

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**  
**July 21, 2025**

The Warren County Public Library District monthly board meeting was held July 21, 2025 in the main branch boardroom of the Warren County Public Library. In attendance were Trustees Lisa Adkisson, Cammy Davis, Stephenie Gambetta, Sarah Henderson, and Meghan Schroeder. Trustees Brooks and Director Good were absent. Trustee Jackie Beal attended via phone, but not as a voting member.

President Henderson called the Public Budget Hearing to order at 5:15 PM. No public guests were present for the meeting. Schroeder (Adkisson) made a motion to adjourn the Public Budget Hearing at 5:16 PM (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

President Henderson called the board meeting to order at 5:17 PM. Schroeder (Adkisson) moved to accept the June 09, 2025, board meeting minutes. Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.

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 09, 2025 were presented for approval. Schroeder (Adkisson) moved to accept the board meeting minutes with the spelling correction of “Schroeder”. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

**FINANCIAL REPORT FOR JUNE 2025**

Checking Account Balance 05/31/2025	\$ 956,413.97
Receipts	\$ 17,814.38
Disbursements	\$ 98,041.39
<b>Balance 06/30/2025</b>	<b>\$ 876,186.96</b>

Working Cash Fund Balance 05/31/2025	\$ 34,563.49
Receipts	\$ 14.08
Disbursements	\$ 8,842.47
<b>Balance 06/30/2025</b>	<b>\$ 25,735.10</b>

Certificate of Deposits <b>06/30/2025</b>	<b>\$300,000.00</b>
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Building Account Balance 05/31/2025	\$ 23,482.46
Receipts	\$ 2.56
Disbursements	\$ 13,792.59
<b>Balance 06/30/2025</b>	<b>\$ 9,692.43</b>

Schroeder (Adkisson) moved to file for audit the 06/30/2025 Statement 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**

President Henderson shared that Village of Alexis hosted a meeting of the Joint Review Board on July 7, 2025 @ 5 PM with regards to its TIF District. Enclosed with the notice was a summary of FY 2024 TIF Annual Report.

President Henderson shared a thank you from the staff for the salary increases for FY 2025-26.

## **PRESIDENT'S REPORT**

No Report

## **REPORTS OF COMMITTEES AND BOARD MEMBERS**

President Henderson stated that the last step of the budget process was the adoption of Combined Budget and Appropriation Ordinance #4 – FY 25-26. Schroeder (Adkisson) made a motion to adopt the combined budget. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

The annual branch report and statistical report of the prior three years was presented for the annual meeting.

## **UNFINISHED BUSINESS**

No report

## **NEW BUSINESS**

Staff Update- Alex Perry submitted her resignation (effective June 28, 2025). Rebecca Eaton was hired to the Shelver/Public Services position. She started July 1, 2025 at the rate of \$15 per hour. Sarah Buckley submitted her resignation (effective July 10, 2025).

Request for exception to hire internal candidate- Emma Chapin. Director Good submitted a request for the Board to make an exception to the qualifications for the Office Manager position, to allow the hire of an internal candidate (Emma Chapin). Current bookkeeper (Sarah Buckley) has trained her on office duties (payroll, bill paying, deposits to the bank, etc). Chapin started in 2022, she is currently part-time. She expressed interest in the position. Director Good thinks it would be nice to promote from within, as mentioned in our policy manual (Under Employment Practices: "Promotions and Transfers: It is the desire and practice of the Board to advance employees whenever possible and when practicable to make promotions from within the organization." P.51) Filling the position is challenging, with no job applications submitted as of this time. Director Good is seeking approval to hire Emma Chapin for the full-time office manager position at 32 hours per week at the rate of \$15.45 per hour. This is her current rate at the library. Start date would be July 28, 2025. Schroeder (Adkisson) made the motion to provide the exception to hire Emma Chapin and advises Director Good to consider a pay increase after the 90-day probationary period. Ayes-5, Nays-0, Abstentions-0. Motion carried. Unrecorded vote.

Maturity of Working Cash CD (07/14/25) and selection of new length/rate- One of the working cash CDs has reached maturity and needs to be reinvested. Previous rate was 4.25%.

Current rates available:

Security Savings: 6 or 12 months at 3.7%, 24 or 36 months at 2.68%, 48 or 60 months at 2.78%

Midwest Bank: 12 months – 4.10%, 18 months – 4.00%, 24 months – 3.92%

Midwest Bank (CDAR): 12 months – 4.15%, 18 months – 4.05%, 24 months – 3.97%

Schroeder (Adkisson) made a motion to reinvest at the 24 length CDAR, with a rate of 3.97% at Midwest Bank. (Ayes–5, Nays-0, Abstentions–0. Motion carried. Recorded vote.)

Director Good requested approval of the Board to remove Sarah Buckley's bank authorization, since she is no longer employed at the Warren County Public Library. This removes her ability to acquire

information from the bank about the library's accounts. Schroeder (Adkisson) made the motion to remove Sarah Buckley's bank authorization. Ayes—5, Nays-0, Abstentions—0. Motion carried. Unrecorded vote.

## **DIRECTOR'S REPORT**

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

Statistics were provided via the June 2025 circulation report.

### **Upcoming events:**

Director Good submitted a report sharing that this is the closing week of another successful Summer Reading Program. The children's room has one more paid performer. Nahant Marsh will present "Insect Investigations" on July 25<sup>th</sup> at 10am. Chris Enroth from the University of IL- Extension Services will present "Tree Care" to adults on July 24<sup>th</sup> at 4pm. Summer Reading ends Saturday, July 26<sup>th</sup>.

The next meeting will be held on August 18, 2025 in Monmouth @ 5:15 p.m.

Motion to adjourn by Schroeder (Adkisson). The meeting adjourned at 6:15 p.m.  
—Cammy Davis, Board Trustee