

Carlock Public Library Board
Regular Meeting Minutes
Tuesday, January 20, 2026

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

The Pledge of Allegiance was recited.

Public Comment:

- There was no public comment

Correspondence:

- There was no correspondence

Approval of Minutes:

- Regular Board Meeting from November 2025 - approved as read.

Reports:

- Library Director:
 - November monthly report –
 - In general, circulation and cards issued are down when compared to November 2024.
 - The overall number of users remains nearly the same from 2024.
 - Children and adults made up 99% of total circulation, with teens/young adults comprising 1% of circulation.
 - Story Time and LEGO @ the Library were the two highest attended programs this month.
 - 96 children/teachers participated in elementary school visits.
 - December monthly report
 - In general, circulation is up when compared to December 2024.
 - Children and adults made up the majority of overall circulation; however, teens/young adults did see an increase.
 - A Carlock Christmas, story time, and book page crafts were the most successful programs in December.
 - 99 children/teachers participated in elementary school visits.
 - Current Activities
 - Ordinance/Reporting Activity
 - Filed ordinances and supporting documents with McLean County and Woodford County Clerks
 - Completed ILLNET Interlibrary Loan Statistical Survey
 - Drafted Per Capita Grant application
 - Staffing
 - November: Received two applications for open Library Clerk/Program Coordinator positions. Interviewed one candidate on 11/25/25. Interview of second candidate scheduled for 12/2/25.

- December: Extended job offers to Hope Morris and Preston Bond. Both began work Monday, December 29.
- Community Activity
 - November: Worked with Carlock Community Club members to prepare for A Carlock Christmas (12/5)
 - December: The library stayed open from 5:00 to 8:00 pm and served hot chocolate and cookies (baked by the Friends of the Library). Overall people count was approximately 75 less than last year, possible due to the weather.
- Programming
 - December: added a second story time due to increasing numbers/crowdedness during the early session. We are exploring adding another preschool program on a different day.
 - November/December: continuing to try to get our “Silent Book Club” to catch on. We’ve had a consistent two to three attendees, but would like to get a few more regular attendees.
 - December: beginning preliminary planning for 2026 Summer Reading Program.
- New Digital Platform
 - The Boundless digital application was retired in November. The Palace Project was introduced in early December. The Palace Project offers the same collection (eRead Illinois) that was previously available in Boundless. Preliminary reports show 15 patrons have checked out 30 titles (ebooks and audio books) through the new application.

- President:

- No report

- Secretary:

- No report

- Finance Committee:

- No report

- Policy Committee:

- No report

- Marketing Committee:

- The Marketing Committee is tentatively scheduled for a meeting in early February, but the date has yet to be decided.

Financial Reports/Treasurer:

Financial statement through November 30, 2025:

- Checking Account (\$97,575.00 balance)
 - Corporate General Fund: \$33,736.06
 - Insurance Liability Fund: \$13,142.21
 - Social Security Fund: \$6,956.27
 - Building and Maintenance Fund: \$27,848.04
 - Gifts and Donations: \$11,727.64
 - Per Capita Grant: \$4,274.55

- Money Market Account (\$61,673.62)
 - Working Cash Fund: \$36,000.00
 - Special Reserve Fund: \$25,725.17
- Certificate of Deposit: (\$10,000)
- Loan
 - Balance = \$409,000
 - New 5-year term with 5% interest rate, commenced with 9/30/25 closing
 - Next payment (exact unknown, but approximately \$40,000) due on 9/5/26

Financial statement through December 31, 2025:

- Checking
 - Corporate General Fund: \$21,033.33
 - Insurance Liability Fund: \$12,354.55
 - Social Security Fund: \$5,824.45
 - Building and Maintenance Fund: \$27,128.39
 - Gifts and Donations: \$11,727.64
 - Per Capita Grant: 0
- Money Market Account
 - Working Cash Fund: \$36,000.00
 - Special Reserve Fund: \$25,725.17
- Certificate of Deposit: (\$10,086.01)
- Loan
 - Balance = \$409,000
 - New 5-year term with 5% interest rate, commenced with 9/30/25 closing
 - Next payment (exact unknown, but approximately \$40,000) due on 9/5/26

Old Business:

- Library Open House
 - The board decided to postpone the open house until there is appropriate support to set a hard date.

New Business:

- Non-Resident Cards
 - A discussion was had concerning the Non-Resident Fee Program. Section 3050.20 of the State Administrative Code requires that each public library made an annual decision whether to participate in the state's nonresident fee program or not. If a library participates, it must also set the fee non-residents will pay for their car. Non-resident cards offer people who live in areas not served by a public library the opportunity to purchase library services.
 - A motion was made by Kevin to continue to not participate in the Non-Resident Fee Program for 2026. Dave seconded the motion. The motion passed.

- Accounting Services Provider
 - A discussion was held concerning bringing on the services of long-time accountant Mark Moore to handle the general accounting services of the library.
 - A motion was held to approve Mark Moore as the Accounting Services Provider by Beth. Nick seconded the motion. The motion passed.
- Per Capita Grant Application
 - A discussion was held but no vote or motion.
- Building Maintenance and Library Projects
 - The board made the decision to table this topic for future discussion
- Carlock Elementary School Status
 - The topic of the possible closure of the Carlock Elementary School and its effect on the library was discussed
 - The board feels there is a strong partnership between the school and the library in which learning and the children in general greatly benefit from this working relationship.
 - A decision was made that Christie will draft a letter voicing the board's support of keeping the Carlock Elementary School open. Beth will represent the board on the signing of the letter.

The board meeting was adjourned at 8:12 pm. Dawn made the motion to adjourn and Nick seconded the motion. The motion passed.

Upcoming meetings:

- Next regular meeting: Tuesday, February 17 at 6:30 pm

Respectfully submitted,
Nick Birky, Vice President