

WARREN COUNTY PUBLIC LIBRARY DISTRICT
January 2026

The Warren County Public Library District monthly board meeting was held January 19, 2026 at the Main Branch of the Warren County Public Library in Monmouth. In attendance were Trustees Jackie Beal, Cammy Davis, Sarah Henderson, and Meghan Schroeder. Director Larisa Good and Bookkeeper Emma Chapin were also present. Trustees Emily Brooks, Lisa Adkisson, and Stephenie Gambetta were absent.

President Henderson called the board meeting to order at 5:40 p.m.

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

The minutes from the previous meeting on December 15, 2025 were presented for approval by Secretary Beal. Beal noted that a correction was necessary to the date within the financial report for Building Account Balance. It should have had a starting balance date of 10/31, not 9/30. Davis (Schroeder) moved to accept the board meeting with the correction. (Ayes—4, Nays—0, Abstentions—0 Motion carried. Recorded vote.)

FINANCIAL REPORT FOR DECEMBER 2025

Checking Account Balance 11/30/2025	\$1,394,821.50
Receipts	\$ 13,570.25
Disbursements	\$ 61,335.79
Balance 12/31/2025	\$1,347,055.96

Working Cash Fund Balance 11/30/2025	\$ 29,823.64
Receipts	\$ 12.66
Disbursements	\$ 0.00
Balance 12/31/2025	\$ 29,836.30

Certificate of Deposits 12/31/2025	\$ 304,690.30
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Building Account Balance 11/30/2025	\$ 44,584.78
Receipts	\$ 643.78
Disbursements	\$ 2,378.18
Balance 12/31/2025	\$ 42,849.38

Schroeder (Davis) moved to file for audit the 12/31/2025 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

PRESIDENT'S REPORT

None

REPORTS OF COMMITTEES AND BOARD MEMBERS

None

UNFINISHED BUSINESS

Director Good recapped the previous discussion regarding the library's entrance exterior door and interior door. She has clarified with Tee Jay Central Inc. regarding the disposal of existing doors and the need to also hire an electrician. The company will handle the disposal, but the library does need to hire an electrician. Without a physical inspection, Tinkham's estimated the electrical work would cost \$400. The Trustees discussed available plan options. Davis (Schroder) made a motion to have the exterior door replaced by Tee Jay Central Inc. with Tinkham completing the electrical work at the cost presented not to exceed \$15,500 (quote +10%). (Ayes-4, Nays-0, Abstentions-0. Motion carried. Recorded vote.)

The tour of the library was postponed until a time when more trustees are in attendance.

Director Good reported that she and Bookkeeper Chapin have successfully and fully completed the implementation of Quickbooks software for bookkeeping and payroll.

The next agenda item was an update of the facility analysis by B.C.Z. Engineering. Director Good discussed progress thus far and that the building is mostly structurally solid, without there being any catastrophic concerns. There could be some modernization required should strategic planning involve the elevator or storage area because of the sprinkler system. The final report will include options and potential pricing for projects.

Employee Handbook needs to be reviewed in the next two weeks so that any questions can be asked during the single Q&A session with HR Source. Trustees are to reach out to Director Good with any items for that session.

It was announced that Rachel Nuckles will be replacing Sandy Wallace @ 16 hours/week. Her job duties have been re-evaluated to include more public service and shelving tasks.

NEW BUSINESS

Audit Report by West Central CPA was distributed. The trustees were asked to review the report for discussion at the next meeting.

The next item on the agenda was cyber insurance coverage. Director Good referred to the Standards doc. Insurance is not required, but it is listed in level two tier. Cyber coverage is a newer topic for public libraries' consideration. Director Good obtained coverage quote from the library's current insurance company. She will speak to Alpha

Omega about the need for insurance and the risk level. Decision will be postponed until a later date.

Minutes from the last TIFF meeting were provided to the Trustees. The next meeting will be held on February 19th. Jackie will attend the meeting representing the library.

Roseville Board Treasurer John Huston was visiting with Director Good that they had been charging \$3,900 in rent for the entire year, but Roseville's costs are exceeding the rent payment. Starting July 1, 2026 the rental cost for the Roseville Library Branch will be \$5,000 per year and renegotiated every year based on actual costs including utilities.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics:

Director Good provided the Director's Report of Statistics for December. There was a good group participating with Safe Sitter Program and thoughtful questions. Door count was up due to Christmas walk. Kids really enjoyed the stuffed animal night event as well.

Upcoming events:

February 6th @ 10:00 am: Home School Friday Returns
February 6th @ 10:00 am: Ready Set Grow Returns
February 12th @ 10:00 am: Playgroup with Regional Office of Education
February 17th @ 5:30 pm: Activity Night for the Family
Don't Judge a Book By It's Cover during the month of February
Take & Make Kits February: Friendship Bracelets
Home School Fridays: Returns First Friday in February
Cookie decorating workshop for adults February 12th @ 5:00 pm

The next meeting will be held at the Main Branch on February 16th @ 5:15 p.m. Motion was made to adjourn the meeting by Schroeder (Davis). The motion carried and the meeting was adjourned at 6:43 p.m.

—Jackie Beal, Board Trustee and Recording Secretary