

Carlock Public Library Board  
Regular Meeting Minutes

Tuesday, February 17, 2026

President, Beth Wagner, called the meeting to order at 6:31pm. Board members present were David Garrison, Dawn Neblock, Cynthia Edmonds-Cady and Laura Stephenson. Kevin Moore arrived at 6:33pm. Nick Birky 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 January 2026: Minutes were approved as amended

Reports

● **Library Director:**

- **January monthly report** - Circulation is holding steady, despite overall attendance being lower. The library went to the school instead of having students walk to the library due to the cold weather. There were more cards issued than a normal month. Adult circulation is increasing and getting closer in number to the children's circulation. There were 16 programs with 132 people in attendance. Annual library certification and the per capita grant applications were both completed.

- **President:** No report

- **Secretary:** No report

- **Finance Committee:** No report

- **Marketing Committee:** No report

- **Policy Committee:** No report

- **Treasurer:** See financial reports

- **Financial Statements January 2026:** Quite a few bills were paid in January. Most of the accounts are slightly down from December because of bills being paid out of them. We are expecting the first of the 2026 taxes in May. To cover expenses until that time, money has been moved from the working cash fund.

Old Business:

- **Library Open House:** There is a 3 day celebration planned by the village for July 3-5, 2026. On July 4, the time capsule will be opened. It is expected that a number of people will be returning to Carlock for the opening of this time capsule. The village is hoping to model this on Park Palooza, which happened in Carlock in the past. Would it be a good idea to piggy back onto this event by having our open house on Friday? Board members and Friends of the Library could be here to welcome the public, answer questions, and

provide refreshments. Discussion focused on this event not replacing the open house, but it could be in addition to it. As a board, we would prefer to have the open house during a slower time for the library. Board members should check their schedules to see if they can commit to assisting with the July event or not. Christie does not have the time currently to be able to work on displays or anything of that nature for a July date. The marketing committee will meet to determine the details of this event in July.

#### New Business:

- **2026 Required Training:** Everyone needs to complete the sexual harassment training yearly. Additionally, a number of board members must complete the Open Meetings Act training and/or FOIA training. Information was provided to all members.
- **2023-2027 Strategic Plan Review:** Board members have been asked for input on how the library is doing at meeting the goals set out in the strategic planning:

#### Positives:

- The newsletter has more information and it is more cost effective. However, it also is not reaching as many people as the mailings that go to every household.
- Homeschool programs have not been targeted as much because there is not quite the same connection that the library had previously with employees who homeschooled their children.
- The relationship with Carlock Elementary School has created great connections for students who attend the elementary school.
- The library has become more professional feeling with additional programming and hours. However, this is more costly. Is this the feel that we want as a board?
- Programming for children and for retired people

#### Negatives:

- Programming is so often during the day which makes it very difficult for people who work to attend programs. The hardest age groups to get in the doors are tweens/teens and working parents.
- How do we market to the people who do not already have library cards and do not participate in the current programs? Is it worth it to boost posts on Facebook (which is inexpensive)? This is easy, but it requires time.

#### Top 3 Priorities for the library in the upcoming year

- Connecting with people outside of Carlock itself, but who are in the library district
- Programming - continue to reach the audience that we have, but also try to reach the groups that we are not currently reaching
- How do we work our budget to be able to attract and retain more qualified staff members?

#### Upcoming meetings:

- Finance committee meeting: Thursday, March 5 at 6:30pm
- Marketing committee meeting: Tuesday, March 10 at 6:30pm
- Next regular meeting: March 17, 2026 at 6:30 pm

Kevin made a motion to adjourn the meeting. Laura seconded the motion. Motion carried unanimously. The meeting adjourned at 8:19 pm.

Respectfully submitted,  
Laura Stephenson, Secretary