

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

Members of the Fondulac District Library Board of Trustees met on Monday, April 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 6:01 p.m.

On roll call, the following members were present: Mrs. Carbiener, Mr. Grose, Mrs. Hanks, Mrs. Humphrey, Mrs. Pulling, and Mr. Swearingen. Also present was Mrs. Buhr, Director and Mrs. Cox, Business Manager. Mr. Sherwood was absent at roll call but joined the meeting at 6:08 p.m.

Mrs. Hanks appointed Mr. Grose as the Secretary Pro Tem retroactively for the March 18 meeting. Mr. Swearingen was absent and a Secretary Pro Tem was not appointed at that time.

Youth Services Assistant Julie Fonseca presented the “Mission Moment” where she discussed her role at the library and answered questions from the board.

M/S/P (Grose/Carbiener) to approve the consent agenda which includes the March 18, 2024, 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 |      |
| 3/25/2024 | Balance                                 | \$906,971.06  | \$55,468.84 | \$1511.42 | \$466,240.60 |       |      |
| 3/27/2024 | Deposit – Imprest Reimbursement         |               |             | \$250.22  |              |       |      |
| 3/28/2024 | Checks Issued – Payroll                 | \$(43,821.58) |             |           |              |       |      |
|           | Blue Cross Blue Shield                  | \$(4,442.73)  |             |           |              |       |      |
|           | IMRF-NCPERS                             | \$(16.00)     |             |           |              |       |      |
|           | The Metropolitan Life Insurance Company | \$(366.60)    |             |           |              |       |      |
|           | AFLAC                                   | \$(69.32)     |             |           |              |       |      |
|           | Deposit – Nayax Reimbursement           | \$30.48       |             |           |              |       |      |
| 3/29/2024 | Deposit – Bank Account Interest         | \$78.53       | \$4.40      | \$0.14    | \$42.85      |       |      |
| 4/5/2024  | Deposit – Nayax Reimbursement           | \$24.59       |             |           |              |       |      |
|           | Deposit – Replacement Tax               | \$18,416.33   |             |           |              |       |      |
| 4/9/2024  | Checks Issued – Unemployment Taxes      | \$(2,064.63)  |             |           |              |       |      |
| 4/11/2024 | Checks Issued – Payroll                 | \$(43,127.51) |             |           |              |       |      |
|           | Blue Cross Blue Shield                  | \$(4,442.73)  |             |           |              |       |      |
|           | IMRF - NCPERS                           | \$(16.00)     |             |           |              |       |      |

|           |   |               |             |            |               |                |
|-----------|---|---------------|-------------|------------|---------------|----------------|
|           | The Metropolitan Life Insurance Company | \$(366.60)    |             |            |               |                |
|           | AFLAC                                   | \$(69.32)     |             | \$(250.22) |               |                |
| 4/12/2024 | Deposit – Nayax Reimbursement           | \$16.17       |             |            | \$(38,235.25) |                |
| 4/19/2024 | Deposit – Nayax Reimbursement           | \$53.70       |             |            |               |                |
| 4/25/2024 | Checks Issued – Payroll                 | \$(44,223.14) |             |            |               |                |
|           | Blue Cross Blue Shield                  | \$(4,442.73)  |             |            |               |                |
|           | IMRF – NCPERS                           | \$(16.00)     |             |            |               |                |
|           | The Metropolitan Life Insurance Company | \$(366.60)    |             |            |               |                |
|           | AFLAC                                   | \$(69.32)     |             |            |               |                |
|           | Deposit – Fines, Fees, Misc.            | \$7,071.42    | \$1,197.15  |            |               |                |
| 4/29/2024 | Checks Issued – Bills Paid by Check     | \$(49,447.78) |             |            |               |                |
|           | Checks Issued – Bills Paid Directly     | \$(20,232.50) |             |            |               |                |
|           | Balance                                 | \$715,061.19  | \$56,670.39 | \$1,761.78 | \$466,283.45  | \$1,239,776.81 |

## 2 - WORKING CASH FUND

| DATE      | TRANSACTION                     | WORKING CASH ACCOUNT | WORKING CASH CERTIFICATES | FUND TOTAL    |
|-----------|---------------------------------|----------------------|---------------------------|---------------|
| 3/25/2024 | Balance                         | \$ 17,914.92         | \$ 206,787.07             |               |
| 3/29/2024 | Deposit - Bank Account Interest | \$ 1.42              | \$ 594.75                 |               |
| 4/29/2024 | Balance                         | \$ 17,916.34         | \$ 207,381.82             | \$ 225,298.16 |

## 3 - RESERVE FUND

| DATE      | TRANSACTION                     | RESERVE ACCOUNT | RESERVE CERTIFICATES | FUND TOTAL     |
|-----------|---------------------------------|-----------------|----------------------|----------------|
| 3/25/2024 | Balance                         | \$ 67,297.37    | \$ 2,083,523.31      |                |
| 3/29/2024 | Deposit - Bank Account Interest | \$ 5.35         | \$ 7,777.32          |                |
| 4/29/2024 | Balance                         | \$ 67,302.72    | \$ 2,091,300.63      | \$2,158,603.35 |

Mrs. Buhr reported that it is budget planning time so she has been working on spreadsheets and projections as well as reviewing applications for the two open library positions. She and the Communications Specialist will be starting research on a new website platform that will help the library to update and integrate better with tools being utilized. Mrs. Buhr also reminded the board that the Big Rig Petting Zoo is coming up on May 11 with several new organizations taking part this year including Peoria Charter Coach and the Post Office!

In Library Statistics it was noted that circulation is up almost 10% over this same time last year. Mrs. Buhr is also closely monitoring the periodical statistics and is considering downsizing some of the lesser circulated titles. Many periodical titles are downsizing themselves by going to full digital access. Mr. Sherwood asked what happens to books when they are deselected. Mrs. Buhr explained that many are put into the Friends Book Sale, the Little Free Library or are sometimes offered to other libraries. Titles that are deselected due to extensive damage are recycled.

M/S/P (Carbiener/Swearigen) to approve the Meeting Room and Study Room policy. This is a proposed new policy to help update some previous policies that were out of date and to combine those policies that are for the rooms within the library that are for library use only. All present voting yea.

M/S/P (Pulling/Humphrey) to repeal the following Library policies: Harold Kolb Memorial Conference Room Policy, Story/Craft Room Use Policy, Study Room Policy. These policies were all replaced with the policy adopted in the first action item. All present voting yea.

M/S/P (Grose/Sherwood) to approve the revision to Code of Conduct Policy & Use of Facilities. The changes include clarifications and wording to bring the policy in line with language that is used with patrons and need to point to in order to ensure a safe and welcoming environment for everyone. On roll call, all present voting yea.

M/S/P (Swearigen/Carbiener) to approve the revision to Victims' Economic Security and Safety Act Policy. This is a policy that is already in place at the library but these revisions are needed to update with current law and shows how the law interacts with library policies. All present voting yea.

M/S/P (Sherwood/Grose) to approve the revision to Jury Duty Policy. Every time that an employee is called for jury duty, administration spends a lot of time trying to clarify the policy and deciding how to interpret. These revisions provide a more detailed framework for how to handle jury duty leave in the future to ensure consistency. All present voting yea.

M/S/P (Pulling/Humphrey) to adjourn the meeting at 6:23 p.m. All present voting yea.

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Secretary

Approved as \_\_\_\_\_

May 20, 2024

Recorded by: Rebecca L. Cox