



**St. Charles Public Library**  
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 scpld.org

**MINUTES  
 REGULAR MONTHLY MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 OCTOBER 13, 2021**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, October 13, 2021 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle (arrived at 7:13 pm), Trustees Michael J. Hill, Claudia Frost and Mary Kruse, Director Edith G. Craig and Administrative Assistants Virginia Tsipas and Katharina Amstadt. Absent: Trustee Shane Hampton. Guest: Michelle Binns of PMF Management, Ltd.

Library staff present: Brandon Buckley, Nick Chaney, Heidi Krueger, Jasmina Lapo, Mary Merritt, Junior Renteria.

**I. CALL TO ORDER**

Trustee Gephart, called the meeting to order at 7:00 pm.

**II. WELCOME OF GUESTS**

Trustee Gephart welcomed staff and guests and read the Mission Statement.

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to move Agenda Item 21 before Unfinished Business. Carried unanimously. Trustees Steimle and Hampton absent.

**III. APPROVE CONSENT AGENDA**

**Minutes of Public Hearing, Budget and Appropriation Ordinance, September 8, 2021**

**Minutes of Annual Meeting, September 8, 2021**

**Minutes of Finance Committee Meeting, September 27, 2021**

**Minutes of Policy Committee Meeting, September 30, 2021**

**IIIT Investment Report: September 2021**

**Lauterbach & Amen, Monthly Financial Report: September 2021**

**Check Register, Payroll: September 2021**

**Motion** by Trustee Kaluzsa, second by Trustee Hill, to approve the Consent Agenda. Carried unanimously. Trustees Steimle and Hampton absent.

**IV. INVOICES FOR BOARD APPROVAL TO PAY**

There are no invoices to present. The contingency report was provided for the Trustees. Change orders are winding down. The largest expense from the contingency is \$4,537.62 to fix roof leaks.

Trustee Gephart asked if the boiler repair would come out of the contingency. Ms. Craig said yes. She stated the boiler starts and stops and a permanent fix could be a couple thousand dollars. Trustee Kaluzsa asked if a new boiler was installed during the renovation. Ms. Craig said yes, however the problem is with the design of the duct system. The duct is too long to keep pushing the heat forward. Trustee Gephart said an inline fan will be installed to push the heat down the duct.

#### V. TRUSTEE RECOGNITION

Trustee Gephart congratulated Ms. Craig for her fifth anniversary she will celebrate with the Library on November 1, 2021. Ms. Craig was presented with flowers and pastries. She thanked the Trustees for the gifts and acknowledgement.

#### VI. DIRECTOR'S REPORT, SEPTEMBER 2021

Last month has been busy with reviewing policies, the levy analysis and wrapping up the building project punch list items. Ms. Craig and the architects wrote a proposal for a presentation at the Public Library Association national conference in March 2022. The proposal was accepted. The topic is merging our historic Carnegie building with the new building design. The Board social dinner will be held on October 26, 2021 at Eden on the River. The Illinois Library Association virtual conference is October 14, 2021 and will be recorded. If Trustees are interested in attending, they should inform Ms. Craig and she will register them.

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to accept the Director's Report. Carried unanimously. Trustees Steimle and Hampton absent.

#### VII. COMMITTEE REPORTS

##### Intergovernmental Group (Hill)

The group met at the former Haines school building where the Library was housed during the construction project. The meeting on October 14, 2021 will be hosted by the Township. It is interesting that a DMV office will be opening in St. Charles. There has been a lot of controversy about Kehoe (Rocket) Park.

##### Foundation (Kruse)

The Foundation held a great meeting. The meeting on October 14, 2021 will be held at the Library at 6:00 pm.

Trustee Gephart said it is exciting that the Foundation transferred funds from their endowment fund into their operating fund. He asked if there were plans for those funds. Ms. Craig stated no major plans. The Foundation has been very generous with the Library's requests.

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to accept the Committee Reports. Carried unanimously. Trustees Steimle and Hampton absent.

#### VIII. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON AGENDA ITEMS

No comment.

#### IX. TRUSTEE COMMENTS

Trustee Hill received a note from former Mayor Rogina praising Sarah Pistilli, IT Technical Educator, for assisting him with learning how to perform a podcast. A former staff member from

St. Charles East High School spoke with Trustee Hill about the Library. She said her daughter and son-in-law recently moved into the Library District and are excited to use the Library. Trustee Gephart heard from some patrons moving into the River Glen senior living community and they are excited to be in the Library District.

## **AGENDA TAKEN OUT OF ORDER**

### **XI. NEW BUSINESS**

#### **20. QUARTERLY PRESENTATION BY PFM ASSET MANAGEMENT, LLC**

Michelle Binns of PFM Management Ltd. thanked the Board for inviting her to the meeting. She provided the Board with an update of the Library's investments. She spoke of the Library's investments over the last five years. The long term fixed income investments are in Illinois Trust CD Program and the cash is in the Illinois Portfolio, IIIT Class. The last few months the balances have dropped due to the expenditures of the building project.

Trustee Steimle arrived 7:13 pm.

Large note rates have continued to drop year over year. Last year's rates were 6.1% and now they are 3%. The rates have settled into the fiscal range and will stay there until the Fed moves rates higher.

Investment CDs continue to be laddered out to mid-2023 in the portfolio, with monies coming due every month or every few months to meet cash flow needs. The market treasury yield curve has not had much movement and rates have remained fairly stable. The three month- to two-year range rates have historically been at low levels and this is where the Library has been investing.

With regard to the PFM acquisition by U.S. Bank, things are moving forward and expected to close in early December. Ms. Binns received her offer letter and will be moving over to U.S. Bank. She does not believe there will be any changes from the Library's perspective. In January, she will provide an update.

Trustee Hill asked where U.S. Bank is headquartered. Ms. Binns replied that they are in Minneapolis.

Trustee Gephart thanked Ms. Binns for the presentation.

### **UNFINISHED BUSINESS**

#### **21. ANNUAL REPORT PRESENTATION FOR FY 2020-2021**

Ms. Craig summarized the Annual Report. The closures due to COVID and the move back to Sixth Avenue made a big difference in statistics. In spite of these challenges, the Library rolled out new services.

In fiscal year 2019/2020, the Library borrowed approximately 9% of materials through the SWAN consortium. This past fiscal year 2020/2021, the Library borrowed 65% more materials, which is a significant change due to having most of our collection in storage at Haines. Regardless of having the new service of online library cards, registrations were down 6% from the previous fiscal year. The highest viewed web pages were "Haines" and "articles and databases". The Library circulated 618,657 items, however pre-COVID the Library circulated close to one million items. With

moving back into the renovated Library, we are working on ways to increase patron visits to the Library. We are not seeing as many patrons as usual, however COVID and the mask mandate may be reasons.

A new statistic, provided by Better World Books is the environmental impact the Library has made by recycling books. The Library partners with Better World Books and is also looking to add an additional vendor because of the number of books that are withdrawn and donated. Trustee Steimle asked what Better World Books does with the books. Ms. Craig replied that they sell some of the books and recycle others. Trustee Steimle asked about providing books for prison libraries. Ms. Craig stated that Brandon Buckley, Young Adult Librarian, works with the Juvenile Justice Center and provides books for their library. That library does not accept hardcover books and there are guidelines with regard to appropriate content. Heidi Krueger, Adult Services Manager, said the Juvenile Justice Center accepts monetary donations and they purchase what they need.

Trustee Gephart asked about the Library leasing books. Ms. Craig stated that only some books are leased. Trustee Gephart asked if this would impact the Friends Used Book Sale. Ms. Craig said no, the Friends continue to receive many donations and there are many materials still withdrawn. Ms. Kruger said that we lease multiple bestselling titles to meet short term demands. Trustee Gephart asked about the PDA program (patron driven acquisition). Ms. Krueger stated if a patron puts a hold on a book title and we do not currently own it, then the system purchases the book automatically. Ms. Craig stated that the Library did a pilot program with CDs and part of the Young Adult collection.

With programming this year, virtual concerts for adults and children skyrocketed in attendance. More than 14,000 people attended our virtual concerts. Some artists are still not comfortable coming into the Library for in-person concerts. Young Adult programming occurred by partnering with the St. Charles Park District. We were able to schedule outdoor activities, including Movies in the Park. Summer Reading participation was down from previous years, with 1,118 participants. Last year's program was 100% virtual. The Library participated with other libraries to provide *Your City @ Home* providing virtual tours of museums. There were many highlights this past fiscal year including the Library renovation.

Ms. Craig thanked Ms. Salomone, the Communications & Marketing team, Ms. Tsipas, and department managers for their work on the Annual Report. Trustee Gephart said it was well done and included a lot of good information.

## **22. RECOMMENDATIONS OF FINANCE COMMITTEE MEETING**

### **a. Levy 2021/2022 Presentation**

Ms. Craig gave an overview of the levy request, which are tax dollars collected from District property owners. However, St. Charles is a tax-capped community. When the Library levies our taxes, we only receive the dollars at the tax-capped rate unless we ask for less than that rate.

Ms. Craig presented two levy options to the Finance Committee. One option was to hold the tax levy the same and the second option was to increase the tax levy by 3.4%. Ms. Craig's proposal of 3.4% was based on the tentative budget for 2022/2023 which includes inflationary increases to multiple line items. Without the proposed levy increase, the Library cannot account for growth or other extra initiatives like a comprehensive strategic plan.

The Finance Committee's recommendation to the Board is to increase the levy by 3.4%, which is less than 5% that triggers the truth-in-taxation requirement to hold a public hearing. However, the Library always holds a public hearing for the levy.

Trustee Kaluzsa asked what the expense would be for strategic planning. Ms. Craig said the last time \$25,000 was spent on consultants and for the creation, implementation and analysis of a community survey. The next strategic plan will begin in fiscal year 2022/2023.

After further discussion, Trustee Hill asked if the recommendation of the Finance Committee was unanimous. Trustee Gephart said yes.

Ms. Craig said the Resolution to Determine Estimate of Funds Needed for Fiscal Year 2021/2022 is the estimated levy, and the public will be given notice of this resolution that the Board will pass in November.

**b. Resolution 2021/2022 – 1, Resolution to Determine Estimate of Funds Needed for Fiscal Year 2021/2022**

**i. Truth in Taxation Notice**

**Motion** by Trustee Steimle, second by Trustee Kaluzsa, to approve **Resolution 2021/2022 – 1**, Resolution to Determine Estimate of Funds Needed for Fiscal Year 2021/2022, as presented. Trustee Gephart said the resolution states the estimated funds needed for Fiscal Year 2021/2022. Ms. Craig said it represents your intent in November to raise the levy by 3.4% and that the Board will hold a public hearing even though it is not required. A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hampton.

**c. Funds Balance Policy**

**Motion** by Trustee Kaluzsa, second by Trustee Hill, to approve the Funds Balance Policy, as presented. Ms. Craig stated the only change to the policy is to clarify a six-month accumulation in the Special Reserve Fund instead of a dollar amount. Carried unanimously. Trustee Hampton absent.

**23. RECOMMENDATIONS OF POLICY COMMITTEE MEETING**

**a. Meeting Room Policy**

**Motion** by Trustee Kaluzsa, second by Trustee Hill, to approve the Meeting Room Policy, as presented. Ms. Craig stated the most significant change is the revision of the room rental fee structure. With a significant amount of feedback regarding the fee structure, we did not want to wait a year to review this policy. Some groups have decided not to reserve meeting room space at the Library with the current policy. The revised policy mimics what the Geneva Public Library and the Batavia Public Library offer, in that the first two hours to reserve a meeting room for local community, service organization and non-profit groups are free. Trustee Frost asked if these groups would pay any fees after the first two hours. Ms. Craig said yes, it will be a nominal fee of \$10 per hour.

Trustee Gephart stated this will help patrons return to the Library. All outside groups will continue to be restricted to reserving a meeting room once a month. We are replicating the Park District's fee structure that charges non-resident community, service and non-profit groups a fee to reserve a meeting room.

Ms. Craig stated we are trying to accommodate many groups and help those who do not have the cash flow. The fees for IT assistance and light snacks will remain the same. Many groups ask for IT assistance on demand. Individuals are still not allowed to reserve a meeting room for personal uses. The fees for local for-profit groups remain the same. Anyone can contact Ms. Amstadt, Ms. Tsipas or apply online to reserve a meeting room. Ms. Craig stated the revised Meeting Room Policy would go into effect November 1, 2021, with Board approval.

Trustee Hill asked if people who decided not to reserve meeting rooms because of the fees would be contacted. Ms. Craig said absolutely.

A voice vote was requested. Carried unanimously. Trustee Hampton absent.

**b. Director Review Process and Job Description**

**Motion** by Trustee Kaluzsa, second by Trustee Hill, to approve the Director's job description as presented.

Trustee Gephart presented each Trustee with evaluation documents to be completed and emailed to him, or dropped off at the Library, by November 1, 2021. The job description was revised to include collective bargaining duties and Bassett certification. Trustee Kaluzsa said the evaluation process was not revised, but Trustee Gephart said it will be revised after the holidays. If any Trustee feels they cannot answer any questions on the current evaluation document, the answer can remain blank.

A voice vote was requested. Carried unanimously. Trustee Hampton absent.

**c. Telecommuting Policy**

**Motion** by Trustee Kaluzsa, second by Trustee Hill, to approve the Telecommuting Policy, as presented.

This is a new policy. The previous Telecommuting Policy was for COVID and was rescinded upon moving all Library staff back into the renovated Library. The proposed policy is for managers only at this time.

A voice vote was requested. Carried unanimously. Trustee Hampton absent.

**d. STC Creative & Equipment Use Policy**

**Motion** by Trustee Kaluzsa, second by Trustee Hill, to approve the STC Creative & Equipment Use Policy. This policy replaces the 3D Printer Policy and includes all equipment in STC Creative.

A voice vote was requested. Carried unanimously. Trustee Hampton absent.

**24. DEPARTMENTAL PRESENTATION: YOUNG ADULT COLLECTIONS & PROGRAMS**

Brandon Buckley and Nicholas Chaney, Young Adult Librarians, presented the young adult collections and programs presentation for the Board. The young adult collection started in 1980,

programming began in 1990, the first Young Adult Librarian was hired in 1994 and the Loft space for teens was created in 2021.

Since opening day July 17, 2021 to October 1, 2021, there have been over 350 visits to the Loft. Each student is only counted once per day even if they go in and out of the room.

There is a Research and Reading Desk next to the Loft for student assistance with their studies. The students enjoy the Nintendo gaming and there is a lot of interest in the white board. An art show will be started and some photographs will be presented from art on the white board. The door to the Loft is locked and staff let students in, and keep adults out. Some passive programming will be started, rather than having scheduled programming, which will allow students to participate whenever they arrive. There was a Batman Day when two students walked into the Loft and enjoyed watching the Batman movie rather than studying. Teens are in the Loft every day after school, often not for planned activities. They study or just have a place to hang out.

Virtual programming has been planned for this fall, including writing college essays and applying for financial aid. Attendance is higher with virtual programs. College prep programming was planned with neighboring libraries.

During the pandemic, take-and-make-it kits were provided and were very popular. Now kits are placed in the Loft and students take them. Amy Berger, Adult Services Assistant, worked with Mr. Buckley and Mr. Chaney to create the kits.

In the past, book clubs have not been too successful. This year we have a partnership with both high schools librarians in D303, and the Lincoln Award Books will be discussed from December through February. Board gaming nights are popular, as well as Movies in the Park from June through October in partnership with STC Underground. The movies were held at the Pottawatomie Park and hundreds of people were in attendance over the period of five months. STC Underground sold concessions to raise funds for their building.

High school students have been volunteering at the Library and in the community. They volunteered at the Northern Illinois Food Bank and participated in Citizen Science that was coordinated by Kimiko Majors, former Administrative Assistant. This past summer six volunteers came back and volunteered for approximately 60 hours. In September, volunteers offered 31 hours.

The young adult collection, for grades 9 through 12, contains approximately 3,400 items. There used to be audio books in the collection, but teenagers no longer have CD players. The CDs from the young adult collection have been moved to the adult collection, along with graphic novels. The young adult collection circulation turnover rate is 2.38, whereas the entire Library collection circulation turnover rate is 1.85.

Trustee Steimle asked if the D303 group that works with students lacking social skills and those on the [autism] spectrum had been contacted. Mr. Buckley said he has tried to contact them and asked Trustee Steimle if she could provide him with current contact information.

**25. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS**


No comment.

**XII. MONTHLY REPORT****26. DEPARTMENT MANAGERS' REPORT, SEPTEMBER 2021**

No comment.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:39 pm. Carried unanimously. Trustee Hampton absent.



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Karen L. Kaluzsa  
Secretary, Board of Trustees