

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**  
**June 2025**

The Warren County Public Library District monthly board meeting was held June 9, 2025 at the Main Branch of the Warren County Public Library in Monmouth. In attendance were Trustees Lisa Adkisson, Jackie Beal, Emily Brooks, Cammy Davis, Sarah Henderson, and Meghan Schroeder. Director Larisa Good and Bookkeeper Sarah Buckley were also present. Trustee Stephenie Gambetta was absent.

President Henderson called the board meeting to order at 5:19 p.m.

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

Secretary Beal administered the Oath of Office to Trustees Cammy Davis, Sarah Henderson, Meghan Schroeder, and Jackie Beal (herself). Director Good welcomed everyone officially.

The next agenda item was the election of officers. The new slate of officers was nominated as follows: Henderson to the position of President, Davis to the position of Vice President, Beal to the position of Secretary, and Gambetta to the position of Treasurer. Schroeder (Brooks) motioned to accept the slate of officers as nominated. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

The minutes from the previous meeting on May 12, 2025 were presented for approval by Secretary Beal. Schroeder (Davis) moved to accept the board meeting minutes as presented. (Ayes–4, Nays–0, Abstentions–2. Motion carried. Unrecorded vote.)

Bookkeeper Buckley provided the financial report in Trustee Gambetta's absence.

**FINANCIAL REPORT FOR MAY 2025**

Checking Account Balance 04/30/2025	\$1,027,205.68
Receipts	\$3,684.59
Disbursements	\$74,476.30
<b>Balance 05/31/2025</b>	<b>\$956,413.97</b>

Working Cash Fund Balance 04/30/2025	\$32,563.47
Receipts	\$2,000.02
Disbursements	\$0.00
<b>Balance 05/31/2025</b>	<b>\$34,563.49</b>

<b>Certificate of Deposits 05/31/2025</b>	<b>\$300,000.00</b>
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Building Account Balance 04/30/2025	\$40,683.55
Receipts	\$4.40
Disbursements	\$17,205.49
<b>Balance 05/31/2025</b>	<b>\$23,482.46</b>

Schroeder (Brooks) moved to file for audit the 05/31/2025 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

**CORRESPONDENCE**

President Henderson shared a letter from the Supervisor of Assessments Office who was writing on behalf of the Warren County Board of Review in reference to an appeal filed with the Property Tax Appeal Board (PTAB). There is no action to be taken by the Library Board as it does not wish to intervene.

## **PRESIDENT'S REPORT**

President Henderson had no report.

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

None

## **UNFINISHED BUSINESS**

Director Good presented the Director's job description and noted some revisions since its last review. The Trustees also had a couple of notes to be included. The document will be revised and presented for approval at the next meeting.

The next item on the agenda was to discuss the proposed language change to the portion of the Personnel Policy that directs insurance coverage. Bookkeeper Buckley left the meeting for the discussion due to the potential to impact her. A few months ago, the Board had discussed insurance as a benefit and the impact to both the library and an employee when an employee has coverage elsewhere. After some research, the proposed language presented would provide cash-in-lieu of medical health insurance benefit to any eligible employee who opts out. The bonus would be paid quarterly, at the rate of 20% of the medical premium cost (subject to taxes and IMRF wage rules). Schroeder (Brooks) made a motion to approve the language change to the insurance section within the Personnel Policy as presented. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Unrecorded vote.)

With that approval, Director Good also proposed to backpay the opt-out benefit to Sarah Buckley of \$8,935.44 for the timeframe of 2020 thru June 2025 based on the research document included in the board packet. Schroeder (Adkisson) made a motion to approve the backpayment to Bookkeeper Sarah Buckley in the amount of \$8,935.44 as presented. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

Bookkeeper Buckley returned to the meeting.

Director Good provided a contract from Bruner, Cooper, and Zuck. The architect has provided a proposal for a structural evaluation and design at the cost of \$21,500.00. The review would be an important step, before the Board looks at future strategic planning, to ensure the building is sound and to see what options would be possible based on the library's structure along with current mechanical and electrical systems. Adkisson (Schroeder) made a motion to approve the contract from Bruner, Cooper, and Zuck for a structural evaluation and design at the cost of \$21,500 as presented. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

## **NEW BUSINESS**

The next item on the agenda was just a note that the annual meeting will be held on July 21<sup>st</sup> @ 5:15 pm.

Director Good asked for two volunteers to complete a trustee audit of the secretary's minutes for the fiscal year 24-25. Trustees Henderson and Adkisson volunteered.

The Board then discussed Ordinance #3 – 25-26 to levy and assess a .02% tax. This has been standard the past years in addition to the corporate and special levies we request in October.

Schroeder (Brooks) made a motion to approve the Ordinance #3 – 25-26 to levy and assess a .02% tax (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

Director Good then introduced Resolution #7 – 24-25 to transfer the interest in the Working Cash Fund in excess of the base amount of \$325,734.75 to the library's Corporate Fund. In Illinois, a public library can levy for a working cash fund for a maximum of four years. Any interest earned in the account can be counted as income for next FY. Adkisson (Brooks) made a motion to approve Resolution #7 – 24-25 to transfer the interest earned as of the end of the fiscal year. (Ayes–6, Nays–0, Abstentions–0. Motion carried. Recorded vote.)

## **DIRECTOR'S REPORT**

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

Director Good provided the Director's Report of Statistics for May. The total overall circulation numbers for this time period were consistent with the previous month. A trustee asked that activity from the Kanopy and genealogy/ancestry programs be added to the tracking numbers.

The next item of the Director's report was the building report of the South wall. Anytime there is substantial rain, there is water in a ceiling light and/or pooling near the elevator. The review by the architect could identify a larger issue, but the Director contacted Quality Pro Roofing in the meantime and a worker did unclog one of the gutters. Masonry work is still needed. Fountains of Masonry was contacted; an estimate has been requested.

The final topic was upcoming events. Director Good said that the summer reading programs are in full swing. She reported that the book cover diamond painting event was very successful and that there were about 150 who attended the visit with farm animals in the MRHS parking lot.

### **Upcoming events:**

#### Adults:

June 12<sup>th</sup> @ 4:00 pm: Sustainable Landscaping - presented by Chris Enroth, U of I Extension Office  
June 13<sup>th</sup> @ 3:00 pm: Jigsaw Challenge  
June 26<sup>th</sup> @ 4:00 pm: BYOB(ook) discussion  
June 27<sup>th</sup> and July 11<sup>th</sup> @ 1-4 pm: Oregon Trail game  
July 10<sup>th</sup> @ 4:00 pm: Busted Canvas Craft  
July 17<sup>th</sup> @ 2:00 pm: Clued in Scavenger Hunt

#### Youth:

Every Saturday @ 10:00 am: Storytime

There are three youth clubs with activities:

- Lego Club, Pokemon Club, and Dungeons & Dragons Club

Drop-in Crafts on Fridays:

- 6/6 Travel Tic-Tac-Toe,
- 6/13 Tetris Magnets,
- 6/20 Game Coasters,
- 6/27 Game Canvas Art
- 7/11 Dragon Eggs
- 7/18 Game Themed Planter
- 7/25 Make Your Own Puzzle

June 11<sup>th</sup> – Make your own game controller

June 17<sup>th</sup> – Babysitting 101 presented by OSF

June 20<sup>th</sup> – after-hours family board game night

June 26<sup>th</sup> – Nature Tic-Tac-Toe craft

July 10<sup>th</sup> – Design your own video game character

July 17<sup>th</sup> – Play CLUE scavenger hunt with teams

Director Good reminded the trustees that library staff, children of staff, board members and children of board members can earn the smaller prizes offered in the summer reading programs, but cannot win the grand prize in order to be fair to the community. All agreed.

The next meeting will be held at the Main Branch on July 21<sup>st</sup> @ 5:15 p.m. Motion to adjourn by Brooks (Schroeder). The meeting was adjourned at 6:37 p.m.

—Jackie Beal, Board Trustee and Recording Secretary