

**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT  
MAY 12, 2025**

**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, Bronwen Heneghan, 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 7:16 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.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

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

Minutes from the Regular Session of the Regular Meeting on April 14, 2025, were discussed. Treasurer Jumonville **moved to approve the minutes from the Regular Session of the Regular Meeting on April 14, 2025, as written.** Trustee Porter seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

## **MOTION CARRIED**

Minutes from the Finance Committee on May 5, 2025, were discussed. President Burroughs **moved to approve the minutes from the Finance Committee Meeting on May 5, 2025, as written.** Treasurer Jumonville seconded the motion.

**AYES: Burroughs, Jumonville 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 plant sale was the most successful ever, with 85 orders fulfilled, including 120 dozen plants, 24 fuchsia plants, 46 hanging baskets, and 18 patio tubs! The plant sale went very well, with much Friends volunteer and staff support making it possible. Thank you very much Friends and Staff! Many people shared stories about the Library as they picked up their plants. Library Director Shumaker will provide feedback to the Friends about where the Friends of the Library donations are allocated, including Book Lights for the Turn the Page Reading Program and wi-fi. The Book Nook raised \$315.25 in March.

### **VIII. TREASURER'S REPORT**

The Library had (1) CD in the amount of \$240,000.00 mature in April at an interest rate of 4.3%. \$23,293.08 in Impact Fees from the Village of Elburn were received in April.

The Library currently has (4) CDs in the amount of \$240,000.00 maturing monthly, June through September of 2025, and (1) CD in the amount of \$140,000.00 maturing in November. The interest rates on the CDs vary between 4.15% and 4.45%.

The expenses for the month of April were consistent with budget targets and overall expenses to date this fiscal year are below the target budget.

On April 30, 2025, the Library had \$1,121,619.48 cash on hand in the General Fund and \$375,169.00 cash on hand in the Special Reserve Fund for a total of \$1,496,788.48. Treasurer Jumonville **moved to approve the Treasurer's Report for April 2025, and to enter the trial**

**balance ending April 30, 2025, into the public record.** Secretary Gagne seconded the motion.

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

**IX. DISCUSSION OF DRAFT WORKING BUDGET FY 2025-2026**

The working budget for FY 2025-2026 is based on the budget for FY 2024-2025 using conservative estimates for beginning Cash on Hand balance, estimated taxes, and other sources of funding. Building repair budget will include items that are on the horizon but actual timing for repairs is undetermined, including parking lot repavement, flooring at the west wing and the silo, and the fireplace removal.

**X. LIBRARY DIRECTOR REPORT**

- Completed draft working budget for 2025-2026.
- Met with Scott Wood to discuss health insurance coverage. Scott Wood is retiring but he has a succession plan in place to assist with the transition.
- Attended the Reaching Forward North Conference, including sessions on Finding Engaging Trainings for Staff, Library Advocacy, IMRF, and ADA Compliance for Libraries.
- Represented the Library at a Roundtable Discussion in IMLS Federal Funding with Congressman Bill Foster.
- Continued work on the next Strategic Plan with Department heads.
- Began work on Department Heads' annual evaluations.
- Hosted field trip by Creative Beginnings Preschool. 90 preschoolers participated in a Storytime, Scavenger Hunt, and visit with Page Turner.
- Summer Program Guides are out; registration for June-August programs will open on May 19, 2025.
- Planning for fall programs has begun, including a day-long Genealogy Program.
- A noticeable uptick in positive feedback from patrons has been reported, in general comments as well as specific references to furniture upgrades.
- Popular programs include Birding Program at Johnson's Mound, Senior Social Hour: Chair Yoga, Garden Club: Earth-Friendly Gardens, Bunco, Crafter-work: Birdhouse Painting, Sound Bath Meditation, Naturalist Led Hike: Fabulous Frogs, Character Storytimes: Belle and the Little Mermaid, Spring Window Decorating, and Lego Build-Along.

- The busiest day at the Library was Tuesday April 1, 2025, Election Day, with 772 visitors. Average daily attendance was 171.
- Assistant Circulation Supervisor, Kelli, is retiring after 17 years with the Library. Jackie Hasenbalg will be stepping into her role. Congratulations Kelli and Jackie!
- 3 new Circulation Clerks are being hired, over 20 applications were received.

**XI. LIBRARY STAFF REPORTS**

As discussed in Library Director's Report

**XII. STRATEGIC PLAN DRAFT DISCUSSION**

The draft Strategic Plan Draft was discussed, including the shift to split out Programs and Services to provide clearer objectives and goals.

**XIII. COMMITTEE REPORTS**

- A. Personnel – Meeting upcoming to discuss salaries and budget in parallel with the annual review process.
- B. Policy – Calendar to be discussed in June meeting. Be prepared to review holiday closings.
- C. Finance – Meeting held May 5 for Budget development
- D. Building and Grounds – President Burroughs will draft up bid letter for parking lot repavement.

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

None

**XV. OLD BUSINESS**

None

**XVI. NEW BUSINESS**

Library Trustee Swearing in ceremony will be held at the Regular Meeting on June 9, 2025.

**XVII. ADJOURN**

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

**AYES: ALL**


**NAYS: NONE**

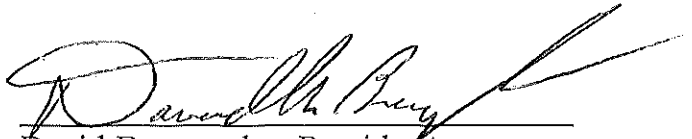
**ABSENT: NONE**

**ABSTAIN: NONE**

**MOTION CARRIED**

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:20 p.m.

  
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Kelly Gagne, Secretary

  
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David Burroughs, President

