letter with Mack & Associates: Deanna explained that we are contracted with Mack & Associates for the next two audits. Trustee Carey moved the Board Authorize the President and Director to sign the Audit Engagement Letter with Mack & Associates. Motion carried, 6-0. Nays-0, Absent-1.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:23 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 6/20/24 Page 2 of 2

Cecil Carey