

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**  
**April 2026**

The Warren County Public Library District monthly board meeting was held April 20, 2026 at the Main Branch of the Warren County Public Library in Monmouth. In attendance were Trustees Lisa Adkisson, Cammy Davis, Stephenie Gambetta, Sarah Henderson, and Meghan Schroeder. Director Larisa Good and Bookkeeper Emma Chapin were also present. Trustee Jackie Beal and Emily Brooks were absent.

President Henderson called the board meeting to order at 5:20 p.m.

The first agenda item was a time of public presentations to the Board. There were no presentations at the April meeting.

The minutes from the previous meeting on February 16, 2026 were presented. The March meeting was canceled due to severe winter weather. Schroeder (Adkisson) moved to accept the board meeting minutes as presented. (Ayes–5, Nays–0, Abstentions–0 Motion carried. Unrecorded vote.)

**FINANCIAL REPORT FOR FEBRUARY 2026**

Statement of Tax Fund Balance 01/31/2026	\$1,299,123.89
Receipts	\$ 4,930.79
Disbursements	\$ 59,976.54
<b>Balance 02/28/2026</b>	<b>\$1,244,078.14</b>

Working Cash Fund Balance 01/31/2026	\$ 30,835.42
Receipts	\$ 1,950.86
Disbursements	\$ 0.00
<b>Balance 02/28/2026</b>	<b>\$ 32,786.28</b>

<b>Certificate of Deposits 02/28/2026</b>	<b>\$ 304,690.30</b>
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Building Account Balance 01/31/2026	\$ 42,516.29
Receipts	\$ 6.35
Disbursements	\$ 4,595.99
<b>Balance 02/28/2026</b>	<b>\$ 37,926.65</b>

Schroeder (Adkisson) moved to file for audit the 02/28/2026 Statements of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

**FINANCIAL REPORT FOR MARCH 2026**

Statement of Tax Fund Balance 02/28/2026	\$1,244,078.14
Receipts	\$ 6,343.75
Disbursements	\$ 59,995.58
<b>Balance 03/31/2026</b>	<b>\$1,190,426.31</b>

Working Cash Fund Balance 02/28/2026	\$ 32,786.28
Receipts	\$ 54.49
Disbursements	\$ 0.00
<b>Balance 03/31/2026</b>	<b>\$ 32,840.77</b>

<b>Certificate of Deposits 03/31/2026</b>	<b>\$ 304,690.30</b>
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Building Account Balance 02/28/2026	\$ 37,926.65
Receipts	\$ 6.35
Disbursements	\$ 16,824.71
<b>Balance 03/31/2026</b>	<b>\$ 21,108.29</b>

Schroeder (Adkisson) moved to file for audit the 3/31/2026 Statements of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

**CORRESPONDENCE**

None

**PRESIDENT’S REPORT**

None

**REPORTS OF COMMITTEES AND BOARD MEMBERS**

None

**UNFINISHED BUSINESS**

Director Good presented the FY24-25 Audit Report by West Central CPA for review and discussion. One correction was made after talking to the auditors. Page 20, under note 20, the last paragraph should read “The District paid \$375 through September 30, 2024.” Gambetta (Schroeder) moved to accept the Audit Report with the correction. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

Director Good reported that she and Emma have met with HR Source to discuss some Q&As for the proposed changes in the Employee Handbook. Revisions have been

completed. Henderson questioned the part in the Substance Use and Abuse section that allows an exception stating “a moderate amount of alcohol may be consumed at approved Library events...” All agreed that this would be difficult to enforce and may create a slippery slope. Schroeder (Adkisson) moved to accept the Employee Handbook with the revision to remove the exception in the Substance Use and Abuse Policy. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

## **NEW BUSINESS**

The first agenda item under new business was PIPCO backflow repairs. PIPCO Backflow repairs of the sprinkler system is needed to pass inspection. Cost of repairs is \$5,375.00. Schroeder (Gambetta) made a motion to approve the cost of repairs. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

Director Good then presented a bid from Gerard Tuckpointing. The northeast corner was repaired for \$675.00 by Gerard Tuck Pointing. Director Good asked for an estimate for the east wall because it's due. Estimate is \$23,750.00. Director Good will try work it into next FY's budget.

The CD at Security Savings that matured in March was then discussed. The CD expired on March 5, 2026. The previous interest rate was 3.7%. The new interest rate for 12 month is 3.31% (this was a match of a competing bank). The new maturity date is March 9, 2027.

The next item on the agenda was the review of Material Selection Policy. No revisions were made. Schroeder (Gambetta) made a motion to approve the Material Selection Policy. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

Director Good has spoken to Jack @ Alpha Omega (AO) about creating a backup program for the library's systems and data. She received a quote from Alpha Omega for external backups and software for monthly backups for two administrative computers. This is in response to Disaster Plan readiness encouraged by the Illinois Library Association's Public Library Standards. Initial cost for the setup is \$693.04, with an annual ongoing cost of about \$142.47

The final new business item discussed was revisions to the policy manual, specifically 1) drug free library policy, 2) sexual harassment policy, and 3) removing forms from the appendix. The new employee handbook covers extensively the Drug Free Policy for employees. In the proposed revision, the policy manual refers to the handbook for employee, and therefore focuses on the policy for patrons. The Sexual Harrasement Policy can be replaced by the updated and more comprehensive Non-Discrimination and Anti-Harrasement Policy found in the Handbook. Removal of forms from the Policy Manual appendix was recommended by HR Source, primarily to make it easier to revise as needed. (Currently any revision would require Board vote.) Adkisson (Schroeder) moved to approve the revisions to the Policy Manual. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

## **DIRECTOR'S REPORT**

### **Circulation/Programs/Internet/Door Count Statistics:**

Director Good provided the Director's Report of Statistics for February and March.

### **Upcoming events:**

Adults –

Activity Packet April: For the Love of Libraries

April 30<sup>th</sup> @ 5:00 pm: BYOB(ook) discussion

Activity Packet May: All about the Month of May

May 7<sup>th</sup> @ 4<sup>30</sup> pm: Mother's Day Craft of Flower Arrangement Workshop

Youth –

Take & Make Kits May: Paperplate UFO

May 6 from 5:00-7:00 pm: Dungeons & Dragons

The next meeting will be held at the Main Branch on May 18<sup>th</sup> @ 5:15 p.m. Motion was made to adjourn the meeting by Schroeder (Davis). The motion carried and the meeting was adjourned at 6:10 p.m.

Cammy Davis, Board Trustee and Vice President