

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

Members of the Fondulac District Library Board of Trustees met on Monday, February 24, 2025, 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.

Communications Specialist Julie Nutt presented the "Mission Moment" where she discussed the Library on the Loose program and answered questions from the board.

M/S/P (Grose/Carbiener) to approve the consent agenda which includes the January 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 presented her Director's Report. Mrs. Buhr is seeking a quote for a legal review of the Employee Handbook. The last review was done in 2019 and while new polices have been added to keep up with changing laws, it is time for a whole review.

Correspondence included copies of the East Peoria Hometown Voice articles that the library submitted for January and February highlighting specific programs and services. Thanks to the February article, the Seed Library has seen a surge in use.

In Library Statistics, Mrs. Buhr reported that circulation was up 5% in January over the same month last year.

M/S/P (Sherwood/Swearingen) to approve the revision of the Confidentiality Policy. The current policy is from 2003 but there are not many big revisions since the law that the policy was based on has not changed. An e-mail address was added and some verbiage was changed to be more in line with what the Library uses. There is also now an Officer Request Form to be used when police officers request information when working cases that will help the Library to document for liability purposes. All present voting yea.

M/S/P (Pulling/Swearingen) to approve the Youth Spaces Policy. This policy is combining two similar policies into one robust policy for ease of use. All present voting yea.

M/S/P (Sherwood/Humphrey) to approve the Computer Technology Access Policy. This policy is combining two similar policies into one more robust policy that contains more

specificity as to what is considered appropriate uses of the library's computer technology. This will also cover the library for future expansion of technology services if desired. All present voting yea.

M/S/P (Grose/Carbiener) to approve the repeal of Library Policies: Children's Space Policy, Teen Space Policy, Public Access Computers Policy, and Wireless Network Access Policy. These are the policies that were replaced with the new policies approved above. All present voting yea.

M/S/P (Pulling/Sherwood) to approve the revision to the Code of Conduct & Use of Facilities Policy. This revision updates the names of policies that were just repealed to the policies that were just approved. All present voting yea.

M/S/P (Swearingen/Sherwood) to approve the purchase of new chairs. The Library is replacing vinyl chairs due to the brown fake leather peeling. The Library did some space re-arranging to make best use of the furniture that is currently available and determined the need for 4 new chairs to go in front of the fireplace on the first floor. The chairs that are currently in front of the fireplace will be relocated to the Local History room. The new chairs will have medical grade wipeable fabric and solid surface arm caps which will be easy to keep clean/sanitize. All present voting yea.

M/S/P (Sherwood/Swearingen) to approve the Duct Cleaning Project quote. Mrs. Buhr reported in January that she was seeking quotes to complete a large duct cleaning project. These quotes were presented with the proposal to use Meinders based on price, scheduling and because the City is also using them for their side of the building. This is a once in a decade project and will require the Library to adjust its hours. The project will be completed the first full week of May and the library will close at 5:00 p.m. each day. All present voting yea.

M/S/P (Grose/Carbiener) to approve the Microfilm Digitization Project Quote. Mrs. Buhr has been looking into this type of project for years and gotten various quotes. This quote is from Advantage Archives, which lots of libraries use, and will digitize and index the microfilm so that it is searchable. This is a one-time cost and there is no annual hosting fee. The Library will also get a back-up drive and its own link to their hosting site. This is a good service to have as sometimes patrons or local papers call and ask the Library to search microfilm for them. All present voting yea.

M/S/P (Carbiener/Sherwood) to adjourn the meeting at 6:42 p.m. All present voting yea.

Secretary

Approved as _____
March 31, 2025
Recorded by: Rebecca L. Cox

**Fondulac District Library
Fund Activity Report
February 24, 2025**

1 - GENERAL INVESTMENT FUND

DATE	TRANSACTION	GENERAL			BOND	ILLINOIS	OP. RESERVE		FUND
		CHECKING	DONATIONS	IMPREST	CHECKING	FUNDS EPAY	CERTIFICATE	PETTY CASH	TOTAL
1/27/2025	Balance	\$ 1,059,958.50	\$ 60,151.80	\$ 1,786.05	\$ 278,367.48	\$ 58,140.51	\$ 200,636.16	\$ 50.00	
	Deposit - Nayax Reimbursement	\$ 40.67							
1/30/2025	Checks Issued - Payroll	\$ (45,784.22)							
	AFLAC	\$ (69.32)							
1/31/2025	Deposit - Bank Account Interest	\$ 98.98	\$ 5.04	\$ 0.16	\$ 23.64	\$ 225.48	\$ 659.46		
	Deposit - Credit Card Proceeds					\$ 236.44			
	Balance Adjustment - Reconciliation	\$ (0.02)		\$ (0.20)					
	Deposit - Nayax Reimbursement	\$ 47.87							
2/6/2025	Deposit - Denim Days Cash			\$ 105.00					
2/7/2025	Deposit - Nayax Reimbursement	\$ 91.79							
2/13/2025	Checks Issued - Payroll	\$ (45,499.05)							
	Blue Cross Blue Shield	\$ (4,936.48)							
	IMRF - NCPERS	\$ (16.00)							
	The Metropolitan Life Insurance Company	\$ (424.61)							
	AFLAC	\$ (69.32)							
2/14/2025	Deposit - Nayax Reimbursement	\$ 44.07							
2/20/2025	Deposit - Fines, Fees, Misc	\$ 4,321.05							
2/24/2025	Checks Issued - Bills Paid by Check	\$ (35,528.61)							
	Checks Issued - Bills Paid Directly	\$ (11,349.42)							
	Checks Issued - Imprest			\$ (218.71)		\$ (19.26)			
	Petty Cash Transactions							\$ (12.86)	
2/24/2025	Balance	\$ 920,925.88	\$ 60,156.84	\$ 1,672.30	\$ 278,391.12	\$ 58,583.17	\$ 201,295.62	\$ 37.14	\$ 1,521,062.07

2 - WORKING CASH FUND

DATE	TRANSACTION	WORKING CASH	WORKING CASH	FUND
		ACCOUNT	CERTIFICATE	TOTAL
1/27/2025	Balance	\$ 17,929.92	\$ 214,552.01	
	Deposit - Bank Account Interest	\$ 1.52	\$ 823.64	
2/24/2025	Balance	\$ 17,931.44	\$ 215,375.65	\$ 233,307.09

3 - RESERVE FUND

DATE	TRANSACTION	RESERVE	RESERVE	FUND
		ACCOUNT	CERTIFICATES	TOTAL
1/27/2025	Balance	\$ 67,353.81	\$ 2,162,859.19	
	Deposit - Bank Account Interest	\$ 5.72	\$ 8,004.20	
2/24/2025	Balance	\$ 67,359.53	\$ 2,170,863.39	\$ 2,238,222.92