

CARLOCK PUBLIC LIBRARY DISTRICT
Board of Trustees: Regular Meeting Minutes
Tuesday, September 15, 2026

Regular Meeting of the Board of Trustees

President Beth Wagner called the meeting to order at 6:33 p.m. Board members present were David Garrison, Cynthia Edmonds-Cady, Laura Stephenson, and Nick Birky. Dawn Neblock was absent. Library Director Christie Lau was in attendance. The Pledge of Allegiance was recited. Kevin Moore arrived at 6:39 p.m.

The meeting was not available via Zoom due to a technical issue that cannot be resolved tonight.

Correspondence

- A letter was received from the McLean County Board of Review regarding a request for a property assessment review.

Public Comment

- There were no members of the public present.

Approval of Minutes

- Regular Board Meeting August 2026: minutes were approved as read.

Reports

Library Director:

- **August monthly report** – Circulation was slightly up from July as well as from last year. There was an increase in cards issued due to library cards being issued to the children at the school as well as new residents coming in for cards. The number of active users is holding steady. The programs in August were well attended (between 5 and 32 participants). Typically there are more children's check outs than adults, but this month there were more adult check outs. There were 2 events as well. Christie has been working on the security/technology grant which is providing new computers as well as a firewall. School visits are starting back up here in September. program.

President: There will be 4 vacancies on the board in the upcoming election. Packets are available at the library or via download. Fourteen signatures are needed to be on the ballot.

Secretary: no report

Finance Committee: no report

Marketing Committee: no report

Policy Committee: no report

Treasurer:

- **Financial Statements August 2026:** We received an installment of tax funds from McLean County in August. We also received money from the Per Capita Grant as well as the Technology/Security Grant. The yearly building payment was taken out in August. Additionally, another installment of tax funds arrived from McLean County today, which will show up on the September financial statement.

Old Business

- **Vendor Selection/Management/Purchasing Policy:** This policy was reviewed in August and changes were made based on discussion that occurred in that meeting. Laura made a motion to accept the policy as written. Cynthia seconded the motion. Motion passed unanimously.

New Business

- **Ordinance 2026-05: Tax Levy** – This ordinance is the legal ordinance that goes along with the budget that previously passed. Kevin made a motion to adopt the ordinance. Beth seconded the motion. Motion passed unanimously.
- **FY2026 Illinois Comptroller's Report** – This report is due yearly and must be approved by a 3/5 majority. It has to be certified and then sent in to the Illinois Comptroller. Laura made a motion to approve the Comptroller Report. Nick seconded the motion. Motion passed unanimously.
- **Illinois Public Library Standards:** Summary; Access; Advocacy & Community Engagement; Building & Grounds; and Collection Management: As part of the annual per capita grant application process, we are required to yearly review how we are progressing on the Illinois Public Library Standards. We will go through 4 standards per meeting for the next 3 meetings. Within the area of access, the categories are pretty straightforward. Within advocacy & community engagement, there are areas where we can improve as a board, such as knowledge of upcoming legislation as well as promotion legislation that is vital to libraries. In the area of buildings & grounds, we meet all of the core competencies and are working on a master key box and password list. There is still a need to work on this. In the area of collection management, we meet all the core competencies as well as some of the intermediate competencies.
- **2026 Library Walk Through:** The remaining 5 members of the board took a walk through the library with Christie.

Upcoming Meetings

The next regular board meeting: October 20, 2026, at 6:30 pm

Dave left the meeting at 7:27 pm during the discussion of the Illinois Public Library Standards.

Laura made a motion to adjourn the meeting. Cynthia seconded the motion. Motion carried unanimously. The meeting adjourned at 8:00 p.m.

Respectfully submitted,
Laura Stephenson, Secretary