

WARREN COUNTY PUBLIC LIBRARY DISTRICT

July 8, 2024

The Warren County Public Library District monthly board meeting was held July 8, 2024 in the main branch boardroom of the Warren County Public Library. In attendance were Trustees Lisa Adkisson, Jackie Beal, Stephenie Gambetta, and Sarah Henderson. Bookkeeper Sarah Buckley was also present. Trustees Emily Brooks and Cammy Davis, along with Director Larisa Good were absent. President Henderson called the board meeting to order at 5:17 p.m.

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

The minutes from the previous meeting on June 10, 2024 were presented for approval by stand-in secretary Katelyn Audette. Adkisson (Gambetta) moved to accept the board meeting minutes as presented. (Ayes–3, Nays–0, Abstentions–1. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR JUNE 2024

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|-------------------------------------|---------------------|
| Checking Account Balance 05/31/2024 | \$815,342.17 |
| Receipts | \$14,102.44 |
| Disbursements | \$56,487.71 |
| Balance 06/30/2024 | \$772,956.90 |

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|--------------------------------------|--------------------|
| Working Cash Fund Balance 04/31/2024 | \$34,736.93 |
| Receipts | \$1,273.26 |
| Disbursements | \$10,275.36 |
| Balance 06/30/2024 | \$25,734.83 |

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|------------------------------------|--------------|
| Certificate of Deposits 06/30/2024 | \$300,000.00 |
|------------------------------------|--------------|

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|-------------------------------------|--------------------|
| Building Account Balance 05/31/2024 | \$38,900.04 |
| Receipts | \$5.63 |
| Disbursements | \$16,411.68 |
| Balance 06/30/2024 | \$22,493.99 |

Bookkeeper Buckley shared that on the Tax Fund Statement as of June 30, 2024, the category of Office and Library at 112% does not reflect all donations. In fact, Children's Librarian Mindy received around \$5,000 in donations this fiscal year that have not been reflected, and those donations will improve this percentage.

Gambetta (Adkisson) moved to file for audit the 06/30/2024 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.)

Bookkeeper Buckley reported that one of the Working Cash Certificates of Deposits (CD) matures July 25, 2024. The trustees discussed options to obtain the highest rate. She will contact Midwest Bank and Security Savings Bank for rate options. Gambetta (Adkisson) made a motion to authorize Bookkeeper Buckley to purchase a new CD with the renewing funds of \$100,000 at the best available rate in effect at the time of the renewal. (Ayes–4, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

CORRESPONDENCE

Bookkeeper Buckley shared that the library staff were very grateful for the raises approved at last month's board meeting.

PRESIDENT'S REPORT

None

REPORTS OF COMMITTEES AND BOARD MEMBERS

Bookkeeper Buckley provided the Annual Branch Report and Annual Circulation Report. While she discussed the details, Buckley did clarify that last year in Alexis during the preparation for the potential closure, library staff were weeding out books that had not been checked out for 4 years or more. That process inaccurately inflated the circulation count. Also, the main library circulation count was down in 2023-2024, but digital resources were up quite a bit and Value Line usage was up as well. In addition, the number of programs offered have doubled.

UNFINISHED BUSINESS

Bookkeeper Buckley reported that there was no update on the Kirkwood branch. Neither she nor Director Good have heard from members of the Kirkwood community or the village board. The trustees will make a decision at the August meeting, taking into consideration the continued deteriorating relationship with the existing landlord and the lack of a viable alternative. It should be noted that June 28, 2024 was that branch librarian Jena Piper's last day. She was offered a full-time position where she was currently working part-time. So, at this time there is no librarian for Kirkwood.

NEW BUSINESS

With Trustee Audette's announcement of her departure at the end of June, there were two recommendations made for a replacement. Meghan Schroeder has agreed to join the board. She will be appointed and take her trustee oath during the regular meeting in August. With the change of trustees on the board, there will also be an election of officers at the October meeting.

Because outgoing trustee Katelyn Audette was a signer on the library's bank accounts, another trustee should be added. Adkisson (Gambetta) made a motion to add trustee Jackie Beal as an authorized signer on the banking accounts. (Ayes—4, Nays—0, Abstentions—0 (Beal). Motion carried. Recorded vote.)

DIRECTOR'S REPORT

(Bookkeeper Buckley provided Director Good's report in her absence.) Next month there will be a budget hearing.

Circulation/Programs/Internet/Door Count Statistics:

Statistics were provided via the June circulation report. The summer reading program has been very popular with many activities being offered.

Upcoming events:

- May 30th @ 5:00 pm: Adult book discussion – "The Keeper of Lost Things."

The next meeting will be held on August 12, 2024 in Monmouth @ 5:15 p.m.

Motion to adjourn by Brooks (Davis). The meeting was adjourned at 5:47 p.m.
—Jackie Beal, Board Trustee and Recording Secretary