

FONDULAC DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
June 26, 2017

Members of the Fondulac District Library Board of Trustees met in regular session on Monday, June 26, 2017. President Lasswell called the meeting to order at 6:10 p.m.

On roll call the following members were present: Mrs. Cole, Mr. Grose, Mrs. Humphrey, Mr. Lasswell and Mr. Sherwood. Also present were Mrs. Buhr, Director and Mrs. Geier, Business Manager. Mr. Cadwalader and Mrs. Laredo were absent.

M/S/P (Grose/Humphrey) to approve the May annual meeting minutes and the May executive session minutes.

M/S/P (Grose/Cole) to approve the treasurer's report and payment of bills.

Mrs. Buhr stated that Mr. Lasswell has gone thru and signed the checks to pay the bills and due to signature card changes that have not been processed, she will be the second signature if the board approved. The board stated that is acceptable.

Mrs. Cole asked about the Central Cleaning Service bill. Mrs. Buhr stated that they are the cleaners for the shared space, and the bill reflects the 60% the library is responsible for. Mrs. Cole also inquired about the American Red Cross bill and how many people attend that program. Mrs. Buhr stated that it is a full class of 20 students. She also informed the board that not only are participants responsible for a portion of the cost, it is reimbursed by either the Friend's Group or the East Peoria Woman's Club to offset the cost.

Treasurer's Report:

GENERAL FUND CHECKING

05/22/17 Balance	465,131.35
05/17/17 Amazon.com payment	(1,812.03)
05/22/17 Deposit – City of East Peoria	2,796.81
05/22/17 Returned check	(33.74)
05/23/17 Deposit – Fines, fees, misc.	33.74
05/25/17 Aflac payment	(202.28)
05/31/17 Interest 185736	467.39
06/01/17 Checks issued – Payroll	(32,881.49)
06/05/17 Waste Management payment	(202.78)
06/06/17 Deposit – Fines, fees, misc.	746.19
06/07/17 Ameren Illinois payment	(3,584.73)
06/07/17 Comcast Cable payment	(302.59)
06/09/17 Visa payment – Tammy	(974.45)

06/13/17 Deposit – Fines, fees, misc.	686.75
06/13/17 Visa payment – Genna	(908.44)
06/15/17 Checks issued – Payroll	(31,620.80)
06/15/17 BlueCross/BlueShield – Smith insurance	(598.00)
06/22/17 Deposit – Fines, fees, misc.	949.20
06/26/17 Checks issued – Bills	<u>(64,929.36)</u>
06/26/17 Balance	332,760.74

WORKING CASH FUND

05/22/17 Balance	209,839.26
05/31/17 Interest 185701	<u>132.80</u>
06/26/17 Balance	209,972.06

RESERVE FUND

05/22/17 Balance	1,846,063.43
05/31/17 Interest 185728	<u>1,168.33</u>
06/26/17 Balance	1,847,231.76

Mrs. Buhr reported that as of June 22, 868 people have registered for the Summer Reading Program. She stated that she has again this year issued her director's challenge to increase last year's registration by 10%, which would be 994.

Mrs. Buhr reported that she heard today from the Illinois Department of Revenue regarding the overpayment of personal property replacement taxes from past fiscal years. She reported that the library was overpaid a total of \$14,347. Mrs. Buhr stated that last fall two bills were passed in the Senate that recovered some of that money. She stated that at the present time, the library has paid back \$8,571 of the overpayment by not being dispersed a payment in October 2016. Currently the library still has an overpayment of \$5,776 to be recovered in the future. Mrs. Buhr stated that she will be contacted as to how the remainder will be recovered.

Mrs. Buhr reported on library statistics.

M/S/P (Grose/Cole) to adopt Prevailing Wage Ordinance #17-292.

M/S/P (Sherwood/Humphrey) to approve the fiscal year 2018 budget. Mrs. Cole stated that she would like to discuss the transfer to reserve before discussing the budget.

M/S/P (Cole/Grose) to table the previous motion.

M/S/P (Cole/Sherwood) to approve the transfer of the general fund balance as of June 30, 2017 to the designated reserve fund. On discussion, Mrs. Buhr stated that as of this meeting we do not have a firm number to be transferred. She stated, there is still one more payroll as well as some remaining bills to be taken from the fiscal year 2017 budget. Mrs. Buhr

reported that the potential transfer will be \$80,000. She noted that insurance and salaries were where the biggest savings were this year. Mrs. Geier will contact Mr. Lasswell with the final transfer amount.

M/S/P (Cole/Sherwood) to bring the fiscal year 2018 budget back to the floor. Mrs. Buhr stated that she put a little more into the collection in fiscal year 2018 as there won't be as many technology expenditures. She stated that with some salary savings from retirements, she is able to move two part time employees to full time. Mrs. Cole stated that she was concerned that the 2018 budget was being raised approximately \$200,000, but after discussion she sees that half of the budget is being spent on salaries and understands the need for the additional full time staff and is fine with that. Mr. Lasswell stated that he met with Mrs. Buhr to look over the budget and they made some collective revisions. Mrs. Cole stated that she is concerned about how much is going into the reserve fund. She stated that she is anxious to see the maintenance schedule, so that the board can have a plan for how the reserve fund may have to be used or how the expenses can be paid from the operating budget. Mrs. Cole stated she would like to go on record with some concerns about what goes into reserve and next year if a large number is going to be transferred, she would like to see it is used to pay down the debt.

M/S/P (Grose/Humphrey) to approve CliftonLarsonAllen as auditor.

M/S/P (Sherwood/Grose) to review Illinois State Library Literacy Program. On discussion, Mrs. Buhr stated that this review was to meet the requirements for the Fiscal Year 2018 Per Capita Grant application. Mrs. Buhr reported that the library does not apply for literacy grants, but participates with grant recipients by providing space for tutoring, promoting their services as well as some other literacy things we do that correspond with it.

M/S/P (Cole/Sherwood) moved to adjourn at 6:44 p.m.

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Secretary

Approved as \_\_\_\_\_  
July 31, 2017

Recorded by: Tamara A. Geier