WARREN COUNTY PUBLIC LIBRARY DISTRICT
August 2025

The Warren County Public Library District monthly board meeting was held August 18, 2025 at the Main Branch of the Warren County Public Library in Monmouth. In attendance were Trustees Jackie Beal, Cammy Davis, Stephenie Gambetta, and Sarah Henderson. Director Larisa Good and Bookkeeper Emma Chapin were also present. Trustee Lisa Adkisson, Emily Brooks, and Meghan Schroeder were absent.

President Henderson called the board meeting to order at 5:16 p.m.

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

The minutes from the previous meeting on July 21, 2025 were presented for approval by stand-in secretary Davis. Director Good recommended that an addition to the minutes be made stating, "Jackie Beal attended via phone, but not as a voting member."
Davis (Gambetta) moved to accept the board meeting minutes with the additional language proposed. (Ayes–4, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR JULY 2025

Checking Account Balance 06/30/2025	$876,186.96
Receipts	$ 3,335.06
Disbursements	$ 74,375.69
Balance 07/31/2025	$805,146.33
Working Cash Fund Balance 06/30/2025	$ 25,735.10
Receipts	$ 503.49
Disbursements	$ 0.00
Balance 07/31/2025	$ 26,238.59
Certificate of Deposits 07/31/2025	$300,000.00
Building Account Balance 06/30/2025	$ 9,692.43
Receipts	$ 1.44
Disbursements	$ 2,843.28
Balance 07/31/2025	$ 6,850.59

Director Good noted that the library had a certificate of deposit at Midwest Bank that was allowed to auto renew at 3.95% for 12 months because it was the best rate available locally. The next maturity date will be August 8, 2026.

Davis (Gambetta) moved to file for audit the 07/31/2025 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes–4, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

CORRESPONDENCE
None

PRESIDENT'S REPORT

None

REPORTS OF COMMITTEES AND BOARD MEMBERS
None

Trustee Adkisson joined the meeting.

UNFINISHED BUSINESS
None

NEW BUSINESS
Director Good stated the board needed to appoint a new agent for the library with the Illinois Municipal Retirement Fund (IMRF) after Bookkeeper Sarah Buckley's departure. She presented IMRF Resolution 25-26 outlining that, upon approval, Emma Chapin would be the library's new authorized agent. Emma will undergo training and represent the employees of the library in any manner needed. Gambetta (Davis) motioned for Emma Chapin to be the Warren County Public Library's Illinois Municipal Retirement Fund agent. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

Trustee Schroeder joined the meeting.

Director Good asked the board to approve Emma Chapin to have read-only bank authorization for all bank accounts. Adkisson (Davis) made the motion to permit Emma Chapin to have read-only access to all bank account and the motion carried. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

The next item discussed was the 2025 annual library appreciation dinner. The plan is to host the dinner at the library on September 15th. Director Good asked that the library be allowed to close early for setup by staff and the caterer. Larisa and Emma will plan the gathering to start at 6:00. If an alternative is needed, Midwest Bank would be willing to host at its Patton Block 3rd floor. Director Good will discuss the location with staff to determine the preferred location. Either way, the library will be allowed to close early for preparations.

Director Good reported that an incident occurred while she was on vacation in July. A patron with a motorized wheelchair struggled with getting into the building with the automated door and the door damaged the control portion of his chair. The patron reached out to Director Good and she has filed a claim with the library's insurance company for repair. It is pending.

Another item of new business involved a staff update. Director Good has filled Emma Chapin's position with Kelly Flores who started on August 4th and she reported that Kelly is doing well.

The final item of new business involved the library's attorney. Director Good learned from the Community News Brief that the library's attorney, Mr. Richard Whitman, is retiring as of September 24th. Mr. Whitman's firm will no longer operate on a retainer basis so that any work will be charged on an hourly basis. Therefore, Director Good recommended the library chooses new representation with appropriate experience. She recommended the firm of Heyl, Royster, Voelker, and Allen P.C., who has library experience and is based in Peoria. Davis (Schroeder) made the motion to sign the attorney client agreement with Heyl, Royster, Voelker, and Allen P.C. and for the firm to begin representing the library on September 25th. The motion carried. (Ayes–6, 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 July. In comparing the end of fiscal year 2025 to the previous 2024 year-end totals, the overall circulation count increased from 7,908 to 9,442. For the same period of time, internet usage remained mostly steady, total program count increased slightly, and total door count decreased from 5,391 to 4,527.

Upcoming events:
The library is on a programming break during the month of August.

The next meeting will be held on the third floor of the Patton Block Building on September 15th @ 5:15 p.m. The annual appreciation dinner will begin immediately thereafter.

Motion was made to adjourn the meeting by Schroeder (Gambetta). The motion carried and the meeting was adjourned at 6:00 p.m.
—Jackie Beal, Board Trustee and Recording Secretary