

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
NOVEMBER 24, 2025

Members of the Fondulac District Library Board of Trustees met on Monday, November 24, 2025, in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL, for their regular meeting. President Swearingen 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. Humphrey, and Mr. Swearingen. Also present was Mrs. Buhr, Director, and Mrs. Cox, Business Manager. Mrs. Pulling was absent. Mr. Sherwood joined the meeting at 6:02 p.m.

M/S/P (Grose/Hanks) to approve the consent agenda which includes the October 27, 2025 regular board meeting minutes and approval of bills. All present voting yea.

For the Treasurer's Report, Fund Activity was reported – see attachment to minutes.

Mrs. Buhr reported that this year the library will have a mitten tree and will collect mittens, hats and scarves in December and then distribute to various organizations/people in need in January. Tomorrow November 25 is also the day the new dishwasher is scheduled to be installed.

Discussion followed regarding the upcoming need for a special meeting to approve the bid on the boiler project. It was decided that December 3 at 5:30 p.m. worked best for board members.

Mrs. Buhr reported that the Patron Point statistics issue has been resolved and is properly reflected on the statistics sheet this month. She also drew attention to the circulation stats which are up 30% month over month from last year.

M/S/P (Grose/Humphrey) to approve the 2025 Revenue Recapture Selection. This is an annual vote. The recommendation is to take the revenue recapture amount versus the 1% bond increase. All present voting yea.

M/S/P (Hanks/Carbiener) to approve the Pay Structure and Pay Grade Assignments. This is year 3 of the Market Benchmarking Project structure. Every year there are recommendations on a percentage to adjust the structure. This year the adjustment recommendation is 2.2%. All present voting yea.

M/S/P (Sherwood/Hanks) to approve Redemption of CD and Investment of Funds. One of the Reserve Account Certificates matures on 12/1/2025. Since money is needed from the Reserve Fund for the Boiler Project, the recommendation is to redeem \$160,000 of this

certificate to use for the project and reinvest the remainder into a 12-month CD at 3.33/3.38%. On roll call, all present voting yea.

M/S/P (Grose/Carbiener) to approve the Staff Holiday Consideration. There was a large discussion regarding holiday consideration at the November 2024 meeting where the Board determined a good way to move forward in a way that is sustainable for the library's budget while still showing staff a generous consideration. The Board felt they had deliberated enough on this last year that they would like to use the same blueprint and award all hourly employees a Staff Holiday Consideration of one day's pay and the salaried employees a flat \$225 consideration. All present voting yea.

M/S/P (Sherwood/Hanks) to approve the December bills to be paid. All present voting yea.

M/S/P (Grose/Carbiener) to adjourn the meeting at 6:19 p.m. All present voting yea.

Ellen Hanks, Secretary

Approved as _____
January 26, 2026
Recorded by: Rebecca L. Cox

Fondulac District Library
Fund Activity Report
December 22, 2025

1 - GENERAL INVESTMENT FUND

DATE	TRANSACTION	GENERAL		BOND	ILLINOIS		OP. RESERVE	PETTY CASH	FUND
		CHECKING	DONATIONS		IMPREST	CHECKING			
11/24/2025	Balance	\$ 1,334,099.41	\$ 45,498.79	\$ 1,672.29	\$ 245,723.17	\$ 63,156.55	\$ 359,015.54	\$ 32.01	
	October Credit Card Receipts					\$ 357.91			
	October Credit Card Fees					\$ (22.16)			
	October IL Funds Interest					\$ 228.22			
	Deposit - Bank Account Interest	\$ 108.60	\$ 3.49	\$ 0.15	\$ 21.03	\$ 215.19	\$ 1,127.75		
	Deposit - Credit Card Receipts					\$ 279.24			
	Deposit - Imprest/Petty Cash Reimbursement			\$ 137.16				\$ 17.99	
11/28/2025	Deposit - Nayax Reimbursement	\$ 94.05							
11/30/2025	Reconciliation Discrepancy	\$ (0.01)							
	Voided Checks	\$ 30.00							
12/4/2025	Checks Issued - Payroll	\$ (41,514.08)							
	Blue Cross Blue Shield	\$ (5,590.53)							
	IMRF - NCPERS	\$ (16.00)							
	The Metropolitan Life Insurance Company	\$ (405.79)							
	AFLAC	\$ (69.32)							
12/5/2025	Deposit - Nayax Reimbursement	\$ 49.28							
	Deposit - Replacement Taxes	\$ 22,309.10							
12/12/2025	Deposit - Nayax Reimbursement	\$ 25.11							
12/17/2025	Deposit - Fines, Fees, Misc	\$ 18,338.69							
	Deposit - Fines, Fees, Misc	\$ 1,659.47							
12/18/2025	Checks Issued - Payroll	\$ (49,493.93)							
	Blue Cross Blue Shield	\$ (5,961.23)							
	IMRF - NCPERS	\$ (16.00)							
	The Metropolitan Life Insurance Company	\$ (441.67)							
	AFLAC	\$ (69.32)							
12/22/2025	Checks Issued - Bills Paid by Check	\$ (32,803.41)							
	Checks Issued - Bills Paid Directly	\$ (8,972.39)				\$ (23.05)			
	Checks Issued - Imprest			\$ (289.20)					
	Payment Issued - Petty Cash								
	Balance	\$ 1,231,360.03	\$ 45,502.28	\$ 1,520.40	\$ 245,744.20	\$ 64,191.90	\$ 360,143.29	\$ 50.00	\$ 1,948,512.10

2 - WORKING CASH FUND

DATE	TRANSACTION	WORKING CASH	WORKING CASH	FUND
		ACCOUNT	CERTIFICATE	
11/24/2025	Balance	\$ 17,944.84	\$ 221,780.24	
	Deposit - Bank Account Interest	\$ 1.38	\$ 708.24	
	Balance	\$ 17,946.22	\$ 222,488.48	\$ 240,434.70

3 - RESERVE FUND

DATE	TRANSACTION	RESERVE	RESERVE	FUND
		ACCOUNT	CERTIFICATES	
11/24/2025	Balance	\$ 67,409.92	\$ 2,236,631.50	
	Deposit - Bank Account Interest	\$ 5.17	\$ 6,751.27	
	Balance	\$ 67,415.09	\$ 2,243,382.77	\$ 2,310,797.86