

WARREN COUNTY PUBLIC LIBRARY DISTRICT
October 14, 2024

The Warren County Public Library District monthly board meeting was held October 14, 2024 at the Alexis branch of the Warren County Public Library. In attendance were Trustees Jackie Beal, Stephenie Gambetta, Sarah Henderson, and Meghan Schroeder. Director Larisa Good and Bookkeeper Sarah Buckley were also present. Those absent included Lisa Adkisson, Emily Brooks, and Cammy Davis.

President Henderson called the board meeting to order at 5:16 p.m.

The first agenda item was a time of public presentations to the Board. Librarian Debbie Bowling spoke to the Board about a couple of matters involving the Alexis library. This year's summer program was slower than in 2023. She also asked if repair work could be done to the handicap ramp due to splinters and nails because she thinks more folks are using the ramp. Director Good agreed to work on the issue with the Village of Alexis as the library only rents the building.

The minutes from the previous meeting on September 9, 2024 were presented for approval by Secretary Beal. Schroeder (Gambetta) moved to accept the board meeting minutes as presented. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

Corrected minutes for July and August. Gambetta (Schroeder) motion to accept amendments. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR SEPTEMBER 2024

Checking Account Balance 08/31/2024	\$1,180,511.20
Receipts	\$35,263.46
Disbursements	\$58,567.32
Balance 09/30/2024	\$1,157,207.34
Working Cash Fund Balance 08/31/2024	\$27,285.42
Receipts	\$1,322.18
Disbursements	\$0.00
Balance 09/30/2024	\$28,607.60
Certificate of Deposits 09/30/2024	\$300,000.00
Building Account Balance 08/31/2024	\$55,853.64
Receipts	\$2,281.89
Disbursements	\$1,428.93
Balance 09/30/2024	\$56,706.60

Schroeder (Gambetta) moved to file for audit the 09/30/2024 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.)

CORRESPONDENCE

None

PRESIDENT'S REPORT

None

REPORTS OF COMMITTEES AND BOARD MEMBERS

Director Good provided the document titled Ordinance #5 – 2024-2025 Annual Tax Levy. Gambetta (Schroeder) moved to approved this document as presented. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

UNFINISHED BUSINESS

Director Good provided an update to the closing of the Kirkwood branch. The branch was closed on September 27th. All assets had been moved as of that date and the utilities were turned off. The review of

actual books pulled from the branch versus those assigned in the system is in progress. The 30-day notice was mailed to the landlord as of September 27th with our lease to end on October 31st. The landlord picked up the certified letter on September 30th. Director Good has reached out to the area schools to see if there are teachers interested in looking at the available books once they are ready.

NEW BUSINESS

None

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics:

Director Good provided the Director's Report of Statistics for September. At the main branch, circulation numbers in the adult category were down from the same timeframe in 2023, but the juvenile numbers were up significantly, causing the overall circulation at the main branch to increase. Alexis' circulation was up slightly and Roseville held steady. With the new program Hoopla, there have been 42 checkouts already. With the closing of Kirkwood, Monmouth will have two additional internet computers, which may increase usage.

The next item on the agenda was the estimate to replace public restroom counters and sink at main branch. Director Good obtained plumbing proposals from Lam Enterprises and Advanced Plumbing, along with a bid from carpenter TSCS Construction for counters. The proposal from Advanced was less expensive and TSCS has worked with Advanced in the past. Director Good asked for approval to engage Advanced Plumbing and TSCS Construction. Gambetta (Shroeder) made a motion to approve the engagement of Advanced Plumbing and TSCS Construction for the restroom work with an expense up to \$3,500.00. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Director Good will be sending us an email for future discussion about Per Capita Grant standards for review every year through the Illinois State Library.

The Trustees discussed a need to do a strategic plan, with perhaps a completion date of March 2025. Jackie recommended getting the library staff involved in goals.

An update was given about the children's librarian's desk area. The project has been finished to create a staff desk that is not in the middle of the children's section. Much of the cost for the project came from the Christopher Buban memorial.

Director Good stated that she has been gathering quotes for snow removal, but only one person was willing to bid because of the gravel due to construction. She is still open to other alternatives because the one bid was higher than expected.

Bookkeeper Buckley reminded the Board that the next meeting will be held at the main branch on November 11th @ 5:15 p.m.

Upcoming events:

Adults:

October 17th @ 5:00 pm: Craft – Folded Book Witch

October 24th @ 5:00 pm: Book discussion – “Weyward” by Emilia Hart

October 28th @ 2:00 pm: Program - Two Heads are Better than One w/ the U of I Extension Office

Youth:

October 15th fire truck for family literacy night.

October 25th @ 2:00 pm: Halloween on the Square @ the high school parking lot

October 26th @ 2:00 pm: Movie Saturday – Wizard of Oz

November 1st – 26th: Turkeys in Disguise Contest

November 1st @ 2:00 pm: Movie Friday – Monster's Inc

November 9th @ 2pm: Movie afternoon – Knives Out

Motion to adjourn by Schroeder (Gambetta). The meeting was adjourned at 6:44 p.m.

—Jackie Beal, Board Trustee and Recording Secretary