

FONDULAC DISTRICT LIBRARY
BOARD OF TRUSTEES
BUDGET AND APPROPRIATION HEARING
AND
MINUTES OF THE REGULAR MEETING
AUGUST 25, 2025

Members of the Fondulac District Library Board of Trustees met for the annual Budget and Appropriation Hearing in the Kolb Memorial Conference Room, 400 Richland Street, East Peoria, IL. President Swearingen called the hearing to order at 5:45 p.m. Members present at roll call were: Mrs. Carbiener, Mr. Grose, Mrs. Hanks, Mrs. Humphrey, Mrs. Pulling and Mr. Swearingen. Also present were Mrs. Buhr, Director and Mrs. Cox, Business Manager. Mr. Sherwood arrived at 5:49 p.m.

M/S/P (Grose/Carbiener) to close the Budget and Appropriation Hearing at 5:59 p.m. All present voting yea.

Members of the Fondulac District Library Board of Trustees met on Monday, August 25, 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 5:59 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.

M/S/P (Grose/Hanks) to approve the consent agenda which includes the July 28, 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. Carbiener also reported that on the July working budget \$27,199.46 was incorrectly recorded as Per Capita income but was actually Replacement Taxes. This has been adjusted on the working budget and now reflects accurately in the year-to-date totals. The Per Capita Grant was \$29,907.10 and was deposited on August 14.

Mrs. Buhr reported that she will begin phone interviews for the open part-time Youth Services position this week. There will be another opening in Youth Services to fill this fall as a staff member is moving. Mrs. Buhr has been re-elected to a 2-year term as RSA President. WEEK News will be coming to the library tomorrow (August 26) to film a piece about Little Free Libraries.

August was a big month for Library Statistics as Mrs. Buhr completed the "IPLAR" Annual Report for the State of Illinois and provided a comparison with charts for the board to review. This year Mrs. Buhr went back to the 5-year rolling comparison to show trends since we have enough post-COVID data to compare to now. There was a 10% increase in circulation and there

was also an increase in program attendance. A new item that will be tracked for the coming year is library card renewals as the library makes retention a bigger goal. The monthly statistic sheet also got a facelift with the addition of a chart to showcase fiscal year-to-date circulation by format. Other items in the monthly statistic sheet were regrouped to keep like with like and improve the overall flow of the document. Mr. Swearingen commented that he really likes the addition of the event listing to the statistics section of the board packet as it is a good record of the library's well-rounded programming.

M/S/P (Pulling/Humphrey) to approve Budget & Appropriation Ordinance #25-325. This is the document that gives the library the authority to collect and spend tax money. On roll call, all present voting yea.

M/S/P (Sherwood/Hanks) to approve the revision to the Freedom of Information Act Policy. This policy is updated annually with fiscal year budget information but this year following recommendations from insurance and lawyers, a record retention timeline as well as more detail regarding where certain documents can be accessed was added. There has been an uptick in requests from the public trying to ensure that libraries have all required documents posted. This revision leaves no room for doubt that the library is fully in compliance. This policy is posted on the library website as well as physically in the bulletin board in the Adult Services department. All present voting yea.

M/S/P (Carbiener/Sherwood) to adjourn the meeting at 6:16 p.m. All present voting yea.

Ellen Hanks, Secretary

Approved as _____
September 29, 2025
Recorded by: Rebecca L. Cox

**Fondulac District Library
Fund Activity Report
August 25, 2025**

1 - GENERAL INVESTMENT FUND

DATE	TRANSACTION	GENERAL			BOND	ILLINOIS	OP. RESERVE		FUND
		CHECKING	DONATIONS	IMPREST	CHECKING	FUNDS EPAY	CERTIFICATES	PETTY CASH	TOTAL
7/28/2025	Balance	\$ 807,678.23	\$ 45,983.37	\$ 1,756.12	\$ 345,162.13	\$ 61,217.13	\$ 354,539.08	\$ 50.00	
	Deposit - Nayax Reimbursement	\$ 92.97							
7/31/2025	Deposit - Bank Account Interest	\$ 79.29	\$ 3.91	\$ 0.16	\$ 24.96	\$ 231.80	\$ 1,106.68		
	Deposit - Credit Card Receipts					\$ 412.56			
	Deposit - Imprest Reimbursement			\$ 52.69					
	Checks Issued - Payroll	\$ (46,640.12)							
	AFLAC	\$ (69.32)							
	Reconciliation Discrepancy	\$ (0.01)							
8/1/2025	Deposit - Nayax Reimbursement	\$ 67.34							
	Deposit - Tazewell County Taxes	\$ 283,086.44			\$ 75,745.01				
8/8/2025	Deposit - Nayax Reimbursement	\$ 6.87							
	Deposit - Replacement Tax	\$ 4,673.43							
8/14/2025	Checks Issued - Payroll	\$ (44,811.44)							
	Blue Cross Blue Shield	\$ (4,936.48)							
	IMRF - NCPERS	\$ (32.00)							
	The Metropolitan Life Insurance Company	\$ (405.97)							
	AFLAC	\$ (69.32)							
	Deposit - Per Capita Grant	\$ 29,907.10							
8/21/2025	Deposit - Fines, Fees, Misc	\$ 14,899.04							
8/22/2025	Deposit - Nayax Reimbursement	\$ 61.27							
8/25/2025	Checks Issued - Bills Paid by Check	\$ (30,685.39)							
	Checks Issued - Bills Paid Directly	\$ (14,930.48)				\$ (31.29)			
	Checks Issued - Imprest			\$ (36.58)					
8/25/2025	Balance	\$ 997,971.45	\$ 45,987.28	\$ 1,772.39	\$ 420,932.10	\$ 61,830.20	\$ 355,645.76	\$ 50.00	\$ 1,884,189.18

2 - WORKING CASH FUND

DATE	TRANSACTION	WORKING CASH	WORKING CASH	FUND
		ACCOUNT	CERTIFICATE	TOTAL
7/28/2025	Balance	\$ 17,938.80	\$ 219,014.73	
	Deposit - Bank Account Interest	\$ 1.52	\$ 676.85	
8/25/2025	Balance	\$ 17,940.32	\$ 219,691.58	\$ 237,631.90

3 - RESERVE FUND

DATE	TRANSACTION	RESERVE	RESERVE	FUND
		ACCOUNT	CERTIFICATES	TOTAL
7/28/2025	Balance	\$ 67,387.22	\$ 2,208,191.90	
	Deposit - Bank Account Interest	\$ 5.72	\$ 7,375.12	
8/25/2025	Balance	\$ 67,392.94	\$ 2,215,567.02	\$ 2,282,959.96