

**Minutes of the Walnut Public Library**  
**September 16th, 2025**

**Call to Order**

A regular meeting of the Walnut Public Library was held at the library on September 16th, 2025. The meeting was convened at 5:06 pm by Kendra Jensen. Members in attendance were Gracelynn Dale, Emily Dietz, Kendra Jensen, Megan Haley, and Dorian Woodbury. Also present was Jaclyn Trujillo. Absent was Brenda Helms and Megan Hellrung.

**Secretary's Report**

The August board meeting minutes were reviewed. Kendra made a motion to approve the minutes with corrections to be made and Megan Hellrung, Secretary, will come in and sign on Wednesday, September 17, 2025. Seconded by Megan Haley.

**Treasurer's Report**

Board members reviewed the enclosed financial reports for the month of August.

Whiteside, Lee, and Bureau counties have started tax disbursements. Per Capita Grant has been received.

Dorian made a motion to approve the Treasurer's report and to approve the bills paid, seconded by Gracelynn.

**Librarian's Report**

August's Librarian's report was reviewed. UPS packages continue to increase. The library distributed nine new library cards in August. The patron count has reduced with the back to school season but is still fairly consistent.

September is Library Card Sign Up Month. The library has a basket to raffle off for those who sign up for a new library card.

The board discussed upcoming programs and community outreach events for the month of October. The library and Walnut Historical Society will host a presentation by Gerald Savage in conjunction with Illinois Humanities. This presentation will take place at the Rock on Saturday, November 8th at 10 am.

Jaclyn updated the board on a memo distributed to all libraries from RAILS attorney Ancel Glink regarding local libraries to stock opioid antagonists. District libraries are not required at this time but will be once the IL bill is amended. Tiskilwa Public Library District has arranged a training on Wednesday, September 24th for small and local libraries to attend. The Bureau County Health Department will be presenting the training at the library. Jaclyn will attend and possibly one or two staff members. The other staff members will be trained at a later date via an online platform or at another local in person training.

Libraries Transforming Communities Grant Round 4 - The library is awaiting the building assessment report from Tria Architect. Once the report has been received Jaclyn and the board will decide if Jaclyn should write for round 4 of the Libraries Transforming Communities grant.

Workroom maintenance schedule - the bookshelves are scheduled to be delivered to the high school on Friday, September 26th. The cabinets are scheduled to be picked up from Menards on Friday, September 26th with an install the following week.

The employee handbook was discussed regarding a decision to have the Director and the board update the handbook or to have the HR Source legal team rewrite the handbook. A decision was made to have the HR Source legal team rewrite the handbook due to past and current required legislative updates.

Jaclyn discussed the revisions of the Illinois Library Standards. The state will no longer assemble and distribute books of the standards due to all updates being posted online. Jaclyn has made a Google Drive folder and shared it with the board. The board will start reviewing the standards at the October meeting.

#### **Action Items**

##### **Employee Handbook**

Dorian Woodbury made a motion to have the HR Source legal team, a company the library contracts with for HR consulting, to rewrite the employee handbook for \$3,500. The motion was seconded by Emily Dietz. All in favor, motion passes.

##### **Tax Levy Ordinance 2025-6**

A motion was made by Kendra Jensen to approve the Tax Levy ordinance 2025-6 with a second by Megan Haley. All in favor, motion passes.

##### **Annual Treasurer's Report**

A motion was made by Kendra Jensen to approve the Annual Treasurer's report. Seconded by Emily Dietz. All in favor, motion passes.

##### **Annual Financial Report**

A motion was made by Kendra Jensen to approve the Annual Financial Report. Seconded by Dorian Woodbury. All in favor, motion passes.

##### **Certificate of Deposit Renewal**

A motion was made by Kendra Jensen to renew the CD at Community State Bank for six months. Seconded by Megan Haley. All in favor, motion passes.

##### **Illinois Library Conference Expenditures**

Conference expenditures and meals will be covered for Jaclyn to attend the ILA conference in October in Rosemont, IL.

**Items for Next Month's Agenda**

The next regularly scheduled board meeting will be on October 21st, 2025 @ 5:30 pm. The board will discuss the building assessment and round 4 of the Libraries Transforming Communities Grant. The board will start reviewing the updated Illinois Library Standards. The Christmas Open House will also be discussed.

**Adjournment**

Kendra Jensen made a motion to adjourn the meeting seconded by Megan Haley. The meeting adjourned at 6:40 pm.

Gracelyn Dale, Acting Secretary  
Secretary Signature

10/21/25  
Date