



**MINUTES
FINANCE COMMITTEE
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
MAY 29, 2024**

The Finance Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held at the Library on Wednesday, May 29, 2024 at 9:00 am. Present: Treasurer Michael J. Hill (chair), Trustee Shane Hampton, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: President Robert T. Gephart. Staff present: Finance Manager Mary Merritt, Patty Dybala.

I. CALL TO ORDER

Trustee Hill called the meeting to order at 9:01 am, and read the Mission Statement.

II. DISCUSSION OF FY 2024/2025 TENTATIVE BUDGET AND APPROPRIATION ORDINANCE

- a. Tax Extension Report**
- b. Anticipated Income from all Sources**
- c. First draft of Tentative FY 2024/2025 Working Budget**
 - i. Discussing the General Fund Budget**
 - ii. Special Reserve Fund & Other Fund Budgets**

Finance Manager, Mary Merritt presented the 2024-2025 tentative budget.

Funds we receive from tax dollars in 2025 are what we levied for in 2023. We anticipate this amount to be \$9,035,000. DuPage County has not presented final numbers, so we are still using revenue estimates. Our tax extension is expected to be 5.2% higher than last year which includes revenue recapture (not subject to PTELL) and an additional 1% from DuPage County for new construction.

For City residents, the Library is 3.9% of their overall tax bill.

Non tax income is made up of things like non-resident fees, grants, room rentals, interest and St. Marks for construction costs. This coming year we are requesting close to \$100,000 from the Foundation and over \$20,000 from the Friends. The Per Capita grant is just over \$82,000 but we have the opportunity to apply for other grants through RAILS, Kane County Community Fund, and corporate sponsorships. The Friends are looking into a permanent fundraiser for memorial donations.

Fund expense budgets were discussed, starting with the Operating Fund. This includes collections expenses, supplies, personnel (health insurance, salaries). Union staff will receive a salary increase of 4% in 2025. We are also budgeting for the potential of leaving LIMRiCC and moving to IPBC for health insurance, but this will depend on the quote we receive from IPBC. This is primarily due to the high increases in health insurance premiums

every year. This year will be 9%, last year 12%, and the year before that was 15%. That is not sustainable for the library. We will hold over \$130,000 from this fiscal year into next fiscal year to cover this transition if it does occur.

Professional development has a small increase due to additional staff. We have one tuition reimbursement request for staff to further their knowledge and education.

Program spending will see an increase of about \$35,000. We are getting a great return from patrons who want to see more programs. Trustee Hampton mentioned the importance of programs in our library and a desire to give patrons the services they are asking for.

Professional services include legal, accounting, contractual services and there will be a slight increase. Debt certificates are also in operating expenses and account for approximately \$500,000 per year.

For the Building and Maintenance fund, staff propose that we levy for the additional .02% allowed by law. Projects include a reseal and restripe of the parking lot. Now we are 3 years post construction, warranties are running out and costs are increasing for building repairs.

For the Audit fund we will have Menard do the actuarial work for GASB compliance since this is our valuation year.

For the IMRF, the employer rate is about the same at 11.5%. FICA goes up as wages increase. This fund has a surplus of about \$600,000 which we want to draw down by \$166,000.

We budgeted for the liability insurance and workers compensation to increase about 20% but we will not receive those rates until July. Last year, it was about an 11% increase overall.

Gift and Special Trustee fund is non tax payer dollars. This is used for a board retreat, a staff appreciation event in August, and library apparel for staff.

Motion by Trustee Hampton, second by Trustee Hill, to recommend the Board approve the Tentative Budget and Appropriate Ordinance at the June Board meeting.

III. BUILDING AND MAINTENANCE TAX OF .02% FOR FY 2024/2025

The building and maintenance tax of .02% is presented at the June meeting and the Board votes in July, which allows us to levy for this tax in November. **Motion** by Trustee Hampton, second by Trustee Hill, to recommend the Board approve the Building and Maintenance Tax of .02% Ordinance.

IV. FUND BALANCE POLICY

A very small change is recommended for the Fund Balance Policy which the finance committee reviews every year. Trustee Gephart made a suggestion that the Gift & Special Trustee Fund accrue interest so it can be self-sustaining. Currently, all interest goes into the operating fund. **Motion** by Trustee Hampton, second by Trustee Hill, to recommend the Board approve the changes to the Fund Balance Policy.

V. COMMUNICATIONS AND CITIZEN'S COMMENTS

None.

VI. ADJOURNMENT

Motion by Trustee Hampton, second by Trustee Hill, to adjourn the meeting at 9:52 am.
Carried unanimously.



Michael J. Hill
Chair, Finance Committee