

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, April 21, 2026

President, Beth Wagner, called the meeting to order at 6:31pm. Board members present were David Garrison, Nick Birky, Cynthia Edmonds-Cady, Dawn Neblock, and Laura Stephenson. Kevin Moore arrived at 6:32pm. Dawn Neblock was absent. Library Director Christie Lau was in attendance. The Pledge of Allegiance was recited.

Regular Meeting of the Board of Trustees:

Correspondence:

- There was no correspondence

Approval of Minutes:

- Regular Board Meeting March 2026: Minutes were approved as read

Reports

- **Library Director:**
 - **March monthly report** - Circulation was up from February and also from March of 2025. There was slightly lower attendance due to some elementary school classes not coming based on poor weather.
 - **FY26 3rd Quarter Report** - There is a strong circulation with a solid quarter being from the digital collection.
 - **Hoopla Statistics** - Hoopla usage continues to rise, which is also impacting the overall budget. Each item that is checked out from Hoopla is charged to the library and those charges range from \$0.29 to \$3.99. Most people are checking out more expensive items because they are more popular. About 1/3 of registered users borrow from Hoopla each month. The majority of patrons have 1-10 borrows from Hoopla. In the past year, 3,581 borrows have been used by 214 patrons of the library. The vast majority (74%) are checking out audiobooks. Hoopla offers a wide variety of titles that are not available through our library or through RSA.
- **President:** No report
- **Secretary:** No report
- **Finance Committee:** March 31, 2026 minutes - The finance committee met and discussed reallocation of some funds, which will be discussed in new business. The overall budget was also considered to be able to make recommendations to the larger board.
- **Marketing Committee:** March 31, 2026 minutes - The marketing committee met and discussed the library open house that will take place during the town's 4th of July celebration. This is to be discussed later in this meeting.
- **Policy Committee:** No report

- **Treasurer:** See financial reports
 - **Financial Statements March 2026:** The bookkeeper has been more prompt with getting the monthly statements to the library than the accountant had been. The corporate general fund is down approximately \$12,000. This account includes payroll. The overall balance is just over \$65,000, around \$14,000 lower than at the end of last month.

Old Business:

- **Library Open House:** This will be held from 1pm-4pm on Friday, July 3. Board members will work at this event.
- **Library Insurance:** Dave reached out to our current insurance company to see if they could come up with rates that were lower since we had a quote from a different company. Dave has suggested that we wait to make any decisions regarding the insurance policy until we are closer to the policy anniversary date (which is February). We could spend the time between now and November or January learning more about the different options available. Dave made a motion to revisit this topic in September. Beth seconded the motion. Motion passed unanimously.
- **Fascia/Soffit Repair:** The library currently works on a team method where we have a list of service people the library typically uses. The decision needs to be made if we continue this method or if we want to ask for a minimum of 3 bids each time that work needs to be done. Beth made a motion to continue utilizing J Spencer Construction for the repair that is needed to the Fascia & Soffit. Nick seconded the motion. Five votes (Nick, Beth, Dave, Laura, and Cynthia) were for the motion. One vote (Kevin) was against the motion.

New Business:

- **Reallocations within FY2026 Budget:** There are 4 line items within the corporate general fund that need additional funds to be reallocated (Attorney fees, Electricity, Subscriptions/periodicals, and Hoopla). The amounts are able to be reallocated from 3 funds (Contingency, Public Relations, and Miscellaneous). There are three line items within the building and maintenance fund that also need additional funds (Building & Maintenance, Roof Recoating, and Construction Loan). The amounts are able to all be re-allocated from Air Conditioning, which did not cost as much as previously expected. Kevin made a motion to approve these reallocations. Beth seconded the motion. Motion passed unanimously.
- **FY2027 Preliminary Budget:** The budget is still very preliminary. Items where there are proposed changes are highlighted. Cynthia requested a difference between miscellaneous and contingency funds. No real decisions can be made until the EAV and the levy are out. However, this gives the board an opportunity to at least start looking at what the expenses are expected to be and determine if there are other places where we need to look for funds. Direct mailings were discussed. The printer that we used in the past went out of business and the other options are more expensive. Therefore, the library is moving to 1 mailing a year instead of 3. Unfortunately, only 1/3 of the patrons have email addresses on file.

Upcoming meetings:

- **Next financial committee meeting:** May 5, 2026 at 6:30pm
- **Next policy committee meeting:** May 5, 2026 immediately following the financial committee meeting
- **Next regular meeting:** May 21, 2026 at 6:30pm

Laura made a motion to adjourn the meeting. Nick seconded the motion. Motion carried unanimously. The meeting adjourned at 7:55 pm.

Respectfully submitted,
Laura Stephenson, Secretary