

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
DECEMBER 9, 2024**

**PRESENT:** President David Burroughs, Vice-President Mary Cherry, Treasurer Ann Jumonville, Secretary Kelly Gagne, and Trustees Brandi Krall, Christine Porter, and Matt Timko; Library Director Megan Shumaker.

**ABSENT:** NONE

**ALSO PRESENT:** Staff Members Tim Fitzpatrick, Jamie Gehin, Suzann Gemini, and Kathy Semrick; Friends of the Library President Joan Hansen

**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**

Vice-President Cherry **moved to adopt the agenda as written.** Trustee Timko seconded the motion.

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

**MOTION CARRIED**

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

Minutes from the Special Session of the Regular Meeting on November 11, 2024, were discussed. Trustee Timko **moved to approve the minutes from the Special Session of the Regular Meeting on November 11, 2024, as written.** Trustee Krall seconded the motion.

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

**MOTION CARRIED**

Minutes from the Regular and Executive Sessions of the Regular Meeting on November 11, 2024, were discussed. Vice-President Cherry **moved to approve the minutes from the Regular and Executive Sessions of the Regular Meeting on November 11, 2024, as written.** Trustee Porter seconded the motion.

**AYES: ALL                                      NAYS: NONE**

**ABSENT: NONE                                  ABSTAIN: NONE**

**MOTION CARRIED**

**VI. PUBLIC COMMENT**

None

**VII. FRIENDS OF THE LIBRARY**

Friends of the Library President Joan Hansen reported that the Book Nook continues to do well with \$354.50 raised in November! President Hansen reported that the Friends donated \$250.00 to the Library earmarked for Outreach purposes and \$250.00 earmark for Youth purposes. Thank you, Friends of the Library! The Friends will hold their Coffee Bar on Saturday, December 14, 2024, from 10:30 AM to noon and will feature a cookie exchange.

**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 and significant 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 decision to create a Special Reserve Fund with an eye toward future capital needs of the Library.

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 Business Manager Gemini and Library Staff for supporting this important effort!

Based on the financial buffer achieved by the Library, the auditors recommend that the Library review the transfer of additional funds to the

Special Reserve Fund. The best time to transfer funds to 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 current funding of the IMRF liability is typical and that the percentage of funding will continue to increase rapidly in the coming years.

**IX. APPROVAL OF ANNUAL AUDIT**

Treasurer Jumonville **moved to approve the Annual Audit for the Fiscal Year Ending June 30, 2024, as presented by Brian LeFevre of Sikich, LLP.** Trustee Timko seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

**X. TREASURER'S REPORT**

The Library received the last of the tax distributions for the fiscal year in the amount of \$22,484.67.

The Library had 1 CDs in the amount of \$240,000.00 mature in November. A 9 month CD in the amount of \$240,000.00 was purchased with the funds at an interest rate of 4.3%

The Library currently has 7 CDs in the amount of \$240,000 maturing monthly, except for May of 2025. The interest rates on the CDs vary between 4.25% and 5.4%.

The expenses for the month of November were below budget targets. Overall, the expenses to date this fiscal year are in below the target budget.

On November 30, 2024, the Library had \$1,768,970.85 cash on hand in the General Fund and \$300,169.00 cash on hand in the Special Reserve



- Preparations are in place for a Farewell Open House for Miss Nancy, our Storytime teacher for over 20 years. The Open House will be held December 10<sup>th</sup> after the 10 am Storytime.
- Library Staff holiday party will be held at the Obscurity Mead Hall on January 10, 2025.
- Adult Services Manager Gehin is working to develop a year long reading program with curated reading lists.
- Program Guide for January-May of 2025 is out! Registration begins December 16, 2024.
- Popular programs include Lunch and Learn: Sweet Treats of the Midwest, Crafter-work: Cardmaking, Spy vs. Spy: Espionage in the Second World War, Genealogy Lock-in.

**XIII. LIBRARY STAFF REPORTS**

As outlined in Director's Report.

**XIV. COMMITTEE REPORTS**

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

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

None

**XVI. OLD BUSINESS**

All paperwork was received for the Candidates for the Town and Country Public Library District Trustees for the Spring 2025 Consolidated Election. Secretary Gagne is working with the County to finalize the ballot.

**XVII. NEW BUSINESS**

None

**XVIII. ADJOURN**

Trustee Timko **moved to adjourn the meeting.** Vice-President Cherry seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:33 p.m.

Kelly Gagne  
Kelly Gagne, Secretary

Mary Cherry  
~~-David Burroughs, President~~ PROTEM  
MARY CHERRY