



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JUNE 12, 2024**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, June 12, 2024 at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Claudia Frost, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: Trustee Shane Hampton.

Library staff present: Katie Amstadt, Nick Chaney, Anna Johanson, Amanda Kaiser, Mary Merritt, Junior Renteria, Pam Salomone, Lexy Twidell and Amy Vidlak-Girmscheid.

I. CALL TO ORDER

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

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

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

III. WELCOME OF GUESTS

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

IV. ADDITIONS OR CORRECTIONS TO THE AGENDA

MOTION by Trustee Gephart, second by Trustee Dauer, to move Agenda Item 76.a. Presentation to Board by Derek Conley from City of St. Charles, prior to Agenda Item XII. Unfinished Business. Carried unanimously.

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, May 8, 2024

Minutes of Finance Committee Meeting, May 29, 2024

IIIT Investment Report: May 2024

Lauterbach & Amen, Monthly Financial Report: May 2024

Check Register, Payroll: May 2024

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

VI. APPROVAL OF INVOICES

No invoices to present.

VII. TRUSTEE RECOGNITION, TRUSTEES MICHAEL J. HILL, AND CLAUDIA FROST

Trustee Gephart presented Trustee Frost with her five-year anniversary pin and thanked her for her service to the Board. Trustee Gephart presented Trustee Hill with his twenty-year anniversary pin and thanked him for his service to the Board.

VIII. LIBRARY STAFF REPORT, MAY 2024

IT Manager Brian Dunk retired today. An update of his replacement will be presented at the July Board meeting. Trustee Dauer asked about the deposit library at Salvation Army. Adult Services Manager Amy Vidlak-Girmscheid stated the Library Outreach team takes discarded books to the Salvation Army, car dealerships and laundromats.

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

IX. COMMITTEE REPORTSIntergovernmental Group (Hill)

The May 9, 2024 meeting was a good meeting and the June 13, 2024 meeting will be held at the School District.

Foundation (Dauer)

Ryan Siska and Abby Solazzo joined the Foundation Board. Edward Marth will be retiring from the Foundation. The Board members will be searching for a new Board member. The Alter Brewing fundraisers will continue with the next event in July.

Art Committee

Trustee Frost reported that the Library's art collection appraisal will be completed soon. The committee is working with Ms. Buckson to create a Public Art Policy, which will be presented to the Board. A memorial mural was discussed with the Friends of the Library.

Motion by Trustee Kruse, second by Trustee Frost, to approve the committee reports. Carried unanimously.

X. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON AGENDA ITEMS

No comments.

XI. TRUSTEE COMMENTS

No comments.

76. PRESENTATIONS TO BOARD**a. Derek Conley from City of St. Charles**

St. Charles Director of Economic Development Derek Conley spoke to the Board about the proposed agreement with the Library for public use of the Library's parking lot on Saturday and Sunday evenings after the Library closes. The City conducted a study of the parking issue in downtown and were encouraged to work with property owners in the downtown area for shared parking. A shared parking agreement is before the Board tonight for approval.

The Library parking lot may not be a first or second choice for the public, however, the City met with downtown restaurant owners and their employees will be encouraged to park at the Library. Signs of allowed parking hours will be installed at the City's expense.

Ms. Buckson and Facilities and Security Manager Junior Renteria met with Mr. Conley to discuss maintenance costs of the parking lot. Finance Manager Mary Merritt assisted with

this cost analysis. There are some outside cameras that cover portions of the parking lot and more cameras may be added.

Mr. Conley stated the City does not want this to be burdensome for the Library and the agreement can be terminated if issues arise by either party.

Trustee Lanthrum asked if signs were currently posted in the parking lot stating that it is not a public lot and who was responsible if people parked overnight. Ms. Buckson said there are currently no signs posted and occasionally we do have unhoused people parking overnight in the lot. We have worked with the police to remedy this situation.

Trustee Lanthrum asked about any liability concerns. Ms. Buckson stated there is an indemnification clause in the agreement and both the Library and the City have insurance.

XII. UNFINISHED BUSINESS

No agenda items.

XIII. NEW BUSINESS

70. SHARED PARKING AGREEMENT WITH CITY OF ST. CHARLES

Motion by Trustee Kruse, second by Trustee Lanthrum, to approve the Shared Parking Agreement with the City of St. Charles. **AYES:** Gephart, Kruse, Hill, Frost, Dauer, Lanthrum.

NAYS: None. **ABSTAINING:** None. **ABSENT:** Hampton.

71. ILLINOIS LIBRARIES PRESENT, INTERGOVERNMENTAL AGREEMENT

Motion by Trustee Kruse, second by Trustee Lanthrum, to approve the Illinois Libraries Present, Intergovernmental Agreement.

A number of libraries participate in this program to enable their patrons to attend virtually to hear popular authors and speakers. The Library will receive marketing materials to promote the programs. The St. Charles Public Library Foundation has funded this programming for the Library.

AYES: Gephart, Kruse, Hill, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hampton.

72. FINANCE COMMITTEE MEETING SUMMARY AND FY 2024/2025 BUDGET PRESENTATION

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

Funds we receive from tax dollars in 2025 were levied in 2023. We anticipate this amount to be \$9,035,000. DuPage County has not presented final numbers, so we are 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-taxable income is made up of non-resident fees, grants, room rentals, interest, etc. 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.

For the Operating Fund, there has been a change to centralize collection development. Debt certificate payments will continue until 2030. There may be a change with health insurance carriers in order to save premium costs for the Library and staff. The amount of \$130,000 is

required as a buyout from LIMRiCC to cover three months of premiums. Health insurance premiums have increased for the past three years over 30% and this has been a continued discussion with the Union. They would like to switch from Aetna to Blue Cross/Blue Shield. Ms. Buckson met with IPBC, who provides other government entities with very affordable and robust insurance packages. If a decision is made to switch insurance carriers, this will be brought before the Board.

For the Building and Maintenance Fund, projects include resealing and restriping the parking lot. Three years post construction, warranties are running out and costs are increasing for building repairs.

For the Audit Fund, Menard will complete the actuarial work for GASB compliance since this is our valuation year. This fund has approximately \$3,000 and we will draw it down by \$700.

For 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 will be drawn down by \$166,000. We have been unable to pay the March and April IMRF payments because of a system glitch. The May payment has been submitted. Hopefully we will not need to cross over into the next fiscal year. Other libraries have also experienced this problem.

We budgeted for the Liability Insurance and Workers Compensation Fund to increase about 20% but we will not receive those rates until July. Last year, it was about an 11% increase overall. There is a surplus of \$5,000 and that surplus will be drawn down next year.

The Gift and Special Trustee Fund is non-taxpayer dollars. This is used for a board retreat, a staff appreciation event in August, and library apparel for staff.

Trustee Gephart thanked Ms. Merritt for her presentation. Trustee Hill thanked Ms. Merritt for a wonderful job with the budget presentation.

73. TENTATIVE ANNUAL BUDGET & APPROPRIATION ORDINANCE, FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025

Motion by Trustee Gephart, second by Trustee Kruse, to approve the Tentative Annual Budget and Appropriation Ordinance, Fiscal Year July 1, 2024 – June 30, 2025. **AYES:** Gephart, Kruse, Hill, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hampton.

74. FUND BALANCE POLICY

Motion by Trustee Gephart, second by Trustee Kruse, to approve the Fund Balance Policy, as presented. Trustee Gephart stated all interest from this fund is currently transferred to the Operating Fund at the end of each fiscal year. The proposed revision to this policy is for interest from this fund to stay in this fund to sustain the available balance of non-taxpayer dollars.

AYES: Gephart, Kruse, Hill, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hampton.

75. RESOLUTION 2023/2024-3, TRANSFERRING THE CORPORATE FUND BALANCE TO THE SPECIAL RESERVE FUND

Motion by Trustee Gephart, second by Trustee Kruse, to approve **Resolution 2023/2024-3**, Transferring the Corporate Fund Balance to the Special Reserve Fund, as presented.

AYES: Gephart, Kruse, Hill, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hampton.

Ms. Buckson stated this transfer into the Special Reserve Fund is for the goal of acquiring three months for operating expenses.

76. PRESENTATIONS TO BOARD

b. Summer Reading

Youth Services Assistant Manager Lexy Twidell, Reader Services Librarian Nick Chaney and Young Adult Librarian Anna Johanson spoke about the Summer Reading Program.

The program runs from June 1, 2024 through July 28, 2024. A kick-off party was held July 1, 2024 with 1,525 attendees. Program registration online and with QR codes in the Library reached 1,092 for the first day. There was entertainment, various activities, ice cream and popcorn. Friends of St. Charles Public Library sponsored the kick-off party.

This year there is one program for all ages in reading and recording minutes read. Prizes will be provided for 500 and 1,000 minutes read. Participants are encouraged to continue reading with every 500 minutes read providing an extra chance for the drawing of the final raffle.

For the second week into the program, there are 671 adult registrants, 95 young adult registrants, 1,590 youth registrants and 55 staff registrants. Graphic Artist Lisa Marinelli designed the staff t-shirt and marketing materials for the program.

Trustee Gephart asked how the Board could help with the Summer Reading Program. Ms. Twidell said the kick-off party was a huge success and we would like to provide that every year. She invited all the Board members to help with the party next year.

Ms. Buckson is grateful for the amount of work the team put into the program.

77. SCHEDULE FACILITIES COMMITTEE MEETING AND BOARD WALK THROUGH, IN JULY

The Facilities Committee meeting is scheduled for July 10, 2024 at 6:00 pm.

78. STRATEGIC PLAN UPDATE

Ms. Buckson and managers provided progress of all departments with regard to the Strategic Plan approved in 2023. Items discussed included:

- Administration efforts include conducting an ADA audit of library space, promoting and hiring new staff, and purchasing new displays for the collection.
- Technical Services staff are using the Collection HQ tool, running new reports, and building a new English language learners collection.
- Circulation Services is focused on customer service training to assist all departments.
- Information Technology has completed an analysis of computer lab patron usage and begun training for staff using SharePoint.
- Adult Services mentioned targeting outreach for adults with disabilities, non-users and underserved areas to increase awareness of library services. They have increased services for senior facilities and added a new partnership with Smithfield to promote programming and establish relationships. Staff are helping to foster team dynamics that support kindness, inclusion and cohesion, and are establishing system procedures and training for all adult services staff and onboarding new staff.
- Youth Services continues to work on building strong partnerships within the community, including the Park District, Arts Council and D303 teachers and students. They are also working on program training and analysis.
- Communications & Marketing is reaching out to community nonprofits with a survey. They are excited about new programming, partnerships and increased advertising around town with our governmental partners.

- Facilities & Security has focused on improving areas of the building that have started to need a refresh. A building capital assessment was prepared for upcoming maintenance costs. They have a good relationship with the police department in dealing with patron problems.
- Ms. Buckson has reviewed program statistics over the past three months following changes to the registration process and newsletter. There has not been a decrease in programming attendance due to changes with the newsletter. The registration process has been less stressful for staff. More patrons are registering online. There are fewer no shows because registration is only scheduled out one month. There have been many new patrons coming to programs with the change in registration. Some patrons miss the former quarterly newsletter so Communications & Marketing staff created monthly sheets that list all programs. These brochures are provided fifteen days before the beginning of each month. Patrons are very happy with this solution, so far. An updated Library app is also being reviewed to further assist patrons.

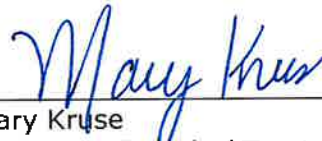
Trustee Dauer asked if LVFV will assist with the English language learners' collection. Technical Services Manager Amanda Kaiser said yes, and is working with LVFV Director Rebecca Eller-Molitas. There will be an open house introducing Director Eller-Molitas to the community. The new collection will circulate and be a great resource for LVFV tutors and it will include materials for citizenship in different formats.

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

No comments.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 8:57 pm. Carried unanimously.



Mary Kruse
Secretary, Board of Trustees