



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
SEPTEMBER 9, 2026**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, September 9, 2026, at the Library. Present: President Mary Kruse, Vice President/Secretary Bonnie J. Dauer, Treasurer Michael J. Hill, Trustees Claudia Frost and Jane Shelton, Director Katherine G. Buckson, and Administrative Assistant Virginia Tsipas. Absent: Trustee Barbara Diepenbrock.

Guests: Wade Arthur of Costabile & Steffens, Kelly Brainerd of Lauterbach & Amen, and Judi Asselborn of Friends of St. Charles Library.

Library staff present: Mary Merritt, Mary Miller, Junior Renteria, Pam Salomone, Sutton Skowron, Kelly Stulgate, and Julie Tegtmeier. Two community members were in attendance.

**PUBLIC HEARING FOR PROPOSED ANNUAL
BUDGET & APPROPRIATION ORDINANCE**

The Public Hearing for proposed Annual Budget & Appropriation Ordinance was called to order by Trustee Kruse at 6:45 pm. There were no public comments.

Motion by Trustee Hill, second by Trustee Dauer, to adjourn at 6:59 pm. Carried unanimously.

REGULAR MONTHLY MEETING

I. CALL TO ORDER

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

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

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

III. WELCOME OF GUESTS

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

IV. APPROVE AGENDA

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

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, August 12, 2026

Minutes of Special Meeting, August 22, 2026

IIIT Investment Report: August 2026

Lauterbach & Amen, Monthly Financial Report: August 2026

Check Register, Payroll: August 2026

Motion by Trustee Shelton, second by Trustee Frost, to approve Minutes of Monthly Meeting, August 12, 2026; Minutes of Special Meeting, August 22, 2026; IIIT Investment Report: August 2026; Lauterbach & Amen, Monthly Financial Report: August 2026; and Check Register, Payroll: August 2026. Carried unanimously.

VI. APPROVE THE FORM AND CONTENT OF MINUTES CLOSED SESSION OF REGULAR MONTHLY MEETING, AUGUST 12, 2026, FOR SECTION 2.06 OF THE ACT 5 ILCS 120/2(C)(21)

Motion by Trustee Hill, second by Trustee Shelton, to approve the form and content of Minutes Closed Session of Regular Monthly Meeting, August 12, 2026, and to be immediately open to the public. Carried unanimously.

VII. LIBRARY STAFF REPORT, AUGUST 2026

Motion by Trustee Dauer, second by Trustee Frost, to accept the Library Staff Report. Carried unanimously. Trustee Kruse thanked all staff for all their work and said she enjoys the interactive photos.

VIII. COMMITTEE REPORT

Intergovernmental Group (Hill)

Motion by Trustee Shelton, second by Trustee Frost, to accept the committee report. Carried unanimously.

IX. PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

X. TRUSTEE COMMENTS

Trustee Hill complimented the Administration staff for organizing the Staff Appreciation Event on the Riverboat Cruise and said it was enjoyable. The August 22, 2026, Trustee training Retreat was very good.

XI. UNFINISHED BUSINESS

12. DISCUSS TRUSTEE VACANCY

Five candidates applied for the Board vacancy. Ms. Buckson will forward the applications to Trustees Hill and Shelton. Interviews will be held on October 1, 2026, at the Committee of the Whole Meeting.

13. APPROVE ORDINANCE 2026/2027-2, ANNUAL BUDGET AND APPROPRIATION ORDINANCE FY 2026/2027

Motion by Trustee Shelton, second by Trustee Frost, to approve **Ordinance 2026/2027-2, Annual Budget and Appropriation Ordinance FY 2026/2027. AYES:** Kruse, Dauer, Hill, Frost, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Diepenbrock.

14. APPROVE CERTIFICATIONS OF ESTIMATED REVENUES BY SOURCE FOR FY 2026/2027

Motion by Trustee Dauer, second by Trustee Shelton, to approve Certifications of Estimated Revenues by Source for FY 2026/2027. **AYES:** Kruse, Dauer, Hill, Frost, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Diepenbrock.

XII. NEW BUSINESS

15. ACCEPT ANNUAL AUDIT FOR FY 2025/2026, PRESENTED BY COSTABILE & STEFFENS

a. Public Notice of Availability of Audit Report

Motion by Trustee Shelton, second by Trustee Hill, to accept the Annual Audit for FY 2025/2026, presented by Costabile & Steffens. Carried unanimously.

Wade Arthur of Costabile & Steffens presented an overview of the FY 2025/2026 Annual Audit. He stated it was a clean audit opinion, with no auditing adjustments. The Library is in great financial shape. He thanked Ms. Buckson and Finance Manager Mary Merritt for their cooperation with the compilation of all documents required. Ms. Merritt thanked Kelly Brainerd of Lauterbach & Amen, for her assistance.

The Notice of Availability of Audit will be published in the Daily Herald.

16. ANNUAL REPORT FOR FY 2025/2026

The Trustees enjoyed reading the Annual Report. Project Manager, Julie Tegtmeier worked to successfully streamline the Annual Report. The Communications & Marketing team wonderfully formatted the Annual Report, and in particular, notable work by Graphic Artist Lisa Marinelli. One interesting feature on page 14 of the Annual Report shows how funds are broken down for fiscal responsibility.

17. SECRETARY'S AUDIT

a. Report on Audit of Secretary's Minutes for January 1, 2026, to June 30, 2026

The Trustees reviewed the Secretary's Minutes and recordings for the period January 1, 2026, through June 30, 2026, and found the Secretary's Minutes and recordings to be in good order without errors or discrepancies. The Trustees reviewed the Minutes on the website and found them to be linked properly.

b. Vote to open or keep closed Minutes from Closed Sessions

Motion by Trustee Hill, second by Trustee Frost, to approve that Closed Session Meeting Minutes of April 8, 2026, remain closed to the public. All other Closed Session Minutes previously closed shall remain closed to the public. Carried unanimously.

c. Vote regarding the Destruction of Closed Session Recordings according to 5 ILCS 120/2.06

Motion by Trustee Shelton, second by Trustee Frost, to approve the recordings of August 7, 2024, and November 13, 2024, Closed Session Meetings be destroyed in accordance with 5 ILCS 120/2.06. Written Minutes of these recordings are in existence. Carried unanimously.

18. PRESENTATION – JUDI ASSELBORN OF FRIENDS OF ST. CHARLES LIBRARY

Friends of St. Charles Library President Judi Asselborn spoke of how the Friends group supports the Library.

Ms. Asselborn read the Friends' mission statement, stated they were established in 1940, re-established in 1979, reorganized in 2011, and spoke of their membership.

Friends hold biannual used book sales, a yearly magazine sale, offer Library merchandise for sale in the lobby, sell holiday gift book bundles, mugs with cocoa, and mystery wrapped books.

Their biannual used book sales provide the majority of income raised to benefit the Library. This past year they implemented an early entry option for shoppers, and it was a success. It

takes approximately 20 Friends' members and several volunteer veterans to set up for the book sales. Any remaining books after the sales are offered to a recycling company and Friends receives a percentage of their sales. Friends' members spend approximately 2,200 hours each year volunteering at SCPL.

The Friends Book Nook will launch in November 2026 in the Library lobby.

Friends have supported projects to benefit the Library, including the *Luna Moth* sculpture, *Chasing My Shadow* bunny sculpture, *Keep Your Balance* sculpture, and the Library scooter. The most recent project by Friends launched in June 2025, the terrace garden mural. Memorial and honoree plates can still be purchased for the mural.

Friends donates to the annual Summer Reading kick-off party, One Book One Community, exam crams, babysitter training, staff recognition gifts, trivia pizzas parties, music bingo, and annual staff scholarships totaling. Since 2004, Friends have provided \$70,065 in scholarships.

Friends acquired 13 new members this year, for a total of 56 members. The group meets three times a year in October, February and June.

Ms. Asselborn thanked Ms. Buckson, all staff and especially the Communications & Marketing and the Facilities teams for all their support.

XIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Dauer, to adjourn at 7:29 pm. Carried unanimously.



Bonnie J. Dauer, Secretary
Board of Trustees