



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

**MINUTES  
 REGULAR MONTHLY MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 OCTOBER 11, 2023**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, October 11, 2023 at the Library. Present: President Robert T. Gephart, Treasurer Michael J. Hill, Trustees Claudia Frost, Shane Hampton, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: Vice President/Secretary Mary Kruse.

Library staff present: Katie Amstadt, Joanna Besser, Brandon Buckley, Brian Dunk, Amanda Kaiser, Jill Larson, John Loubsky, Mary Merritt, Jo Nixon, Junior Renteria, Pam Salomone, Jane Shelton and Sutton Skowron. Two community members were also present.

**I. CALL TO ORDER**

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

Trustee Gephart appointed Trustee Dauer as Secretary Pro Tempore, in absence of Vice President/Secretary Mary Kruse. **Motion** by Trustee Gephart, second by Trustee Hampton, to approve the appointment. Carried unanimously.

**II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT**

Trustee Gephart confirmed there was a quorum present through a roll call.

**III. WELCOME OF GUESTS**

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

**IV. ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no additions or corrections.

**V. APPROVE CONSENT AGENDA**

**Minutes of Public Hearing, September 13, 2023**

**Minutes of Monthly Meeting, September 13, 2023**

**Minutes of Finance Committee Meeting, September 28, 2023**

**IIIT Investment Report: September 2023**

**Lauterbach & Amen, Monthly Financial Report: September 2023**

**Check Register, Payroll: September 2023**

**Motion** by Trustee Hampton, second by Trustee Frost, to approve the Consent Agenda. Carried unanimously.

#### **VI. APPROVAL OF INVOICES**

No invoices to present.

#### **VII. LIBRARY STAFF REPORT, SEPTEMBER 2023**

The third year for the D303 Student Card program ended June 30, 2023 and 717 students obtained library cards. This is a 19% increase in participation from the previous fiscal year. Approximately 25% of D303 students live outside the Library District.

Trustee Gephart reminded the Trustees to complete the 2023 Annual Sexual Harassment prevention training.

**Motion** by Trustee Frost, second by Trustee Hampton, to accept the Library Staff Report. Carried unanimously.

#### **VIII. COMMITTEE REPORTS**

##### Intergovernmental Group (Hill)

The Library will host the October 12, 2023 meeting and all Trustees were invited to attend.

##### Foundation (Dauer)

Kelly Stulgate provided a presentation of the Youth Services accessibility collection. Foundation donors will now be recognized in the Library's Annual Report presented in September. Friends will hold their used book sale October 20-22, 2023. Foundation members are reviewing the eTapestry donor database to determine if they will renew the contract in 2025. The shades for the lower level terrace garden will be installed next spring. Applications to serve on the Foundation Board were due September 30, 2023, but are still being accepted.

**Motion** by Trustee Frost, second by Trustee Hampton, to accept the Committee Reports. Carried unanimously.

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

No comments.

#### **X. TRUSTEE COMMENTS**

Trustee Dauer attended an AccuQuilt class presented by Sara Pistilli in STC Creative. The quilt in the room was created with pieces from that class.

The presentation of a dramatic staged reading of works by the St. Charles Writers Group on November 19, 2023 is sold out. A streaming option is being considered.

Trustee Frost congratulated the Foundation and the Communications & Marketing team for an excellent Books & Brunch Event. Scott Turow gave a great talk.

#### **XI. UNFINISHED BUSINESS**

None.

**XII. NEW BUSINESS****23. FINANCE COMMITTEE RECOMMENDATIONS:****a. Levy 2023/2024 Presentation**

Ms. Merritt provided the levy overview to the Trustees, stating tax revenue for the Library is collected from property owners and that the Library District is a tax capped community. The levy funds requested will be for FY 2024/2025. Calculations are based on EAV estimates, tax rate and other known expenditures. The levy is determined on patterns, known capital expenditures, economic forecasts, etc. The levy is the amount we request and the extension is what we receive. In FY 2022/2023, we requested \$8.52 million and received about 100.4%, due to revenue recapture.

The 2023 estimated EAV for Kane County will increase by approximately 8%. DuPage County does not provide this estimate, however, they generally are the same as Kane County. The CPI is estimated to be 6.5%. New property growth is also rising. Residential growth rate is estimated to increase only 4.5% over the next few years.

The Library proposes increasing our levy 4.9% to \$9,009,787. A Truth-in-Taxing hearing is not required, however, the Board holds the hearing each year regardless. This request is needed to keep standard operating levels and incorporate room for facility improvements. A new roof for the 1960s addition will be needed in one-to-two years.

Ms. Buckson thanked Ms. Merritt for a great presentation. She stated the Library is being responsible and looking to the future needs of the Library. For fiscal year 2022/2023, the Library received funds from two closing TIFs and two more TIFs are expected to close in FY 2023/2024. Ms. Buckson stated we need to be proactive when the TIFs end so we can capture additional funds.

**b. Resolution 2023/2024-2 to Determine Estimate of Funds Needed for FY 2023/2024****i. Truth-in-Taxation Notice**

**Motion** by Trustee Gephart, second by Trustee Frost, to approve **Resolution 2023/2024-2** to Determine Estimate of Funds Needed for FY 2023/2024. **AYES:** Gephart, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kruse. Trustee Gephart stated the Truth-in-Taxation Hearing will be held on November 8, 2023 at 6:45 pm.

**c. Fund Balance Policy**

The Finance Committee recommends the Board approve the Funds Balance Policy. Minor changes were made with regard to the annual transfer of funds from the General Fund to the Special Reserve Fund at the end of each fiscal year. Clarification was made to distinguish two separate funds being the Building and Equipment Fund and the Special Reserve Fund. Interest is earned on tax revenue and all interest is placed in the Operating Fund. The goal of the Board is to have between three and six months of operating expenses in the Special Reserve Fund for capital expenditures. **Motion** by Trustee Gephart, second by Trustee Dauer, to approve the Funds Balance Policy, as presented. Carried unanimously.

**24. DEPARTMENT PRESENTATION – TECHNICAL SERVICES**

Technical Services Manager, Amanda Kaiser, presented the responsibilities of the Technical Services Department. Their department maintains and updates the collection and makes repairs when needed for some materials that are out of print.

Technical Services collaborates with every department of the Library and once selectors select materials, they are purchased, cataloged and processed. Two new collections for the Library are the Beyond Books and Accessibility collections.

Information in the public catalog is entered by their staff and all records are downloaded at the point of ordering. Patrons can place holds for all materials and see what items the Library is acquiring. Cataloging is fine tuning the records and adding access points to make materials as accessible as possible.

There is a lot of buzz about the Library's Book Club Service. Patrons enjoy this service and have provided good feedback.

Interlibrary Loan extends our collection outside the walls of the Library. We are able to borrow materials that we do not own, and that are not available through SWAN.

Trustee Gephart asked what the Board could do for Technical Services. Ms. Kaiser responded with funding the collections and staff, and being open to more collections like Beyond Books.

**25. DIRECTOR EVALUATION PROCESS**

Trustee Gephart asked the Trustees to complete the evaluation forms by October 30, 2023 and return them via email or delivering a paper version to the Administration Office. Ms. Buckson will email the electronic form to the Trustees. Trustee Gephart will email evaluation forms to the department managers and requested that the forms be completed by October 30, 2023.

**26. SCHEDULE POLICY COMMITTEE MEETING BEFORE NOVEMBER**

The Policy Committee Meeting is scheduled for November 15, 2023 at 5:00 pm.

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

No comments.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Frost, to adjourn at 7:34 pm. Carried unanimously.




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Mary Kruse  
Secretary, Board of Trustees