

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, August 15, 2023

President, Beth Wagner, called the meeting to order at 6:31 pm. Board members present were David Garrison, Lacey Fritsch, Kevin Moore and Laura Stephenson. Nick Birky arrived at 6:42pm. Mike Miller was absent. Library Director Christie Lau was in attendance. There were no visitors. The meeting was recorded.

Correspondence: None

Approval of Minutes: There was 1 omission in the minutes regarding the special reserve fund. There were two typographical errors that were corrected as well. Minutes are accepted as corrected.

Library Director: Christie noted that circulation was up for July compared to the last two years. Programs continued throughout the summer. The library has a new website that is more streamlined than in the past. The company the library is going through provides templates for library districts to use and also provides accessibility scores to help ensure people with visual impairments can utilize the website with ease. The new site has more information on it than the previous site. The new principal at Carlock Elementary School is interested in continuing the relationship with the library, including class field trips and all students receiving library cards. With school starting, programs are shifting to a fall schedule to accommodate school schedules and also to better support homeschooling families. The summer reading program had 165 active participants this year, compared to 125 last year. The overall summary for the fiscal year 2023 was also discussed. Circulation this year increased by almost 4,000 over last year. There were 174 new cards issued this year. Some of that increase is due to the relationship with Carlock Elementary School. The total number of programs offered this year increased to 153 from 84 last year. Participation in the programs increased among all age groups as well. The report included the historical program attendance over the past several years. The trend is that the number of programs and overall attendance at the programs is increasing.

Reports:

- **President:** No report
- **Secretary:** No report
- **Finance Committee:** No report
- **Policy Committee:** No report

Financial Reports: The library's fiscal year ended on June 30, 2023. The committed fund that is used to pay bills from the end of the fiscal year that come in after the fiscal year ends. At the

end of June, we had \$15,198.19 in our corporate operating fund. The working cash fund was at \$36,000 and the special reserve fund was at \$95,000. There are a couple of errors in the July financial report. The report just came in this morning and there are some questions that need to be answered about these errors. There will be a corrected July financial statement at the September meeting.

Old Business:

- **Budget & Appropriation Ordinance 2024:** Because of some changes within the budget and appropriations, the board decided last month to extend the public inspection timeframe. The budget and appropriation ordinance is not the true budget, but it is the maximum amount that the library would spend in this fiscal year. The budget itself is actually less, but this is the format that libraries use so that they can operate efficiently. The appropriation is higher than actual expenditures are expected to be to account for any unknowns that the library encounters in a year. Additionally, the levy is for a lesser amount than the appropriation. The public hearing will be on August 29, 2023 after which the board will hold a special meeting to vote on the budget & appropriation ordinance for 2024.

New Business:

- **FY 23 Comptroller's Report & Annual Financial Statement:** This statement is prepared by the accountant. For the purpose of this report, two staff members are considered to be full time. Six part time employees are listed, even though there are only 5. This is because there have been 6 different people who have been part time employees during the fiscal year. Dave made a motion to accept the FY 23 Comptroller's Report & Annual Financial Statement. Lacey seconded the motion. Motion passed unanimously.
- **Strategic Plan review:** The library is using the strategic plan to help determine the direction to take the library in terms of programming, communication, and effective operation. Next month, Christie will work on implementing a learning opportunity at each meeting for the library trustees.
- **IPLAR:** The numbers needed for the IPLAR report are not yet ready. Hopefully, they will be ready for the special meeting on August 29, 2023. IPLAR will be tabled until the special meeting.

Upcoming meetings:

- Public Hearing, followed by a special board meeting: August 29, 2023 at 6:30pm.
- Next regular meeting: September 19, 2023 at 6:30pm.

Lacey made a motion to adjourn the meeting. Dave seconded the motion. Motion carried unanimously. Meeting adjourned at 7:56pm.

Respectfully submitted,
Laura Stephenson, Secretary