

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
JUNE 30, 2025

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

Alice Mitchell presented the Mission Moment for the library and discussed the Puzzle & Board Game drive for the Summer Reading Program.

M/S/P (Pulling/Hanks) to approve the consent agenda which includes the May 19, 2025, regular board meeting minutes, May 19 executive session minutes, and approval of bills. All present voting yea.

For the Treasurer's Report, Fund Activity was reported – see attachment to minutes. Mrs. Carbiener also reported that Reserve Fund Certificate ending in 7881 renewed on 6/1/2025 with a rate of 3.58%. It was also reported that a transfer was made from the Donation Account to the General Checking Account for \$16,885 for the microfilm digitization project from the Bahnfleth Donation Funds.

Mrs. Buhr reported that the library is getting a lot of news coverage recently for different programs and collections including Music in the Park and the Yoto Collection. Mrs. Buhr and Mrs. Cox are looking at different financial procedures for the library and working on tweaking those for efficiency and clarity. Mrs. Buhr also reported that there will be changes to some of the reported statistics in August (the first month of reporting for the new fiscal year). These statistics are currently being reviewed and more information will come on this. Mrs. Buhr also received the award letter for the Fiscal Year 2025 Per Capita Grant on 6/30/2025; the grant award is \$29,907.10.

M/S/P (Grose/Carbiener) to approve the Fiscal Year 2026 Working Budget. Mrs. Buhr did adjust the format a little more to include "In-House Budget" lines in the working budget instead of separate. There is now also a Fiscal Year Summary section to make it easier to see standing throughout the year. On roll call, all present voting yea.

M/S/P (Sherwood/Humphrey) to approve the investment of funds. Mrs. Buhr is proposing an Operational Reserve Transfer of \$150,000 to establish a new Operational Reserve CD for the library. This would utilize the remainder of the FY25 budget as well as some of what

was already sitting in the General Checking Account as liquid operational reserve monies. With purchase of the proposed CD, operational reserve in the General Checking Account still would cover a little more than a month of expenses should the need arise. The CD can also be broken without penalty. On roll call, all present voting yea.

M/S/P (Hanks/Carbiener) to discharge and dissolve all standing committees. These committees were formed previously, but the library has no record of the committees ever having been dissolved. The Board regularly operates as a “committee as a whole” and can still create committees in the future as needed, but this action cleans up the record-keeping for the committees. All present voting yea.

M/S/P (Sherwood/Pulling) to approve the Employee Handbook effective July 1, 2025 and repeal the Employee Handbook last revised October 28, 2024. Mrs. Buhr included a summary of notes in the packet for Board members calling attention to bigger changes and pointing out any brand-new policies. This new handbook is the result of working with a lawyer from HR Source on a total review of all policies. Many of the changes were due to changes in laws since the last Handbook review. All present voting yea.

M/S/P (Grose/Sherwood) to approve CliftonLarsonAllen as Auditor. CliftonLarsonAllen has been the auditor for the Library for many years as they specialize in government entities. There is a 5% increase in cost this year as per usual that was accounted for when budgeting. All present voting yea.

M/S/P (Hanks/Carbiener) to adjourn the meeting at 6:26 p.m. All present voting yea.

Ellen Hanks, Secretary

Approved as _____
July 28, 2025
Recorded by: Rebecca L. Cox