

WARREN COUNTY PUBLIC LIBRARY DISTRICT

May 2025

The Warren County Public Library District monthly board meeting was held May 12, 2025 at the Main Branch of the Warren County Public Library in Monmouth. In attendance were Trustees Lisa Adkisson, Jackie Beal, Cammy Davis, Stephenie Gambetta, Sarah Henderson, and Meghan Schroeder. Director Larisa Good and Bookkeeper Sarah Buckley were also present. Trustee Emily Brooks was absent.

President Henderson called the board meeting to order at 5:23 p.m.

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

The minutes from the previous meeting on April 14, 2025 were presented for approval by Secretary Beal. Davis (Gambetta) moved to accept the board meeting minutes as presented. (Ayes—4, Nays—0, Abstentions—2. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR APRIL 2025

Checking Account Balance 03/31/2025	\$1,078,216.32
Receipts	\$4,777.06
Disbursements	\$55,787.70
Balance 04/30/2025	\$1,027,205.68

Working Cash Fund Balance 03/31/2025	\$32,550.09
Receipts	\$13.38
Disbursements	\$0.00
Balance 04/30/2025	\$32,563.47

Certificate of Deposits 04/30/2025	\$300,000.00
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Building Account Balance 03/31/2025	\$43,461.81
Receipts	\$6.83
Disbursements	\$2,785.09
Balance 04/30/2025	\$40,683.55

Trustee Adkisson left the meeting.

Davis (Gambetta) moved to file for audit the 04/30/2025 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

None

PRESIDENT'S REPORT

President Henderson had no report.

REPORTS OF COMMITTEES AND BOARD MEMBERS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Director Good presented the Ordinance #1 – 25-26 proposing trustee meeting dates for 2025-2026. She also brought to the Board's attention that it has been swearing in Trustees one week earlier than the Illinois library statutes allow due to the regularly scheduled meeting being the second week of the month. The Board discussed options for holding the monthly meeting so that it can be compliant with the Illinois statute during an election year. Davis (Gambetta) motioned to approve rescheduling board meetings from the second Monday to the third Monday of the month effective July 2025. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

On the heels of the previous discussion, Schoeder (Davis) motioned to approve Ordinance #1 – 25-26 establishing dates for 2025-2026 that would be effective July 2025. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

Also presented was Resolution #2 – 25-26 proposing the new rate for non-residents of Warren County. The rate for FY25-26 is \$108.68. Davis (Schroeder) motioned to approve Resolution #2 – 25-26 as presented. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

The next item on the agenda was scheduling the performance review for Director Good. It was decided that President Henderson will review the Director's job description so that the Board can discuss the description at the June meeting. The intent will be to have the review during the July board meeting.

It was decided that the next agenda item would be FY2025-2026 Salaries. Director Good distributed a chart of salary options with a 3%, 4%, and 5% increase for the staff. She also asked for a 5% merit raise for those who have gone above and beyond their job duties. Director Good left the meeting so that the Board could discuss the presented options and a few others of its own. Schroeder (Gambetta) motioned to approve the salary increases on a staggered basis as follows: 6% for Director Good, \$1.50/hour for those who were in the special-effort group as requested by Director Good (Harvey, Lewis, Buckley, Newberry), 3% for those who received the minimum wage increase on January 1, 2025 (Perry, Chapin, Johnson, Scott), and 4% for the remaining employees (Horack, Bowling, McIntyre, Newman, Pearce, and Wallace) – all for fiscal year 2025-2026. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

Director Good returned to the meeting and provided the Trustees with a tentative budget for FY2025-2026, pointing out the proposed increases for utilities, health insurance, salaries, and office and library, along with the categories of expected lower costs including branch expenses and audit fees. Schroeder (Davis) motioned to approve the tentative budget for fiscal year 2025-2026 as presented. (Ayes–5, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

The next item on the agenda was by-law changes which would update the branch locations to remove the Kirkwood branch that has been closed and update the library's board of trustee meetings to the third Monday of each month starting on July 1, 2025 to better align with the library statutes and allow the Board to swear in new Trustees during our regular May meeting on election years. Schroeder (Davis) made a motion to approve the changes to the by-laws as presented. (Ayes–5, 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 April. The total overall circulation numbers for this time period were up almost one thousand count. Those areas included in the

increased circulation included main library adult and juvenile, and in the E-Books category for Hoopla and Value Line.

The next item on the agenda was a building report. Director Good stated that the main room has been painted and the children's room has been scheduled for painting in January. She also called the architect about completing an analysis to ensure the building is structurally sound before any additional strategic plan items, such as carpet or office relocations, are started. That review will be completed in two parts.

Upcoming events:

Adults:

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

May 15th @ 6:00 pm: Medicare 101 Class with Shelly Bass Anno

May 19th @ 2:00 pm: Two Hears are Better Than One - presented by Tessa-Hobbs Curley, U of I Extension Office

May 29th @ 5:00 pm: BYOB(ook) discussion

Youth:

Take & Make kits for May: Paper Bag Kites

Every Saturday @ 10:00 am: Storytime

1st and 3rd Tuesday @ 3:30 pm: Lego Challenge Club

1st and 3rd Thursday @ 3:30 pm: Pokémon Club

The next meeting will be held at the Main Branch on June 9th @ 5:15 p.m. Motion to adjourn by Davis (Schroeder). The meeting was adjourned at 7:23 p.m.

—Jackie Beal, Board Trustee and Recording Secretary