



St. Charles Public Library
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**MINUTES
DECENNIAL COMMITTEE MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
AUGUST 16, 2023**

A Decennial Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, August 16, 2023 at 6:00 pm at the Library. Present: President Robert T. Gephart, Treasurer Michael J. Hill, Trustees Claudia Frost, Shane Hampton, Bonnie Dauer, and Allison Lanthrum, Director Katherine G. Buckson, Administrative Assistant Virginia Tsipas, and resident committee members: Sue Pfothenauer and Becky Blaine. Absent: Vice President/Secretary Mary Kruse.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 6:02 pm and read the Mission Statement. Trustee Gephart confirmed there was a quorum present through a roll call.

II. WELCOME OF GUESTS

Trustee Gephart welcomed guests.

Appointment by Trustee Gephart, of Trustee Lanthrum, as Secretary Pro Tempore in absence of Vice President/Secretary Kruse. There were no other nominations. Trustee Lanthrum accepted the appointment.

III. APPROVAL OF MINUTES OF DECENNIAL COMMITTEE MEETING, MAY 10, 2023

Motion by Trustee Hampton, second by Trustee Hill, to approve the Minutes of Decennial Committee Meeting, May 10, 2023. Carried unanimously.

IV. REVIEW LIBRARY PARTNERSHIPS AND INTERGOVERNMENTAL AGREEMENTS

Ms. Buckson spoke of a few Intergovernmental Agreements to familiarize the committee with those partnerships.

LVFV (Literacy Volunteers Fox Valley) is housed at the Library and focuses on teaching English as a second language to the community. There is an existing study room specifically for LVFV tutors to meet with students at the Library. LVFV holds training sessions for their tutors and the Library promotes events for LVFV and participates in their annual fundraiser, the Trivia Bee.

Trustee Dauer asked about the status of the LVFV workbook collection for tutors. Ms. Pfothenhauer stated she believes that collection is now stored in the LVFV workroom.

Trustee Dauer inquired about information on the Library's website for the remote book return located in Wayne, Illinois. Trustee Frost asked if it would be possible to have an off-side book return at the property previously owned by Blue Goose. Ms. Buckson stated once Whole Foods is ready to occupy that space, the Library can explore this option.

The partnership with D303 has resulted in The Daily Bean which is run by D303 transitional students and is a very popular service for Library patrons. The Daily Bean extended their service this past summer rather than stopping at the end of the school year. Transitional students also volunteer with Youth Services staff, developing socialization and working skills. The D303 student card program available for all students in the Library District has increased usage each year. This past fiscal year there were over 700 students who obtained their Library cards.

The Library shares use of land with neighboring church, St. Marks. Maintenance costs for upkeep of the parking lots and snow removal is paid by both the Library and St. Marks. St. Marks has a Memorandum of Understanding with the Library for use of one of the Library's gardens. On Sunday mornings when the Library is closed, St. Marks and Trinity Vineyard Christian Fellowship have access to the parking lot for their parishioners.

Our Library is unique to have both Friends of the Library and the St. Charles Public Library Foundation who provide financial support. Some libraries do not have these support groups. Both organizations serve unique services with fundraising and interaction with donors. The groups provide programming, summer reading incentives and staff appreciation gifts. The Foundation supports beautification projects, such as the Carnegie Business Room restoration of the fireplace and future installation of a vestibule display case. Along with year-end appeals from their donors, the Foundation also holds fundraisers. The Friends hold two used-book sales each year to fund their support of the Library.

Trustee Hill said the St. Charles Park District and St. Charles Forest Preserve have publicized some Library programs in their newsletters. It was stated the *Kane County Connects* newsletter and *Tree Line* newsletter provide upcoming programs and events from many government entities in St. Charles.

Ms. Blaine commented that the Joshua Tree Community book club for disabled students at the Library is fabulous. She also commented that the Library's community gallery is a great resource for community artists to display their work. Ms. Buckson stated that reservations for the art gallery space is booked through the year. The St. Charles Arts Council, AAUW, Fox Valley Knitting Guild and St. Charles Writer's Group hold their meetings at the Library.

RAILS (Reaching Across Illinois Library System) and SWAN (System Wide Automated Network) are partners with the Library. There is not a fee to join RAILS. RAILS provides services to public libraries, but also service academic, school, and special libraries in their system. They deliver materials to the Library from other libraries, offer resources for professional development for staff and Trustees, offer software deals for libraries and work with vendors for pricing of e-books. RAILS offers a FOIA hotline for people who cannot afford to pay an attorney. They have lists of services by region, topic and different types of mailing lists. SWAN primarily facilitates

the Library's catalog for holds and searches with the 100 libraries affiliated with SWAN. They maintain the database for our collection, assist with negotiating deals on databases and any matters related to our catalog. There is a fee to join SWAN. Patrons have access to over eight million items within the SWAN consortium. Trustee Dauer asked if OCLC was separate than SWAN. Ms. Buckson said SWAN is specific to our region. OCLC is for out-of-system loans. Our Library searches for materials with OCLC if we cannot borrow materials through SWAN. Part of the Library's membership with SWAN facilitates the membership with OCLC.

Trustee Frost asked about the genealogy programs at the Library. Ms. Pfothenauer said the Genealogical Society assists Library staff with those programs. Trustee Lanthrum said the Library is featured on the St. Charles History Museum website.

V. REVIEW LIBRARY RESOURCES AND COLLECTIONS

The draft Learning Report for the Strategic Plan shows major statistics, including that circulation last year was just under one million. Circulation this year did hit over one million, which includes both electronic and physical items. The door count is still below pre-COVID levels. Circulation of just physical items was almost 900,000.

Programming continues to be very successful, with total adult programs at approximately 500. Children's programming has increased rapidly. The 2022/2023 Annual Report will include the programming statistics. Virtual programming has been very popular and continues to be part of the schedule.

Library card numbers are pretty steady with approximately 32,000 cards, which is over 50% of the population. There is room for improvement. Trustee Hampton asked if household cards could be broken down into the number of people who utilize the one card, for a more accurate count of total users.

The Library continues to weed the collection and new titles are always added. The Beyond Books Collection has been very popular and the Library will continue to invest in that collection throughout the year.

The beginning of the new Accessibility Collection is provided through a donation from the Maholland family. The adult collection is for adult-aged patrons that are at a slightly different reading level than the general adult level. The youth collection is guided by recommendations from the schools as to what can be used by the students. A wide range of items will be included in this collection to help students, such as fidgets, sound canceling headphones and furniture for patrons with physical disabilities. An open house for this collection will be held in October.

A couple of Trustees mentioned the assistance provided by the Technical Help Desk staff and STC Creative staff and the databases the Library provides. One such database is PressReader which provides access to many newspapers. The Library does provide many databases for patrons who many not realize all that the Library provides. It was suggested that an article be placed in *Discover Your Library* to inform patrons of resources available. Ms. Buckson stated that databases are highlighted in newsletters and on the website.

VI. REVIEW DRAFT DECENNIAL REPORT

The Decennial Report will include recommended services to enhance the Library experience, a collaboration statement with committee members and Library staff, a history of the Library, governance work by the Trustees, material resources that will be expanded, personnel updates, highlights of some partnerships, statistics from the Library Annual Report and the Strategic Plan. The Decennial Report will be approved at the final meeting of the Decennial Committee and will be filed with the State, Kane and DuPage County Clerks and will be posted on the website.

VII. SCHEDULE FINAL MEETING OF DECENNIAL COMMITTEE

The final Decennial Committee meeting will be held on October 11, 2023 at 6:00 pm. Trustees will receive the Board packet with additional time for reviewing the report and the opportunity to contact Ms. Buckson with any proposed revisions.

VIII. COMMUNICATIONS AND CITIZEN'S COMMENTS

None.

Ms. Blaine expressed appreciation to be invited to the committee. She enjoyed learning all that the Library provides for the community and thanks everyone for their service. Trustee Gephart expressed their appreciation for her participation.

IX. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Hampton, to adjourn at 7:09 pm. Carried unanimously.



Bonnie J. Dauer

Secretary Pro Tempore, Board of Trustees