

Carlock Public Library Board

Special Meeting Minutes

Tuesday, May 28, 2024

President, Beth Wagner, called the meeting to order at 6:31pm. Board members present were David Garrison, Nick Birky, and Laura Stephenson. Kevin Moore arrived at 6:35pm. Dawn Neblock & Mike Miller were absent. Library Director Christie Lau was in attendance. This meeting replaces the regular board meeting scheduled last week (May 21, 2024) due to a lack of quorum. There were no visitors. The meeting was recorded. The Pledge of Allegiance was recited.

Public Comment:

- No members of the public were present, so there was no public comment

Correspondence:

- LeAnne Welch sent a thank you note to the board for the informal reception & the chairs that she received for her retirement.

Approval of Minutes

- Regular Board Meeting April 16, 2024 - approved as read

Reports

- **Library Director:** The overall library statistics are holding steady. Adult circulation is close to a 50/50 split between physical and digital collection. Teens are more digital and children are more physical. In April, program numbers were slightly down. There were fewer programs due to staff changes. Two staff members had their last days in April. Two staff members started in early May. A third staff member will begin May 30. This means the library is now fully staffed. There will be a kick off event for the summer reading program on June 1. The program will run through July 20. The library received a grant application from Rob-See-Co.
- **President:** No report
- **Secretary:** No report
- **Finance Committee:** No report
- **Policy Committee:** No report

Financial Reports:

- **Financial Statements April 2024:** The fund equity account is in the hole, as expected, as we await tax funds from McLean County. There was no income in April. In April, a little over \$12,000 was spent with the majority being staffing. It is expected to see more funds in the negative at the end of May. We should receive \$184,000 in this annual budget. Woodford County has already paid all of their share. The portion from McLean county should arrive by the end of June.

Old Business:

- **Timeline for Budget & Appropriation Ordinance:** If the board plans to vote on the budget in July, the initial budget that is put out is not 100% accurate because numbers are not finalized from the previous year. However, planning for a July vote allows time for any changes that need to be made. The biggest question with the budget currently is what funds will be received from McLean County by the end of June.
- **FY25 Tentative Budget:** The budget is lower than the appropriation because the appropriation is the maximum amount that is allowed to be spent on a line item. Less can be spent, but not more without redoing the budget & appropriation. The appropriation is higher to allow for a cushion for unexpected expenses. The tentative budget is for \$195,815 while the appropriation is \$214,255. The library district is levying less than the budget because the highest amount that can be levied without a truth in taxation hearing is \$184,900. The additional funds could come through grants, gifts, or just spending less than what is budgeted. The special reserve fund cannot be appropriated until the current fiscal year is finalized. Nick made a motion to adopt the tentative budget. Beth seconded the motion. The motion carried unanimously.

New Business:

- **Strategic Plan Review:** The current strategic plan was created last year and goes through 2027. It includes 3 strategic directions: library value, learn & discover, and operational excellence. As part of library value, the library has been focusing on increasing engagement with the local community as well as with patrons of the library. As part of learn & discover, the library has focused on providing a wide range within the collection as well as programs that meet the needs of a wide range of patrons. As part of organizational excellence, the library has focused on training staff and trustees so that the library can run effectively and efficiently.

Upcoming meetings:

- Next regular meeting: June 18, 2024 at 6:30pm.

Laura made a motion to adjourn the meeting. Dave seconded the motion. Motion carried unanimously. Meeting adjourned at 7:43pm.

Respectfully submitted,
Laura Stephenson, Secretary