



**Session of the Regular Meeting on November 10, 2025, as amended.**  
Trustee Krall seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: Cherry, Timko ABSTAIN: Burroughs**

**MOTION CARRIED**

**VI. PUBLIC COMMENT**

None

**VII. FRIENDS OF THE LIBRARY**

Friends of the Library President Joan Hansen reported that The Book Nook raised \$328.50 in November, \$264.00 coming from Holiday books. The Friends will hold their final Coffee Bar of the year on December 13, 2025. The event will include the Friends Coffee Bar Cookie Exchange and will take place from 10:30 AM to noon. President Hansen reported that the Friends will be sponsoring the Wreath Class to be held on December 1, 2025. All 9 Friends volunteers helped set up the Book Nook for Christmas. The Friends of the Library donated \$500.00 to the Library, with \$250.00 intended for Outreach activities and \$250.00 intended for Youth Christmas activities.

**VIII. PRESENTATION BY AUDITOR**

Brian LeFevre, CPA, MBA, of Sikich LLP presented the Annual Financial Report for the Year Ending June 30, 2024. Brian LeFevre indicated that the Sikich audit team was offering a highest level, or unmodified opinion for the audit they performed.

The audit reflected the continued growth in the net positive position for the Library, with the recommendation to sustain the ongoing efforts to improve the net positive position. The audit reflects the approach to close out the small levy funds and allocate to a consolidated General fund.

The audit went smoothly and on a timely basis with Library staff well organized and in full support of the auditor's efforts. Thank you Suzie and Library Staff for supporting this effort!

The auditors recommend that the Library review the list of potential earmarks intended to be covered by the Special Reserve Fund and assess the potential transfer of additional funds into the Special Reserve Fund. The best time to transfer into the Special Reserve Fund is post audit in the current Fiscal Year.

The IMRF Assets and Liability were discussed with the Auditor indicating that the Library's IMRF liability is well funded and that the percentage of funding is increasing rapidly.

**IX. TREASURER'S REPORT**

The Library received the 7th (of 7) tax distribution for the fiscal year in the amount of \$13,703.53.

The Library had 2 CDs mature this month earning \$7647.84 in interest; (1) CD in the amount of \$240,000.00 was purchased this month with a 6 month term and interest rate of 3.75%. \$240,000.00 CDs will be maturing on:

- December 30, 2025
- February 11, 2026
- March 11, 2026
- April 10, 2026
- April 27, 2026
- May 19, 2026
- June 22, 2026
- July 17, 2026

(1) \$150,000.00 CD will be maturing on April 2, 2026.

The expenses for the month of November were above budget targets but this was expected with one-time and seasonal expenses.

On November 30, 2025, the Library had \$1,956,274.04 cash on hand in the General Fund and \$375,169.00 cash on hand in the Special Reserve Fund for a total of \$2,331,443.04. Treasurer Jumonville **moved to approve the Treasurer's Report for November 2025, and to enter the trial balance ending November 30, 2025, into the public record.** Secretary Gagne seconded the motion.

**AYES: ALL NAYS: NONE**

**ABSENT: Cherry, Timko ABSTAIN: NONE**

**MOTION CARRIED**

**X. LIBRARY DIRECTOR REPORT**

- The Christmas Stroll was held Saturday, December 6<sup>th</sup>. The event was well attended and successful! Approximately 460 visited the Library during the event hours of 4PM-7PM. Between 200 and 225 children visited Santa between 5:15PM and 7PM. Matt the Balloon

Guy was a popular attraction as always. The Lions Club did vision screening and the Toys for Tots donations were picked up. The event went smoothly with much effort put in by the Library Staff and volunteers. Many thanks to all who made this event successful!

- Staff Holiday Party is scheduled for January 9, 2026.
- Narcan training for Staff was held.
- Planning for Library Staff In-Service Day on January 30<sup>th</sup> is ongoing, with sessions to include CPR and fire safety training, Cyber Security, Sexual Harassment Prevention.
- Attended webinars and networking meetings including Immigration Enforcement and Libraries, HR Source Employment Law Conference, HR Source Library Directors Peer Hub, Local Library Directors Group hosted at Sugar Grove Public Library.
- Upgrades to building lighting is underway with Phase 1 completed expected by the end of the month.'
- 5-Year fire alarm and sprinkler inspection completed successfully.
- Registration for Winter/Spring programs to open on December 15<sup>th</sup>.
- Winter Window Decoration was a big hit and is drawing patrons to the Library.
- Popular November programs included Homeschool Science Fair, Sensory Playtime, Lego Challenge, Crafter-work: Cardmaking, Veterans Day: U.S. Grant and the Civil War, Senior Social: Bunco, Obscurity Book Club.

**Trustee Matt Timko arrived at 7:55 PM.**

### **REVIEW ILLINOIS PUBLIC LIBRARY STANDARDS FOR PER CAPITA GRANT**

The Library Director and Board continued with the plan to review topics of the Illinois Public Library Standards for the Per Capita each month. Discussion will include whether or not we meet the core standards and if not, why and what is being done to meet the core standards.

The topics for discussion this month were:

- Budget/Finance
  - Electronic Budget
  - Regular review of Expenses
  - By-Laws/Financial Policies
  - Annual Report
  - Engagement of Financial Professionals
  - Appropriate Internal Controls in place
  - Long Term Financial Plan in place
- Governance and Administration
  - Regular Meetings
  - Up to Date Mission and Vision Statements

- Solicitation of input from Community
- IPLAR Reviews Current
- Strategic Plan in Place
- Succession Plans Developed
- Insurance In Place and Reviewed
- On Boarding Process for Board Members
- Director Participation in Networking Opportunities
- Human Resources
  - Sufficient Staffing Levels Maintained
  - Personnel Policies in Place
  - Accurate Job Descriptions in Place
  - Regular Benchmarking of Compensation
  - Health Insurance Provided
  - Adherence to HR Laws and Trends
  - Formal Performance Appraisal System in Place
  - PTO Policies in Place
  - Training Opportunities are Available to Staff
- Information Services
  - Services Available when Library is Open
  - Accurate, Timely, Courteous Service Provided
  - Policies in Place to Guide Services
  - Staff has Necessary Technological Tools
  - Library works to Eliminate Barriers to Technology and Information Services

Areas of ongoing efforts or opportunities for growth include review of long term financial plan.

**XI. LIBRARY STAFF REPORTS**

As outlined in Director's Report.

**XII. COMMITTEE REPORTS**

A. Personnel – None

B. Policy – None

- i. Revisions to the Library's *Non-Resident Library Card Policy* were discussed. The primary change is to allow for split payments, making budgeting easier for patrons. .  
Trustee Porter **moved to approve the Library's revised Non-Resident Library Card Policy as written.** Trustee Timko seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Cherry**

**ABSTAIN: NONE**

**MOTION CARRIED**

- C. Finance – None
- D. Building and Grounds – None

**XIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION**

At 8:21 p.m. Treasurer Jumonville **moved to go into Executive Session to discuss items relating to personnel (5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body) and Security procedures (5 ILCS 120/2(c) (8) – Security procedures...and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property) and to reconvene to take no action.** Trustee Krall seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Burroughs</b>	<b>Gagne</b>
	<b>Jumonville</b>	<b>Krall</b>
	<b>Porter</b>	<b>Timko</b>
<b>NAYS:</b>	<b>NONE</b>	
<b>ABSENT:</b>	<b>Cherry</b>	<b>ABSTAIN: NONE</b>

**MOTION CARRIED**

At 8:51 p.m. Treasurer Jumonville **moved to reconvene to the Regular meeting to take no action.** Trustee Krall seconded the motion.

**XIV. OLD BUSINESS**

None

**XV. NEW BUSINESS**

None

**XVI. ADJOURN**

Secretary Gagne **moved to adjourn the meeting.** Trustee Krall seconded the motion.

<b>AYES:</b>	<b>ALL</b>	<b>NAYS:</b>	<b>NONE</b>
<b>ABSENT:</b>	<b>Cherry</b>	<b>ABSTAIN:</b>	<b>NONE</b>

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:52 p.m.

  
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Kelly Gagne, Secretary

  
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David Burroughs, President

