

FONDULAC DISTRICT LIBRARY  
 BOARD OF TRUSTEES  
 MINUTES OF THE REGULAR MEETING  
 JANUARY 30, 2023

Members of the Fondulac District Library Board of Trustees met on Monday, January 30, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, for their regular meeting. President Grose called the meeting to order at 6:00 p.m.

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

M/S/P (Cadwalader/Carbiener) to approve the consent agenda which includes the November 28, 2022, regular board meeting minutes and approval of bills. All present voting yea.

Treasurer's Report:

Mrs. Cox reported that the Fund Activity spreadsheet format has changed and if there are any questions to please let her know. There were no questions at the time of the meeting.

**1 - GENERAL INVESTMENT FUND**

| DATE       | TRANSACTION                          | GENERAL        |              |            | BOND          | FUND  |
|------------|--------------------------------------|----------------|--------------|------------|---------------|-------|
|            |                                      | CHECKING       | DONATIONS    | IMPREST    | CHECKING      | TOTAL |
| 12/22/2022 | Balance                              | \$1,239,840.75 | \$ 55,578.86 | \$1,724.45 | \$ 435,468.44 |       |
| 12/23/2022 | Deposit - Nayax Reimbursement        | \$ 37.57       |              |            |               |       |
|            | Deposit - Bond Bank Account Interest |                |              |            | \$ 33.41      |       |
| 12/29/2022 | Deposit - TIF                        | \$ 8,509.33    |              |            |               |       |
| 12/30/2022 | Deposit - Bank Account Interest      | \$ 110.75      | \$ 4.57      | \$ 0.12    |               |       |
|            | Deposit - Nayax Reimbursement        | \$ 16.22       |              |            |               |       |
| 1/5/2023   | Checks Issued - Payroll              | \$ (37,746.10) |              |            |               |       |
|            | Blue Cross Blue Shield               | \$ (4,635.00)  |              |            |               |       |
|            | Metropolitan Life Insurance Company  | \$ (366.58)    |              |            |               |       |
|            | IMRF - NCPERS                        | \$ (24.00)     |              |            |               |       |
|            | AFLAC                                | \$ (69.32)     |              |            |               |       |
| 1/6/2023   | Deposit - Nayax Reimbursement        | \$ 47.96       |              |            |               |       |
| 1/9/2023   | Deposit - Replacement Taxes          | \$ 59,626.42   |              |            |               |       |
| 1/10/2023  | IDES - Unemployment Taxes            | \$ (595.23)    |              |            |               |       |
| 1/19/2023  | Checks Issued - Payroll              | \$ (42,011.33) |              |            |               |       |
|            | Blue Cross Blue Shield               | \$ (4,635.00)  |              |            |               |       |
|            | Metropolitan Life Insurance Company  | \$ (366.58)    |              |            |               |       |
|            | IMRF - NCPERS                        | \$ (24.00)     |              |            |               |       |
|            | AFLAC                                | \$ (69.32)     |              |            |               |       |

|           |                                     |                |             |            |              |                |
|-----------|-------------------------------------|----------------|-------------|------------|--------------|----------------|
| 1/20/2023 | Deposit - Nayax Reimbursement       | \$ 55.35       |             |            |              |                |
| 1/25/2023 | Deposit - Fines, Fees, Misc.        | \$ 3,468.57    |             |            |              |                |
| 1/27/2023 | Deposit - Nayax Reimbursement       | \$ 74.02       |             |            |              |                |
|           | Checks Issued - Imprest Account     |                |             | \$(336.94) |              |                |
|           | Deposit - Imprest Account           |                |             | \$ 89.00   |              |                |
|           | Checks Issued - Bills Paid by Check | \$ (33,724.25) |             |            |              |                |
|           | Checks Issued - Bills Paid Directly | \$ (8,545.49)  |             |            |              |                |
|           | Balance                             | \$1,178,974.74 | \$55,583.43 | \$1,476.63 | \$435,501.85 | \$1,671,536.65 |

**2 - WORKING CASH FUND**

| DATE       | TRANSACTION                     | WORKING CASH  | FUND TOTAL    |
|------------|---------------------------------|---------------|---------------|
| 12/22/2022 | Balance                         | \$ 217,828.48 |               |
| 12/30/2022 | Deposit - Bank Account Interest | \$ 17.90      |               |
|            | Balance                         | \$ 217,846.38 | \$ 217,846.38 |

**3 - RESERVE FUND**

| DATE       | TRANSACTION                     | RESERVE FUND | RESERVE CERTIFICATES | FUND TOTAL     |
|------------|---------------------------------|--------------|----------------------|----------------|
| 12/22/2022 | Balance                         | \$ 67,213.35 | \$ 2,006,726.69      |                |
| 12/30/2022 | Deposit - Bank Account Interest | \$ 5.52      | \$ 3,007.92          |                |
|            | Balance                         | \$ 67,218.87 | \$ 2,009,734.61      | \$2,076,953.48 |

Mrs. Buhr reported that the LIRA Insurance contract is signed and will be effective as of 12:01 a.m. on January 31, 2023.

The library was notified that as of May 31, 2023, the Quickbooks software being used will no longer support add-ons such as Payroll so an upgrade will be needed. More information to come on that.

A new statistic is being added to the Library Statistics sheet starting in January to track Podcast Streams.

M/S/P (Sherwood/Cadwalader) to keep previously closed minutes closed. All present voting yea.

M/S/P (Swearingen/Sherwood) to approve the revision of the Library Materials Lending Chart. This revision consolidated equipment to circulate similarly and added a new item type for Chapter Books That Talk. All present voting yea.

M/S/P (Cadwalader/Carbiener) to approve the revision of the Expense Reimbursement Policy. Due to the library needing to implement multi-factor authentication with the new insurance provider, certain staff are now required to install and app on their phone for use with the VPN. This revision compensates these employees for their required personal phone usage. All present voting yea.

M/S/P (Sherwood/Carbiener) to approve the purchase of Public Access and Service Desk Computers. At this time all public access computers in both the Youth and Adult Services departments are due for renewal. The Youth Services computers were up for renewal in a previous fiscal year but due to limited use during the Covid-19 pandemic shut downs, the renewal date was able to be postponed. It is recommended that this computer replacement take place before the IT Manager retires at the end of July. Mr. Sherwood asked what will happen to the old computers. Mrs. Buhr said that in the past old computers have been passed on to other Not-For-Profit groups, community centers, food pantries and other smaller, more rural libraries. She is going to look for a similar option for this year as well. All present voting yea.

M/S/P (Sherwood/Swearingen) to adjourn the meeting at 6:12 p.m. All present voting yea.

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Secretary

Approved as \_\_\_\_\_  
February 27, 2023  
Recorded by: Rebecca L. Cox