CARLOCK PUBLIC LIBRARY DISTRICT
Board of Trustees: Regular Meeting Minutes
Tuesday, August 18, 2026

Regular Meeting of the Board of Trustees

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

Correspondence

-The only correspondence were checks to be deposited.

Public Comment

-There were no members of the public present.

Approval of Minutes

-Regular Board Meeting July 2026: minutes were approved as read.

Reports

Library Director

July 2026 Director's Report

- July monthly report – Numbers for July were slightly down. The circulation split is still running right about 50/50 between physical and digital (adult). The Per Capital and Security grant funds arrived in July. One staff member resigned recently. There is now an opening to be filled.
- 2026 Summer Reading – There were 308 people registered for the summer reading program. There were 26 programs and events as part of the summer reading program. Overall participation was higher this year than in previous years.
- Required Training – Christie reminded board members of the required training that needs to be completed. There are also a number of optional training opportunities for trustees as well.

President: Next year, there are 4 seats available on the board as a number of trustee terms are up.

Secretary: no report

Finance Committee: no report

Marketing Committee: no report

Policy Committee: no report

Treasurer

- Finalized June 2026 Report: In the fiscal year, the library board brought in $241,896.99. The operating expenses for the whole year were $261,397.20. This means the expenses were $19,500.21 over revenue, but were overall still within budget. The building payment tends to skew the numbers.
- Financial Statements July 2026: This is the start of a new fiscal year and we are waiting for the second tax payments to be provided. July is always a difficult month as there is little tax revenue that comes in, but expenses still occur. This year, that included 3 payrolls instead of the normal 2 payrolls.

Old Business

- IPLAR and Fiscal Year 2026 Secretary's Audit Report for IPLAR: This is a required yearly report for the library that is due before September 1. The secretary needs to sign the audit report prior to this being submitted. Dave made a motion to approve the submission of the IPLAR. Dawn seconded the motion. Motion passed unanimously.

- Vendor Selection/Management/Purchasing Policy – Discussion happened about whether a uniform spec sheet needs to be completed prior to bids over $25,000. Having a uniform spec requires paying an outside consultant to determine what we need prior to asking for bids. The question is whether we want to write the consultant into the policy or not. The other point of discussion is the financial point of where the board must approve spending. It has been proposed to be at $10,000. There are a couple of small changes that will written and this policy will be brought back to the board next month as well.

New Business

- Construction Loan Payment – The construction loan payment is due September 4, 2026. The loan payment is just under $40,000. Dave has suggested that we take $15,000 from the special reserve fund and $25,000 from the building and maintenance fund to pay the construction loan. Laura made a motion to accept this suggestion. Nick seconded the motion. Motion passes unanimously.
- Fiscal Year 2026 2026 Treasurer's Report – The treasurer's report was prepared by the library's accounting provider. Beth pointed out that the word "receipts" was misspelled, as it was missing the "i." "Expenditures" was also misspelled numerous times. Both will be corrected before publication. Laura made a motion to accept this report, with typos corrected, for publication. Beth seconded the motion. Motion passes unanimously.

Upcoming Meetings

The next regular board meeting: September 15, 2026, at 6:30 pm

Dave made a motion to adjourn the meeting. Nick seconded the motion. Motion carried unanimously. The meeting adjourned at 7:47 pm.

Respectfully submitted,
Laura Stephenson, Secretary