

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
DECEMBER 12, 2022**

**PRESENT:** President David Burroughs, Vice-President Heidi Casburn, Secretary Kelly Gagne, and Trustees Mary Cherry, Ann Jumonville, and Rebecca Stock; and Library Director Emily Hoffman.

**ABSENT:** Trustee Karen Morrison

**ALSO PRESENT:** Staff Member Suzann Gemini, Public: Brian LeFevre of Sikich, LLC, remotely via phone

**I. CALL TO ORDER**

President Burroughs called the Regular Meeting of the Board of Trustees of the Town and Country Public Library District to order at 7:19 p.m.

**II. ROLL CALL**

President Burroughs requested the roll be called. All were present.

**III. ADDITIONS TO THE AGENDA**

None

**IV. ADOPTION OF THE AGENDA**

Trustee Cherry **moved to adopt the agenda as written.** Secretary Gagne seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Morrison**

**ABSTAIN: NONE**

**MOTION CARRIED**

**V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)**

Minutes for the Special Session on November 14, 2022, and the Regular Session of the Regular Meeting on November 14, 2022, were discussed.

Vice-President Casburn **moved to approve Minutes for the Special Session on November 14, 2022, and for the Regular Session of the Regular Meeting on November 14, 2022, as written.** Trustee Jumonville seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Morrison**

**ABSTAIN: NONE**

**MOTION CARRIED**

**VI. PUBLIC COMMENT**

None

**VII. FRIENDS OF THE LIBRARY**

Joan Hansen of the Friends sent an email to report that the Book Nook continues to do well and that the Friends' December Coffee Bar was well attended with 12 people present.

**VIII. TREASURER'S REPORT**

Expenditures for November were a little up from the monthly target, but this was largely due to seasonal expenses. The Library received \$11,720.11 in tax distribution in November. No significant additional tax distributions are expected for the fiscal year. There was \$1,415,806.96 cash on hand on November 30, 2022. Acting Treasurer Burroughs **moved to approve the Treasurer's Report for November 2022, and to enter the trial balance ending November 30, 2022, into the public record.** Trustee Cherry seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Morrison**

**ABSTAIN: NONE**

**MOTION CARRIED**

The Annual Treasurer's Report for the Fiscal Year ending June 30, 2022, was reviewed. As has been previously discussed, the Library continued to make significant progress towards its long term fiscal goals and ended the year with a larger positive balance than in 2021. Acting Treasurer Burroughs **moved to approve the Annual Treasurer's Report for the Fiscal Year ending June 30, 2022, and to enter the report into the public record.** Secretary Gagne seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Morrison**

**ABSTAIN: NONE**

**MOTION CARRIED**

**IX. STAFF IN-SERVICE DAY**

The Staff In-Service Day is scheduled for March 10, 2023, from 9 A.M. to 1 P.M. The proposed topic will be Emergency Preparedness Training. Director Hoffman met with the Elburn Police Chief to help maintain a close working relationship between the Library and the Elburn Police Department. The Elburn Police Department will visit the Library to acquaint new officers with the building and to help the Police Department understand the Library's role in supporting the local community. Vice-President Casburn **moved to approve the Library Staff In-Service Day scheduled for March 10, 2023.** Trustee Jumonville seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: Morrison**

**ABSTAIN: NONE**

**MOTION CARRIED**

**X. LIBRARY DIRECTOR REPORT**

Director Hoffman and Library staff presented the November 2022, statistics using the new reporting structure they developed.

- The Per Capita Grant is a work in progress and is due at the end of January.
- Library Staff worked to prepare the Library for the Holiday Stroll setting up 4 different stations for patrons. The Stroll was well attended with significant positive feedback received from patrons.
- KCGS reports logging over 200 volunteer hours assisting with projects and helping visitors since the September reopening.
- Over 1600 people turned up for election day voting. Additionally, the Library fielded an unprecedented number of in-person questions and phone calls related to the election. The youth services department provided a youth voting booth to include children and families in the voting process. Participants voted for their favorite pet.
- A large number of passport applications were processed in November.
- Issues with the "Cards for Veterans" program have been reviewed. The current process is complicated and puts up obstacles to Veterans trying to get Library cards. There is an on-line survey for the new Secretary of State and all are encouraged to suggest improvements to the program so that we can provide better support to our Veterans, as the program intends.
- Visitor count was up in November, likely because of the election traffic.

- Library programs continue to be well attended and there was an uptick in Book-A-Techie sessions in November.

**XI. LIBRARY STAFF REPORTS**

Covered in Section X.

**XII. COMMITTEE REPORTS**

- A. Personnel – None
- B. Policy – None
- C. Finance – None
- D. Building and Grounds – None

**XIII. PRESENTATION BY AUDITOR**

Brian LeFevre, CPA, MBA, of Sikich LLP presented the Annual Financial Report for the Year Ending June 30, 2022. 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 continue to monitor and improve the position going forward. The audit reflects the revised approach to close out the small levy funds, shifting that funding to the 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.

The auditors recommend that the Library develop and adopt a formal policy regarding the target buffer to maintain in the General fund, creating a Special Reserve Fund for any funds in excess of the desired buffer amount.

The IMRF Assets and Liability were discussed with the Auditor indicating that the Library’s current funding of the IMRF liability is typical and that the percentage of funding will increase rapidly in the coming years.

**XIV. APPROVAL OF ANNUAL AUDIT**

Trustee Cherry **moved to approve the Annual Audit for the Fiscal Year Ending June 30, 2022, as presented by Brian LeFevre of Sikich, LLC.** Trustee Jumonville seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Burroughs</b>	<b>Casburn</b>
	<b>Cherry</b>	<b>Gagne</b>
	<b>Jumonville</b>	<b>Stock</b>

