



**MINUTES
COMMITTEE OF THE WHOLE MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
OCTOBER 1, 2025**

The Committee of the Whole Meeting of the Board of Trustees of the St. Charles Public Library District was held at the Library on Wednesday, October 1, 2025 at 6:00 pm. Present: Vice President/Secretary Bonnie J. Dauer, Treasurer Michael J. Hill (arrived at 6:55 pm), Trustees Allison Lanthrum, Barbara Diepenbrock, and Jane Shelton, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: President Mary Kruse, Trustee Claudia Frost.

Library staff present: Mary Merritt, Junior Renteria.

I. CALL TO ORDER

Trustee Dauer called the meeting to order at 6:01 pm.

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

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

III. TRUSTEE TRAINING

Trustee Budget Training, Part II.

IV. FINANCIAL DISCUSSION

a. Levy 2025/2026 Presentation

Finance Manager Mary Merritt provided the levy overview to the Board, 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 2026/2027. Calculations are based on EAV estimates, tax rate and other estimated expenditures.

The levy is the amount we request, and the extension is what we receive. In FY 2024/2025, we levied \$9,489,854 and received 100.4% of that amount. The overage was due to approximately \$38,000 in revenue recapture.

The revenue recapture levy is when properties which have received lower assessments from PTAB, errors or court decisions have their taxes reduced, and the tax burden is shifted to the rest of the district. This is unexpected additional money paid for by every taxpayer other than those who successfully appealed to PTAB or errors or court decisions. The revenue recapture started in 2022.

The 2025 estimated EAV for Kane County will increase by approximately 10.8%. DuPage County does not provide this estimate; however, they generally are the same as Kane County. The CPI is set at 2.9%.

The levy request has been increased by 4.95% however, our district is tax capped so we can expect to receive less as our extension. The Library's expenses for the roof, updates relating to the consultant's recommendations for ADA compliance, increased insurance rates and salaries require an increase in funding.

In preparing for the Levy, Ms. Merritt is very conservative. She tends to over-estimate expenses and under-estimate for income. Interest in our funds is recorded in the Operating Fund during the fiscal year. Interest on funds in the Gift/Special Trustee Fund remains in that fund to continue to build, as this fund is non-taxpayer monies.

The Truth-in-Taxation Public Hearing is not required, but is typically held.

b. Resolution 2025/2026-2 to Determine Estimate of Funds Necessary for FY 2025/2026

Resolution 2025/2026-2, will be presented to the Board for approval at the October 8, 2025 Monthly Board Meeting.

V. POLICY DISCUSSION

a. Gifts Policy

A revision to the policy was requested in the first sentence of section "Naming Facilities in Honor of Donors", to read "The Library Board does not support naming facilities after donors, as this action is made in response to an honor." This policy will be presented to the Board for approval at the October 8, 2025 meeting.

b. Fund Balance Policy

This policy is required to be reviewed annually by the Board. There are no recommendations for revisions to this policy.

c. Confidentiality Policy

This is a new policy that aligns with legal requirements and provides staff with a better understanding of the guidelines to follow if a records request is received. In prior years, the Board adopted the American Library Association's Library Bill of Rights. This policy will be presented to the Board for approval at the October 8, 2025 meeting.

d. Exhibits and Display Policy

Revisions to the policy were requested in the following sections:

- Purpose – third paragraph, remove the word "nudity", and add the verbiage "or materials that threaten violence or intimidation of a group or individual".
- Purpose – add the statement "Displaying of materials submitted by the public does not imply Library endorsement of their content or viewpoints."
- Guidelines – include a link to the American Library Association's Library Bill of Rights regarding the "Exhibit Spaces and Bulletin Boards Statement".
- Community Displays & Exhibits – first paragraph, move the verbiage "displays of a proselytizing nature" to the second paragraph bullet points.
- American Flag Display Guidelines – this is a new section to the policy and states the Library will lower the flag to half-staff as directed by the State of Illinois, and to honor community members when recognized by local authorities.

A second flagpole was discussed to honor other ethnicities and social groups. If this matter is approved by the Board in the future, this policy will be revised.

VI. BUILDING WALK THROUGH:

Mr. Renteria took the Trustees through the main level. A thought was shared to have certain policies relating to patrons displayed in the lobby.

VII. PUBLIC COMMENTS

None.

VIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Dauer, to adjourn at 8:00 pm. Carried unanimously.



Bonnie J. Dauer
Secretary, Board of Trustee