

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
JANUARY 29, 2024

Members of the Fondulac District Library Board of Trustees met on Monday, January 29, 2024, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, for their regular meeting. President Hanks called the meeting to order at 6:00 p.m.

On roll call, the following members were present: Mrs. Carbiener, Mr. Grose, Mrs. Hanks, Mrs. Pulling, Mr. Sherwood and Mr. Swearingen. Also present was Mrs. Buhr, Director and Mrs. Cox, Business Manager. Mrs. Humphrey was absent.

Business Manager Rebecca Cox presented the “Mission Moment” where she discussed the seed library and answered questions from the board.

M/S/P (Grose/Swearingen) to approve the consent agenda which includes the November 27, 2023, regular board meeting minutes and approval of bills. All present voting yea.

Treasurer’s Report:

1 - GENERAL INVESTMENT FUND

DATE	TRANSACTION	GENERAL			BOND	FUND
		CHECKING	DONATIONS	IMPREST	CHECKING	TOTAL
12/21/2023	Balance	\$1,247,415.00	\$54,253.81	\$1,449.26	\$487,042.58	
12/22/2023	Deposit – Nayax Reimbursement	\$35.93				
12/29/2023	Deposit – Nayax Reimbursement	\$47.31				
	Deposit – Bank Account Interest	\$112.28	\$4.36	\$0.15	\$38.69	
1/4/2024	Checks Issued - Payroll	\$(47,712.01)				
	Blue Cross Blue Shield	\$(4442.73)				
	IMRF - NCPERS	\$(16.00)				
	The Metropolitan Life Insurance Company	\$(366.60)				
	AFLAC	\$(69.32)				
1/5/2024	Deposit – Nayax Reimbursement	\$41.43				
	Deposit – Replacement Tax	\$35,013.71				
1/8/2024	IDES Unemployment Insurance	\$(410.31)				
1/12/2024	Deposit – Nayax Reimbursement	\$28.74				
1/18/2024	Checks Issued - Payroll	\$(43,581.86)				
	Blue Cross Blue Shield	\$(4442.73)				
	IMRF - NCPERS	\$(16.00)				
	The Metropolitan Life Insurance Company	\$(366.60)				
	AFLAC	\$(69.32)				
1/19/2024	Deposit – Nayax Reimbursement	\$36.96				

1/24/2024	Deposit – Fines, Fees, Misc.	\$6,724.05				
	Deposit – Imprest Reimbursement			\$111.51		
	Deposit – Denim Days Cash			\$35.00		
	Deposit - Donations		\$126.05			
1/29/2024	Checks Issued – Bills Paid By Check	\$(59,695.95)				
	Checks Issued – Bills Paid Directly	\$(11,146.56)				
	Checks Issued – Imprest			\$(86.04)		
	Balance	\$1,521,420.56	\$54,278.63	\$1,726.06	\$504,309.60	\$2,081,734.85

2 - WORKING CASH FUND

DATE	TRANSACTION	WORKING CASH	WORKING CASH	FUND
		ACCOUNT	CERTIFICATES	TOTAL
12/21/2023	Balance	\$ 17,910.46	\$ 204,911.69	
12/29/2023	Deposit - Bank Account Interest	\$ 1.42	\$ 609.68	
	Balance	\$ 17,911.88	\$ 205,521.37	\$ 223,433.25

3 - RESERVE FUND

DATE	TRANSACTION	RESERVE	RESERVE	FUND
		ACCOUNT	CERTIFICATES	TOTAL
12/21/2023	Balance	\$ 67,280.59	\$ 2,062,014.16	
12/29/2023	Deposit - Bank Account Interest	\$ 5.35	\$ 7,301.77	
	Balance	\$ 67,285.94	\$ 2,069,315.93	\$2,136,601.87

Mrs. Buhr reported that the library completed its first payroll with the new electronic payroll with no major issues. Summer Reading donation letters will go out in the first couple of weeks of February. The library received funds from the Ameren Love Your Library Grant and will be dividing the funds into mini grants for staff to apply for. Mrs. Buhr asked for 2 volunteers from the board to help select. Mrs. Pulling and Mr. Sherwood volunteered.

In library statistics, Mrs. Buhr reported that there is a large cardholder drop due to the completion of a huge project that the circulation department has been working on due to procedural changes with RSA. From here on out the number should be steadier as the circulation department works these deletion procedures into their regular duties.

M/S/P (Sherwood/Pulling) to approve keeping previously closed minutes closed. All present voting yea.

M/S/P (Carbiener/Sherwood) to approve the destruction of Closed Meeting Audio Recordings Older than 18 months. Audio recordings of closing meetings can be deleted after 18 months according to records retention schedules provided by the state of Illinois. The library has never deleted any of these recorded records. Going forward the request for deletions will continue to be done in accordance with the review of previously closed minutes as the recommendation by library attorneys is that these audio recordings be deleted regularly. All present voting yea.

M/S/P (Grose/Pulling) to approve the Revision to the East Peoria Civic Complex Meeting Room Policy. This is the same policy that has been provided over the last couple of months for review. It was updated by both the City of East Peoria attorneys and the Library attorneys to change language regarding allowable room use. On roll call, all present voting yea.

M/S/P (Pulling/Carbiener) to approve the Renewal of Endpoint Security Software Licensure. This license is for the anti-virus software that works on the library servers for all staff and public PCs. All present voting yea.

M/S/P (Sherwood/Swearingen) to approve the Revision to Working Budget. In December a payment was made to the unfunded IMRF liability using funds that were left over from the previous fiscal year. This revision is proposing structural changes to the working budget going forward so an Operational Reserve Income and Expense line can account for these types of expenditures and our budget still balances appropriately. On roll call, all present voting yea.

In closing comments Mrs. Pulling asked what was going on with the RSA Cat Mobile App. Mrs. Buhr explained that the SirsiDynix company had contracted with an app company in Australia and without warning the Australian company discontinued service and took the data with them. This is an issue for many libraries around the world right now. SirsiDynix is working on developing a new app to take the place of this app but there is no firm estimate on launch time as of right now. A more mobile friendly link has been set up for RSA Cat but the app is no longer updating.

M/S/P (Carbiener/Sherwood) to adjourn the meeting at 6:36 p.m. All present voting yea.

Secretary

Approved as _____
February 26, 2024
Recorded by: Rebecca L. Cox