

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
SEPTEMBER 30, 2024

Members of the Fondulac District Library Board of Trustees met on Monday, September 30, 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, Mr. Sherwood and Mr. Swearingen. Also present was Mrs. Buhr, Director and Mrs. Cox, Business Manager.

Youth Services Specialist Jacob Roberts presented the “Mission Moment” where he discussed his role at the library and answered questions from the board.

M/S/P (Grose/Sherwood) to approve the consent agenda which includes the August 26, 2024, budget and appropriation hearing and 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
8/26/2024	Balance	\$1,177,587.70	\$56,017.94	\$1,664.30	\$453,743.81	
	Deposit – Nayax Reimbursement	\$57.23				
8/29/2024	Checks Issued – Payroll	\$(45,464.66)			\$27.22	
	AFLAC	\$(69.32)				
8/30/2024	Deposit – Bank Account Interest	\$103.26	\$4.60	\$0.15		
	Deposit – Imprest Reimbursement			\$97.99		
	Balance Adjustment – Reconciliation	\$0.05				
	Deposit – Nayax Reimbursement	\$68.19				
9/3/2024	Deposit – County Tax Disbursement	\$260,013.98			\$71,566.71	
9/6/2024	Deposit – Nayax Reimbursement	\$51.40				
9/12/2024	Checks Issued - Payroll	\$(42,333.76)				
	Blue Cross Blue Shield	\$(4442.73)				
	IMRF - NCPERS	\$(16.00)				
	The Metropolitan Life Insurance Company	\$(366.60)				
	AFLAC	\$(69.32)				
9/13/2024	Deposit – Nayax Reimbursement	\$11.66				
9/20/2024	Deposit – Nayax Reimbursement	\$77.64				
9/24/2024	Deposit – Fines, Fees, Misc.	\$3,266.34				
9/26/2024	Checks Issued - Payroll	\$(44,174.23)				

	Blue Cross Blue Shield	\$(4442.73)				
	IMRF - NCPERS	\$(16.00)				
	The Metropolitan Life Insurance Company	\$(366.60)				
	AFLAC	\$(69.32)				
9/27/2024	Deposit – Nayax Reimbursement	\$60.94				
9/30/2024	Checks Issued – Bills Paid by Check	\$(60,414.70)				
	Checks Issued – Bills Paid Directly	\$(12,044.34)				
	Checks Issued – Bond Payment				\$(389,203.58)	
	Checks Issued – Imprest			\$(237.34)		
9/30/2024	Balance	\$1,227,008.08	\$56,022.54	\$1,525.10	\$136,141.01	\$1,420,696.73

2 - WORKING CASH FUND

DATE	TRANSACTION	WORKING CASH ACCOUNT	WORKING CASH CERTIFICATES	FUND TOTAL
8/26/2024	Balance	\$ 17,922.42	\$ 210,532.73	
	Deposit - Bank Account Interest	\$ 1.47	\$ 808.21	
9/30/2024	Balance	\$ 17,923.89	\$ 211,340.94	\$ 229,264.83

3 - RESERVE FUND

DATE	TRANSACTION	RESERVE ACCOUNT	RESERVE CERTIFICATES	FUND TOTAL
8/26/2024	Balance	\$ 67,325.59	\$ 2,122,633.83	
8/30/2024	Deposit - Bank Account Interest	\$ 5.53	\$ 8,148.60	
9/30/2024	Balance	\$ 67,331.12	\$ 2,130,782.43	\$2,198,113.55

Mrs. Buhr acknowledged the teamwork of the staff over the two inventory days and happily reported that the entire inventory was completed in that time. Out of over 100,000 items, the library is only looking for around 400. Mrs. Buhr also reported that Jimmy, the library custodian, is working on a project of sanding down wood tables and re-staining/sealing them.

M/S/P (Pulling/Humphrey) to approve the Levy Ordinance #24-321. On roll call, all present voting yea.

M/S/P (Sherwood/Carbiener) to approve the 2025 Board Meeting Dates. All present voting yea.

M/S/P (Grose/Carbiener) to approve the 2025 Operating Hours and Closures. Mrs. Buhr changed the format of this document to include a confirmation of operating hours on a yearly basis. All present voting yea.

M/S/P (Sherwood/Swearingen) to approve the Policy for the Use of the Library by Minors and Vulnerable Persons. This is a new policy in name but is a combination and revision of two existing policies. The main change is the combination of adding vulnerable persons and increasing the age of the responsible caregiver from 13 to 14 to better align with other policies and use procedures for the libraries. All present voting yea.

M/S/P (Swearingen/Pulling) to revise the Code of Conduct Policy and Use of Facilities policy. This revision is changing the name of the policy just approved in the previous action item and removing the other two policy titles. All present voting yea.

M/S/P (Sherwood/Grose) to approve the Closings Policy. This policy is two policies combined into one to put the handling of scheduled and unscheduled closings all in one place. It clarifies how to handle the different types of closings and how the Director involves the Board in these decisions. All present voting yea.

M/S/P (Carbiener/Humphrey) to repeal the following library policies: Unattended Children Policy, Unattended Children After Hours Policy, Snow Days Policy, Holiday Closing Policy. These are the four policies that were replaced by policies approved in previous action items. All present voting yea.

M/S/P (Sherwood/Pulling) to revise the FY2025 working budget. This budget was revised due to the state's estimate of corporate replacement tax being lower than what was budgeted. The estimate came out after the initial budget was reviewed and approved. On roll call, all present voting yea.

M/S/P (Grose/Carbiener) to adjourn the meeting at 6:37 p.m. All present voting yea.

Secretary

Approved as _____
October 28, 2024
Recorded by: Rebecca L. Cox