

## WARREN COUNTY PUBLIC LIBRARY DISTRICT

February 2025

The Warren County Public Library District monthly board meeting was held February 10, 2025 at the Main Branch of the Warren County Public Library in Monmouth. In attendance were Trustees Lisa Adkisson, Emily Brooks, Jackie Beal, Cammy Davis, Stephenie Gambetta, and Meghan Schroeder. Director Larisa Good was also present. Trustee Sarah Henderson and Bookkeeper Sarah Buckley were absent.

Vice President Davis called the board meeting to order at 5:17 p.m.

The first agenda item was a time of public presentations to the Board.

The minutes from the previous meeting on January 13, 2025 were presented for approval by Secretary Beal. Gambetta (Schroeder) moved to accept the board meeting minutes as presented. (Ayes—4, Nays—0, Abstentions—2. Motion carried. Unrecorded vote.)

### FINANCIAL REPORT FOR January 2025

Checking Account Balance 12/31/2024	\$1,222,635.53
Receipts	\$4,284.96
Disbursements	\$54,227.00
<b>Balance 01/31/2025</b>	<b>\$1,172,693.49</b>

Working Cash Fund Balance 12/31/2024	\$30,568.55
Receipts	\$12.98
Disbursements	\$0.00
<b>Balance 01/31/2025</b>	<b>\$30,581.53</b>

<b>Certificate of Deposits 01/31/2025</b>	<b>\$300,000.00</b>
---	---------------------

Building Account Balance 12/31/2024	\$55,687.81
Receipts	\$9.25
Disbursements	\$4,723.45
<b>Balance 01/31/2025</b>	<b>\$50,973.61</b>

Schroeder (Adkisson) moved to file for audit the 01/31/2025 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes—6, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

### CORRESPONDENCE

None

### PRESIDENT'S REPORT

Vice President Davis had no report.

### REPORTS OF COMMITTEES AND BOARD MEMBERS

Trustee Beal reported that she missed the TIF meetings due to illness. She plans to have a discussion with Chris Gavin, who had been in attendance in 2024, for notes from the 2025 meeting.

### UNFINISHED BUSINESS

Director Good distributed the FY23-24 Final Audit Report for review, discussion, and approval. The discussion included the weaknesses noted in the Auditor's Letter. Director Good will discuss the data

backup in detail with Bookkeeper Buckley to identify any reasonable enhancements. Gambetta (Schroeder) made a motion to approve the FY 23-24 Final Audit Report and the Report was approved. (Ayes—6, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

Director Good stated that the matter of the Alexis Branch lease renewal would have to be tabled because she had not yet received a revised lease or had a discussion regarding the ramp concern.

(Trustee Adkisson had to leave the meeting at 6:00)

Director Good provided her recommended updates to the Library's Policy Manual, with proposed changes listed in red and discussed. Gambetta (Brooks) made a motion to approve the updates to the Library's Policy Manual with the adjustments discussed by the Trustees. (Ayes—5, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

## **NEW BUSINESS**

None

## **DIRECTOR'S REPORT**

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

Director Good provided the Director's Report of Statistics for January. The total overall number for 2025 was up, primarily due to increased activity at the Alexis branch, the new Hoopla Program (124) and the increase in Value Line activity. Director Good has received many positive comments about the Hoopla program and has also received a few suggestions about other possible programs.

The next topic discussed was the HVAC quote from Hawk Heating and Cooling Inc dated 1.23.2025 for \$12,247.00. This work will include the removal and disposal of the old systems plus the installation of new systems (York 96% efficient furnace and 13.4 SEER air conditioner) in the Northwest furnace closet. Gambetta (Schroeder) made a motion to approve the work for the new furnace and air conditioner to be completed as presented up to \$13,471.17 (quote + 10%). (Ayes—5, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Director Good introduced the Beanstack, a summer (and/or winter) online reading program. It is user friendly and maintains historical data so that participants do not have to reregister for each new reading program. It will allow the library to utilize the software for other reading programs, hoping to enhance usership. Director Good has made a 3-year commitment at a cost of \$964/year and therefore, Beanstack waived the installation charge.

Director Good discussed another possible program called Kanopy. It is a pay-per-view movie program (31,000 available titles, including educational-based and classic movies) with a usage billing package designed especially for small and rural libraries to help reduce the risk for overrun of costs against a budget. This would be a one-year commitment with a cost of \$1,500. Kanopy was recommended by a patron who is also a part of Friends of the Library, who will ask the group to pay half of the annual fee. There was discussion by the trustees as to benefits and any challenges. Director Good did say that this program could be used to fulfill our Audio-Visual budget because DVDs are getting harder to come by. The staff is currently testing the program.

The final item from the Director was the topic of meeting reminders. Bookkeeper Sara Buckley has offered to send meeting reminders via text on the day of board meetings if trustees would be interested. A sign-up sheet was sent around for those who would like to receive a text reminder.

## **Upcoming events:**

Adults:

Every Tuesday @ 1-4 pm: Tech navigator office hours w/ Kevin Titus (Americorps)

February 6<sup>th</sup> @ 4:00 pm: Valentine Scrapbooking Card Making

February 24<sup>th</sup> @ 2:00 pm: Two Heads are Better than One – presented by Tessa-Hobbs Curley, U of I Extension Office

February 27<sup>th</sup> @ 4:00 pm: BYOB(ook) discussion

Youth:

Take & Make kits for February: Paper Plate Dragons

3<sup>rd</sup> Tuesday @ 5:30 pm: Family Literacy Night hosted by ROE

1<sup>st</sup> and 3<sup>rd</sup> Tuesday @ 3:30 pm: Lego Challenge Club

1<sup>st</sup> and 3<sup>rd</sup> Thursday @ 3:30 pm: Pokémon Club

2<sup>nd</sup> Thursday @ 10:00 a.m: Playgroup with ROE for families with children 0-3

The next meeting will be held at the main branch on March 10<sup>th</sup> @ 5:15 p.m.

Motion to adjourn by Schroeder (Gambetta). The meeting was adjourned at 6:36 p.m.

—Jackie Beal, Board Trustee and Recording Secretary