

PECATONICA PUBLIC LIBRARY DISTRICT
400 W. ELEVENTH STREET
PECATONICA, IL 61063-0599
1-815-239-2616 Fax: 1-815-239-2250
director@pecatonicalibrary.com

LIBRARY BOARD MEETING AGENDA

DATE OF MEETING: Wednesday August 20, 2025 at 7:00p.m.

- I Call to order** (establish quorum)
- II Minutes** of July 2025 Board Meeting
- III Librarian's Report** for July 2025
- IV. Financial Reports** for July 2025
 - a.- Budget vs. Actual
 - b. -Monthly Transactions
 - c. Profit and loss previous year
- V. Call to Public** (Each citizen granted the floor will be limited to 5 minutes.)
- VI. Unfinished Business:**
 - a. Update on Library Policy Manual.
- VII. New Business:**
 - a. Vote to approve FY2025-2026 budget.
 - b. Discuss/Vote on CPR, AED and First Aid training for staff.
- VIII. Closed/Executive Session** to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5ILCS 120/2(1)).
- IX. Reconvene** in open session.
- X. Vote** if necessary on Closed Session decisions.
- XI. Adjournment**

Correspondence/Communication

- a. The next Board meeting is Wednesday September 17, 2025 at 7:00p.m.
- b. Update on Ice Cream program.

Pecatonica Library Board of Trustees

400 W. Eleventh St., Pecatonica, IL 61063
Phone 815-239-2616 | Fax 815-239-2250

Meeting Minutes

Wednesday, July 16, 2025

1. Call to Order

Meeting called to order at 7:06 pm by President Lori Peterson. In attendance were trustees Arenson, Heinke, Stites, Salamon, Munson, Loos, Assistant Director Bazarek, and Director Bryant.

2. Minutes of June 11, 2025 Meeting

Motion by Trustee Arenson, seconded by Trustee Loos, to **approve** the minutes. Motion passed by unanimous voice vote.

3. Librarian's Report

Director Bryant reports new patrons are consistently coming in, particularly to attend the summer reading program.

Motion by Trustee Stites, seconded by Trustee Arenson to **approve** the report. Motion passed by unanimous voice vote.

4. Financial Report

Librarian Bryant reported that the library ended the year in the black with no unusual expenses. Motion by Trustee Arenson, seconded by Salamon to **approve** the report. Motion passed by unanimous voice vote.

5. Call to Public

There were no members of the public present.

6. Unfinished Business

- a. Update Library Policy Manual - The district's lawyer reviewed the manual and provided edits to Trustee Peterson. Job descriptions were provided and will be added to the document. The board reviewed and discussed the manual and provided edits and additions. Assistant Librarian Bazarek will incorporate changes into policy manual. Motion passed by unanimous voice vote.

7. New Business

There was no new business.

8. Closed/Executive Session

Motion by Trustee Arenson, seconded by Trustee Loos, to move into closed session. Motion passed by unanimous voice vote.

9. Reconvene in Open Session

Motion by Trustee Arenson, seconded by Trustee Loos, to reconvene in open session. Motion passed by unanimous voice vote.

PECATONICA PUBLIC LIBRARY DISTRICT

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

July 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3002 Winnebago Co. Corporate	99,252.32		99,252.32	
3003 Winnebago Co. Operation & Maint	6,262.68		6,262.68	
3005 Stephenson Co. Corp. Tax	14,654.40		14,654.40	
3006 Stephenson County Building	905.53		905.53	
3006A Winnebago Co. Audit Fund	2,853.91		2,853.91	
3007 Winnebago Co. Insurance Fund	12,129.12		12,129.12	
3007B Stephenson Co. Insurance Fund	1,780.25		1,780.25	
3008 Winnebago Co. Social Security	6,104.19		6,104.19	
3008B Stephenson Co. Social Security	883.01		883.01	
3009 Stephenson Co. Audit Fund	416.03		416.03	
3020 Copy Machine	384.92		384.92	
3025 Photo Kiosk	133.60		133.60	
3100C Int. Income from Audit Fund	330.72		330.72	
3200 Miscellaneous Revenue	396.41		396.41	
Total Income	\$146,487.09	\$0.00	\$146,487.09	0.00%
GROSS PROFIT	\$146,487.09	\$0.00	\$146,487.09	0.00%
Expenses				
3081A Per Capita Grant expense	2,241.00		2,241.00	
4050A FICA-expense-Match	3,157.89		3,157.89	
4100 Books	83.36		83.36	
4250 Audio Visual	87.33		87.33	
4270 Other Programs	-287.01		-287.01	
5020 Office and Expense (supplies)	26.54		26.54	
5700 Utilities	1,379.32		1,379.32	
5800 Building Supplies/Maintenance	2,425.57		2,425.57	
6200 Equipment purchase/maintenance	513.82		513.82	
6350 Computers	234.69		234.69	
6560 Payroll Expenses				
Taxes	1,715.79		1,715.79	
Wages	13,071.18		13,071.18	
Total 6560 Payroll Expenses	14,786.97		14,786.97	
7000 Association Memberships	400.00		400.00	
9999 Misc. Adjustments/Expenses	14,884.55		14,884.55	
Total Expenses	\$39,934.03	\$0.00	\$39,934.03	0.00%
NET OPERATING INCOME	\$106,553.06	\$0.00	\$106,553.06	0.00%
NET INCOME	\$106,553.06	\$0.00	\$106,553.06	0.00%

Transaction List by Date
PECATONICA PUBLIC LIBRARY DISTRICT
July 1-31, 2025

DATE	TRANSACTION TYPE	NUM	POSTING (Y/N)	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	ACCOUNT FULL NAME	AMOUNT
07/11/2025	Tax Payment		Yes	IL Department of Revenue	Tax Payment for Period: 06/01/2025-06/30/2025	QuickBooks Tax Holding Account	2100 Payroll Liabilities:IL Income Tax	-569.81
07/11/2025	Tax Payment		Yes	QuickBooks Payroll	Tax withdrawal	1000A German-Amer Checking 170536	QuickBooks Tax Holding Account	0.00
07/15/2025	Check	27392	Yes	Pulse Technology	Copier 603-0190255-000	1000A German-Amer Checking 170536	6200 Equipment purchase/maintenance	-313.82
07/15/2025	Check	27393	Yes	ILA	Reaching Forward Conference	1000A German-Amer Checking 170536	7000 Association Memberships	-100.00
07/15/2025	Check	27394	Yes	ComEd		1000A German-Amer Checking 170536	5700 Utilities	-781.87
07/15/2025	Check	27406	Yes	HDI	s3856421.001	1000A German-Amer Checking 170536	5800 Building Supplies/Maintenance	-280.13
07/15/2025	Check	27395	Yes	Topway Foods #221	Account 076	1000A German-Amer Checking 170536		-26.54
07/15/2025	Check	27396	Yes	Mediacom	8384912070090266	1000A German-Amer Checking 170536	5700 Utilities	-351.42
07/15/2025	Check	27397	Yes	Card Service Center		1000A German-Amer Checking 170536		-692.64
07/15/2025	Check	27396	Yes	Dustin's Lawn Maintenance		1000A German-Amer Checking 170536	5800 Building Supplies/Maintenance	-560.00
07/15/2025	Check	27399	Yes	Village of Pecatonica	Account 0011117000	1000A German-Amer Checking 170536		-76.65
07/15/2025	Check	27400	Yes	Oliphant Lock & Safe	Inv 59419	1000A German-Amer Checking 170536	6200 Equipment purchase/maintenance	-200.00
07/15/2025	Check	27401	Yes	PrairieCat	Inv 9330	1000A German-Amer Checking 170536		-2,241.00
07/15/2025	Check	27402	Yes	NICOR		1000A German-Amer Checking 170536	5700 Utilities	-169.18
07/15/2025	Payroll Check	27418	Yes	Allison McLevige	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-176.99
07/15/2025	Payroll Check	27422	Yes	Ms. Penny L Bryant	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-1,571.91
07/15/2025	Payroll Check	27415	Yes	Jackson Wells	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-104.88
07/15/2025	Payroll Check	27421	Yes	Kim A. Franklin	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-228.01
07/15/2025	Payroll Check	27424	Yes	Danielle L Bazarek	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-850.66
07/15/2025	Payroll Check	27423	Yes	Mary D Bazarek	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-106.63
07/15/2025	Payroll Check	27419	Yes	Nicole S. Lilja	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-543.98
07/15/2025	Payroll Check	27414	Yes	Mr. Glen A Wlegert	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-452.43
07/15/2025	Payroll Check	27420	Yes	Audrey Holmstrom	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-352.74
07/15/2025	Payroll Check	27416	Yes	Margaret M Sager	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-355.82
07/15/2025	Payroll Check	27417	Yes	Lauren A Miller	Pay Period: 07/01/2025-07/15/2025	1000A German-Amer Checking 170536		-334.33
07/15/2025	Tax Payment		Yes	IRS	Tax Payment for Period: 06/01/2025-06/30/2025	QuickBooks Tax Holding Account	2100 Payroll Liabilities:Federal Taxes (941/943/944)	-2,547.88
07/15/2025	Tax Payment		Yes	QuickBooks Payroll	Tax withdrawal	1000A German-Amer Checking 170536	QuickBooks Tax Holding Account	-1,652.88
07/28/2025	Check	27403	Yes	Bowens Carpet Dry		1000A German-Amer Checking 170536	5800 Building Supplies/Maintenance	-385.44
07/28/2025	Check	27404	Yes	ILA	Reaching Forward Conference	1000A German-Amer Checking 170536	7000 Association Memberships	-300.00
07/31/2025	Payroll Check	27432	Yes	Nicole S. Lilja	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-380.78
07/31/2025	Payroll Check	27437	Yes	Danielle L Bazarek	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-1,167.73
07/31/2025	Payroll Check	27434	Yes	Kim A. Franklin	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-276.35
07/31/2025	Payroll Check	27436	Yes	Ms. Penny L Bryant	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-1,571.91
07/31/2025	Payroll Check	27431	Yes	Allison McLevige	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-203.20
07/31/2025	Payroll Check	27430	Yes	Lauren A Miller	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-305.31
07/31/2025	Payroll Check	27436	Yes	Mary D Bazarek	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-199.92
07/31/2025	Payroll Check	27427	Yes	Mr. Glen A Wlegert	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-452.43
07/31/2025	Payroll Check	27428	Yes	Jackson Wells	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-104.88
07/31/2025	Payroll Check	27429	Yes	Margaret M Sager	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-563.06
07/31/2025	Payroll Check	27433	Yes	Audrey Holmstrom	Pay Period: 07/16/2025-07/31/2025	1000A German-Amer Checking 170536		-332.68
07/31/2025	Tax Payment		Yes	IL Director of Employment Security	Tax Payment for Period: 04/01/2025-06/30/2025	QuickBooks Tax Holding Account	2100 Payroll Liabilities:IL Unemployment Tax	-190.97
07/31/2025	Tax Payment		Yes	QuickBooks Payroll	Tax withdrawal	1000A German-Amer Checking 170536	QuickBooks Tax Holding Account	-1,854.12
07/31/2025	Deposit		Yes			1000A German-Amer Checking 170536	6350 Computers	73.00
07/31/2025	Deposit		Yes			1000A German-Amer Checking 170536	3020 Copy Machine	384.92
07/31/2025	Deposit		Yes			1000A German-Amer Checking 170536	4270 Other Programs	1,285.00
07/31/2025	Deposit		Yes			1000A German-Amer Checking	3002 Winnebago Co. Corporate	99,252.32

Transaction List by Date
 PECATONICA PUBLIC LIBRARY DISTRICT
 July 1-31, 2025

DATE	TRANSACTION TYPE	NUM	POSTING (Y/N)	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	ACCOUNT FULL NAME	AMOUNT
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3003 Winnebago Co. Operation & Maint	6,262.68
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3006A Winnebago Co. Audit Fund	2,853.91
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3007 Winnebago Co. Insurance Fund	12,129.12
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3008 Winnebago Co. Social Security	6,104.18
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3200 Miscellaneous Revenue	396.41
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3005 Stephenson Co. Corp. Tax	14,654.40
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3006 Stephenson County Building	905.53
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3009 Stephenson Co. Audit Fund	416.03
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3007B Stephenson Co. Insurance Fund	1,780.25
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3008B Stephenson Co. Social Security	883.01
07/31/2025	Check		Yes			170536 1000A German-Amer Checking		-763.53
07/31/2025	Deposit		Yes			170536 1000A German-Amer Checking	3025 Photo Kiosk	133.60
07/31/2025	Check		Yes			170536 1000A German-Amer Checking	4050A FICA-expense-Match	-3,157.89
07/31/2025	Check		Yes			170536 1000A German-Amer Checking	6560 Payroll Expenses:Taxes	-843.32
07/31/2025	Deposit	INTEREST	Yes		Interest Earned	170536 1006B PPLD-M.M. TAX \$	3100C Int. Income from Audit Fund	330.72
07/31/2025	Check	SVCCHRG	Yes		Service Charge	1009816 1007B CONTINGENCY -	9999 Misc. Adjustments/Expenses	-14,884.55
07/31/2025	Check	SVCCHRG	Yes		Service Charge	272798 1005B Fannie McCarty Memorial	5800 Building Supplies/Maintenance	-1,190.00
TOTAL								\$103,244.42

Profit and Loss Comparison
PECATONICA PUBLIC LIBRARY DISTRICT
July 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - JUL 31 2025	JUL 1 - JUL 31 2024 (PY)
Income		
3002 Winnebago Co. Corporate	99,252.32	93,058.27
3003 Winnebago Co. Operation & Maint	6,262.68	6,137.23
3005 Stephenson Co. Corp. Tax	14,654.40	5,987.19
3006A Winnebago Co. Audit Fund	2,853.91	2,854.58
3006 Stephenson County Building	905.53	394.72
3007B Stephenson Co. Insurance Fund	1,780.25	775.63
3007 Winnebago Co. Insurance Fund	12,129.12	12,060.48
3008B Stephenson Co. Social Security	883.01	384.59
3008 Winnebago Co. Social Security	6,104.19	5,994.52
3009 Stephenson Co. Audit Fund	416.03	181.01
3020 Copy Machine	384.92	
3025 Photo Kiosk	133.60	
3100C Int. Income from Audit Fund	330.72	
3200 Miscellaneous Revenue	396.41	644.55
3040 Out-of-District Cards		159.30
Total for Income	\$146,487.09	\$128,632.07
Cost of Goods Sold		
Gross Profit	\$146,487.09	\$128,632.07
Expenses		
3081A Per Capita Grant expense	2,241.00	2,143.00
4050A FICA-expense-Match	3,157.89	732.51
4100 Books	83.36	1,840.10
4250 Audio Visual	87.33	65.43
4255 E-Books		450.00
4270 Other Programs	-287.01	9.85
5010 Postage		
5020 Office and Expense (supplies)	26.54	622.14
5700 Utilities	1,379.32	1,186.57
5800 Building Supplies/Maintenance	2,425.57	550.44
6000 Furniture/Fixtures		
6200 Equipment purchase/maintenance	513.82	316.69
6350 Computers	234.69	647.74
6500 Automation Project		95.88
6560 Payroll Expenses	0	0
Taxes	1,715.79	
Wages	13,071.18	
Total for 6560 Payroll Expenses	\$14,786.97	0
7000 Association Memberships	400.00	

Profit and Loss Comparison
 PECATONICA PUBLIC LIBRARY DISTRICT
 July 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUL 1 - JUL 31 2025	JUL 1 - JUL 31 2024 (PY)
7100 Mileage/Meetings		
9999 Misc. Adjustments/Expenses	14,884.55	
4000 Salaries		11,814.60
4051A Medicare-expense-Match		171.32
4052A Unemployment taxes		60.52
4260 Periodicals		
Total for Expenses	\$39,934.03	\$20,706.79
Net Operating Income	\$106,553.06	\$107,925.28
Other Income		
Other Expenses		
Net Other Income	0	0
Net Income	\$106,553.06	\$107,925.28