

WARREN COUNTY PUBLIC LIBRARY DISTRICT
October 20, 2025

The Warren County Public Library District monthly board meeting was held October 20, 2025 in the main branch boardroom of the Warren County Public Library. In attendance were Trustees Lisa Adkisson, Stephenie Gambetta, Sarah Henderson, and Meghan Schroeder. Director Larisa Good and Staff Emma Chapin were also present. Trustees Jackie Beal, Emily Brooks, Cammy Davis were absent.

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

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

The minutes from the previous meeting on September 15, 2025 were presented for approval. Schroeder (Gambetta) moved to accept the board meeting minutes. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Unrecorded vote.)

FINANCIAL REPORT FOR September 2025

Checking Account Balance 08/31/2025	\$ 1,276,655.31
Receipts	\$ 80,382.63
Disbursements	\$ 55,731.61
Balance 09/30/2025	\$ 1,301,306.33

Working Cash Fund Balance 08/31/2025	\$ 34,563.49
Receipts	\$ 14.08
Disbursements	\$ 8,842.47
Balance 09/30/2025	\$ 25,735.10

Certificate of Deposits Fund Balance 08/31/2025	\$27,182.33
Receipts	11.17
Disbursements	0.00
Balance 09/30/2025	\$27,193.50

CDs	\$304,690.30
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Building Account Balance 08/31/2025	\$ 39,126.46
Receipts	\$ 5,289.87
Disbursements	\$ 6,081.94
Balance 09/30/2025	\$ 38,334.39

Adkisson (Schroeder) moved to file for audit the 09/30/2025 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

No correspondence this month.

PRESIDENT'S REPORT

No report.

REPORTS OF COMMITTEES AND BOARD MEMBERS

No report.

UNFINISHED BUSINESS

Director Good requested approval of the Board to amend Emma Chapin's bank authorization to full online banking privileges, so she is able to use bill pay and pay branch mileage. Gambetta (Schroeder) made the motion to amend Chapin's bank authorization to full online banking privileges. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

NEW BUSINESS

Ordinance #6-25-26 Annual Tax Levy of \$920,000 (\$723,000 corporate; \$40,000 social security/medicare; \$45,000 liability/tort; \$8,000 audit; \$2,000 unemployment; \$40,000 IMRF; \$62,000 Building) Schroeder (Gambetta) made the motion to adopt Ordinance #6-25-26 Annual Tax Levy (Ayes—4, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Bookkeeper Emma Chapin voluntarily the meeting to allow for free discussion of pay raise.

Director Good requests for Emma Chapin to get at least a \$1.00 per hour raise starting Nov. 2 (after the 90 day probationary period). This increase would better reflect the duties she has been assigned. Schroeder (Gambetta) made the motion to increase hourly pay \$1.50 to Emma Chapin starting November 02, 2025 Her new hourly rate will be \$16.95 an hour. (Ayes—4, Nays—0, Abstentions—0. Motion carried. Recorded vote.)

Bookkeeper Chapin returned to the meeting.

DIRECTOR'S REPORT

Discussion on the Public Library Standards:

Director Good reported on the library's progress towards meeting the areas listed in the Illinois Public Library Standards document provided by the Illinois Library Association. The Board and staff have completed the strategic planning document and are working toward physical improvements to the building, and collection development offerings. Physical improvements include new countertops and fixtures in the public restrooms, reupholstered chairs, new paint in the main areas of the library, and updated evacuation route displays (Henderson suggested Allegra as an option in the future, if we want a digital floorplan). In addition, our architect will analyze the building for any immediate needs, but also to help reimagine the second floor. Collection development offering include the addition of Kanopy to improve our digital collection. For the next meeting, Director Good will send out the Action Plan document for review. The Board will provide additional thoughts and feedback towards meeting the Standards.

Circulation/Programs/Internet/Door Count Statistics:

Statistics were provided via the September 2025 circulation report. Downtown construction has likely affected attendance and circulation. Hopefully numbers will increase once construction is complete.

Upcoming events:

-Friday, October 24 at 2:00pm: Halloween On the Square

Come dressed and get treats from area businesses located around the square and end the event by enjoying the Story Walk on Pattee Plaza with The Addams Family! Cemetary Craft at 3pm after the Trick-or-Treat event for kids and adults.

-Thursday, October 23 from 6-7pm Teen Halloween Paint Night. Paint ghost portraits and wood pumpkins.

-Thurs, Oct 30 @ 5pm: BYOB(ook) Discussion

The next meeting will be held on November 17, 2025 in Monmouth @ 5:15 p.m.

Motion to adjourn by Adkisson (Gambetta) The meeting was adjourned at 6:12 p.m.
—Lisa Adkisson, Board Trustee