



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
SEPTEMBER 11, 2024**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, September 11, 2024 at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Claudia Frost, Shane Hampton, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson, and Finance Manager Mary Merritt. Guests: Michele Binns of PFM Asset Management, LLC, Wade Arthur of Costabile & Steffens, Kelly Brainerd of Lauterbach & Amen, Bill Hannah, CFO and Heather McGuire, City Administrator for the City of St. Charles.

Library staff present: Katie Amstadt, Brandon Buckley, Jasmina Lapo, Taylor O'Neill, Pam Salomone, Sutton Skowron. AFSCME representative Carla Williams and one community member were present.

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

None.

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, August 14, 2024

IIIT Investment Report: August 2024

Lauterbach & Amen, Monthly Financial Reports: Finals for June, and August 2024

Check Register, Payroll: August 2024

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

VI. APPROVAL OF INVOICES

No invoices to present.

VII. TRUSTEE RECOGNITION, TRUSTEE SHANE HAMPTON

Trustee Gephart presented Trustee Hampton with his five-year anniversary pin for serving on the Board of Trustees.

VIII. LIBRARY STAFF REPORT, AUGUST 2024

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

Ms. Buckson brought the following items to the Board's attention:

- Final reminder for training on 9/28/24, this will be a board meeting as we will have a quorum and will be discussing library business. Meeting is from 9am-2pm with an optional breakfast at 8:30am. Please make sure you take the DiSC assessment.
- August was the third month in a row in which we had over 100,000 items circulate.
- We are in the process of changing our format for monthly statistics. There was a new link in the packet email and this page will eventually have its own place on our website.
- We are expecting a small amount of dust by the main floor fireplace seating area as the drywall will be replaced with tile.

IX. COMMITTEE REPORTSIntergovernmental Group

No report. The Intergovernmental Group will meet on September 12, 2024.

Foundation

No report. The Foundation Board did not meet in August.

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

No comments.

XI. TRUSTEE COMMENTS

Trustee Dauer attended the "Free People Read Freely Symposium" which was very informative and would recommend if anyone wants to attend.

XII. UNFINISHED BUSINESS**14. APPROVE ORDINANCE 2024/2025-3, ANNUAL BUDGET AND APPROPRIATION ORDINANCE FY 2024/2025**

Motion by Trustee Gephart, second by Trustee Kruse, to approve **Ordinance 2024/2025-3**, Annual Budget and Appropriation Ordinance FY 2024/2025. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

Changes to the budget were mostly due to the Library receiving DuPage County's final extension numbers. There was a full list of changes included in the packet.

15. APPROVE CERTIFICATIONS OF ESTIMATED REVENUES BY SOURCE FOR FY 2024/2025

Motion by Trustee Gephart, second by Trustee Kruse, to approve the Certificates of Estimated Revenues by Source for FY 2024/2025. Carried unanimously.

This is a legal document that must be filed with our budget and appropriation ordinance.

XIII. NEW BUSINESS**16. PRESENTATION BY PFM ASSET MANAGEMENT, LLC**

Michelle Binns, from PFM, reviewed the Library's cash flows and summarized that we received cash funds from the county recently and will be investing these before next week. The Library has 35% of assets in cash and 65% in CDs and FDIC insured. Rates have come down a little. The Library's securities are earning above 5%, so PFM locked in at good rates. \$500,000 is coming due each month October 2024-April 2025. Currently, estimating \$116,000 in interest earnings from just CDs and with the interest earned on cash we might

reach the \$170,000 suggested. In terms of future rates, the feds are hinting at cutting rates. Ms. Binns will include a new fed dot plot at next meeting. One cut is expected to happen in September and others probably later in November/December. The Library is in a really good position with great rates over 5%.

17. ACCEPT ANNUAL AUDIT FOR FY 2023/2024, PRESENTED BY COSTABILE & STEFFENS

a. Public Notice of Availability of Audit Report

Motion by Trustee Gephart, second by Trustee Kruse, to accept the annual audit. Carried unanimously.

Wade Arthur of Costabile & Steffens, stated that this has been one of the smoothest transitions for a first year client and the team always was on top of responses. The Library had no adjustments or missed statements, which is rare. Net position includes just over \$900,000. Fund statements on page 16, total fund balances just over \$3,000,000. Page 18 shows an increase of just under \$700,000 for the year. The Library is in a very good position for the future. Trustee Hill, asked what Costabile & Steffens is doing to prohibit fraud? Costabile & Steffens cannot guarantee that there has never been fraud, but they are confident in the internal controls in place. Costabile & Steffens performs various testing measures and if an issue was occurring, it would be likely to show up.

18. APPROVE RESOLUTION 2024/2025-2, EXTEND TAX INCREMENT FINANCING DISTRICT #4

Motion by Trustee Gephart, second by Trustee Kruse, to approve **Resolution 2024/2025-2**, Extend Tax Increment Financing District #4. Carried unanimously.

Bill Hannah, CFO for the City of St. Charles, gave a brief overview of how TIF Districts work. A TIF freezes the taxing district at their current rate and the money earned on the EAV increasing is reinvested into paying off the debt. A TIF allows development and redevelopment to take place in a community. The First Street TIF district was established to create a pedestrian area and increase retail and living space. \$29,000,000 in bonds was granted in 2006-2008 and then in 2008, the great recession hit and froze the development until 2015. The bonds were refinanced and principle dates moved and TIF 7 was created in conjunction with TIF 4. TIF 7 is set to expire in 2037. TIF 4 has \$24,000,000 remaining as outstanding debt. The Library's portion of the increment is about 4% of the tax bill or about \$20,000 annually. The City is requesting to extend TIF 4 to help with bond repayment, by promoting more redevelopment and development of the area. A lot stills needs to be accomplished. TIF extensions are common and occur throughout the state, but they are required to get all taxing districts to approve it. Historically, St Charles has had only 8 TIFS. St Charles Mall TIF will expire soon and a surplus will be realized by all taxing districts within this fiscal year. A TIF is only allowed to be extended once, so if this is approved it cannot be extended again. If approval cannot be received, then the City would need to cut services to afford the debt repayment.

19. RECOMMENDATION OF THE POLICY COMMITTEE:

a. Artificial Intelligence Use Policy

Motion by Trustee Dauer, second by Trustee Gephart, to approve the recommendation of the policy committee to approve the Artificial Intelligence Use Policy. Carried unanimously.

The policy committee reviewed this new policy, as well as the union. Both are in agreement that this would allow staff to have guidance around the use of AI in the workplace.

20. APPROVE REQUEST FOR PROPOSAL FOR PUBLIC ART INSTALLATION

Motion by Trustee Hill, second by Trustee Frost, to approve the Request for Proposal for Public Art Installation. Carried unanimously.

Ms. Buckson and the art committee have been discussing what to put on the wall in the terrace garden. The Friends of the Library took this endeavor on as they are looking for ways to honor departed members. Friends agreed to fund the project as they would be the ones receiving the donations for the wall dedications. The Library would be helping Friends to facilitate the project. An RFP is the first step. Guidance is listed in the RFP, however, the artist would come up with a concept. There is a selection committee to include Trustee Frost representing the Board, Ms. Buckson, art committee members, and Friends of the Library. The change to the space is going to be extensive so that is why the RFP is being presented to the Board. Trustee Lanthrum questioned the durability since it is an outdoor space. Ms. Buckson responded that the mural is not intended to last beyond 10-20 years and will not be in perpetuity, but they will work with the artist to protect the mural as much as possible.

21. ANNUAL REPORT FOR FY 2023-2024

Ms. Buckson is very happy with the re-imagined design that C&M has done with the annual report. It is at the printers now, but Communications & Marketing Manager Ms. Salomone created drafts to share with the Board. It is a little early this year, as it is normally not presented until the October Board Meeting. Ms. Buckson highlighted the following:

- Page 6 program stats. Programming has grown significantly over the last five years.
- Pages 10 & 11, contains a nice spread showing results of the rebranding campaign.
- A change to the Foundation donor recognition process, as they are now listed in the annual report.

Trustees gave positive feedback for the appearance of the annual report. The annual report is not sent out to patrons and is only available in house at all service desks. It is brought to intergovernmental meetings and is linked on our website, as it is a great marketing piece to hand out to others to showcase what we are doing. Not every library does this and it is something to be proud of.

22. SCHEDULE FINANCE COMMITTEE MEETING BEFORE OCTOBER 9, 2024 BOARD MEETING

The Finance Committee meeting will be held on October 1, 2024 at 9:00 am.

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

No comments.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 7:51 pm. Carried unanimously.



 Mary Kruse
 Secretary, Board of Trustees