

Carlock Public Library Board  
Regular Meeting Minutes

Tuesday, May 19, 2026

President Beth Wagner, called the meeting to order at 6:31pm. Board members present were David Garrison, Dawn Neblock, Kevin Moore, and Laura Stephenson. Cynthia Edmonds-Cady arrived at 6:32 pm. 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 April 2026: Dawn Neblock is listed as present and absent from the meeting. She was absent. Minutes will be corrected. Minutes were approved as amended.

Reports

● **Library Director:**

- **April monthly report** – Foot traffic was down a little, but circulation is holding steady. Digital circulation is slightly up overall. There were 16 programs with 166 participants. There were a couple of passive programs, including a candy guessing game and a pen pal club. Elementary school visits happened either at the library or at the school due to inclement weather. The theme for summer reading is Plant a Seed, Read! The official kickoff is May 30. There are 27 programs planned during the timeframe of the summer reading program. The final event will be July 18. There are numerous planning and organizing projects that are ongoing as well as serving on the village of Carlock America 250 committee.

● **President:** No report

● **Secretary:** No report

● **Finance Committee:** May 5, 2026 minutes – The committee discussed the final computation report from Woodford County. The McLean County one has not yet been received. A draft of the 2027 budget was also discussed.

● **Marketing Committee:** No report

● **Policy Committee:** May 5, 2026 minutes – Numerous policies were discussed. They will be proposed during the new business section of this meeting.

● **Treasurer:** See financial reports

- **Financial Statements April 2026:** Funds continue to go down, which is expected as we are close to the end of this fiscal year. There is a little over \$11,000 in unappropriated equity, but we expect to spend closer to \$14,000 in May. The checking account itself will be fine as there are other funds within the account as well. April was mostly the regular bills. Over \$80,000 is expected between now and the end of June.

## Old Business:

- **FY2027 Tentative Budget:** The board should hold the budget and appropriation public hearing in either July or August. Salaries were the first line item to be discussed. Wage increases typically have gone into effect on July 1, which is the start of the fiscal year. The discussion began with two main options: a \$2 per hour increase for each employee vs a 5% increase. The \$2/hour increase would add \$14,000 to the budget while the 5% increase would add \$6,500. The question was brought up of where the money will come from to pay for these increases. Both of these could be covered within the appropriation that the library currently has as well. The library wants to have competitive wages, which is difficult for a small library to do. The recommendation is that 50-70% of the budget go to salaries. There are currently 9 employees in the library and all except one are part-time. They all prefer to be part-time and have not expressed interest in working more hours as they either have another job or have other responsibilities that they want to be available to do. The appropriation is recommended to be higher than the actual budget in order to cover unexpected expenses without needing to re-do the entire budget. Kevin made a motion to approve the tentative budget. Dawn seconded the motion. Motion passed unanimously. The board expressed their support for the \$2/hour raise for all employees.

Kevin Moore left the meeting at 7:26 pm.

## New Business:

- **Mission Statement:** The mission statement is up for its regular 2 year review. The policy committee recommended keeping the mission and vision statements the same. Laura made a motion to accept the policy as read. Beth seconded the motion. Motion passed unanimously.
- **Communication Policy:** The communication policy was created in 2022 to ensure communication of board members meets the requirements of the Open Meeting Act. Dave made a motion to accept the communication policy. Dawn seconded the motion. Motion passed unanimously.
- **Freedom of Information Act Policy:** This policy has to be updated yearly to state current information. This essentially outlines how the board plans to follow FOIA. Beth made a motion to accept the FOIA policy. Cynthia seconded the motion. Motion passed unanimously.
- **Vendor Selection/Management:** Beth has made a request to table this until the next meeting.

## Upcoming meetings:

- Next regular meeting: June 16, 2026 at 6:30 pm

Cynthia made a motion to adjourn the meeting. Dawn seconded the motion. Motion carried unanimously. The meeting adjourned at 7:36 pm.

Respectfully submitted,  
Laura Stephenson, Secretary