

**Carter Memorial Library
Library Board Meeting
Monday, November 16, 2020
4:30 p.m.**

1. **Call to Order:** President Janet Abalan called the meeting to order at 4:32 p.m. via a Zoom Video Conference.

2. **Roll:** Those present were Director Julie Stobbe, President Janet Abalan, Nicole Bahn, Eileen Cimermancic, Tom Ellis, Stacey Wright, Ann Reise, Cindy Ostrander and Barbara Hodgen.

3. **Public Comments:** No public comments.

4. **Business**

- a. **Minutes:** Ellis made a motion to approve the minutes from the October 19, 2020, board meeting. Ostrander seconded and the motion passed.
- b. **Revenues:** A motion was made by Hodgen to approve the September 2020 revenues as written. The motion was seconded by Ostrander. Motion passed.
- c. **Expenditures:** A motion was made by Bahn to approve the September 2020 expenditures. The motion was seconded by Reise. Motion carried.

5. **New Business:**

- a. Review of Financials: Director Stobbe covered a review of the Carter Memorial Library financials for the Library Board.
 - Fund 840, King Trust, in the amount of \$348,779.67, established on September 28, 2011, with six stipulations that have been adhered to. The current balance as of September 30, 2020, is \$365,077.00. \$36,722.00 has been used to purchase children's material in the past eight years.
 - Fund 838, Pomerening Fund, in the amount of \$5,000.00, set up in Helene Chapelle Pomerening name on March 31, 1997, with one stipulation that continues to be followed. This account balance as of September 30, 2020, is \$12,010.55. This fund is held by the City of Omro and managed by the Library Board.
 - Fund 209, Impact Fees. The Common Council of the City of Omro adopted the Library Impact Fee on July 6, 2004. Three stipulations are applied to this account with all three being followed. As of September 30, 2020, this fund has a balance of \$18,085.51. Funds were last used in April of 2019 for the Strategic Planning Cohort.
 - Oshkosh Foundation Fund. Set up by the Library Board in November 2010 as a Special Projects Fund for the purpose of receiving donations for a proposed library expansion. In October 2018, these funds were moved to a Foundation Investment Pool called "Omro Carter Memorial Library Facility Improvement Fund" to allow greater flexibility meeting library needs and also better interest rates. As of September 30, 2020, this fund balance stands at \$258,087.17.

- 220 5810 5110 Future Capital Expenditure Fund. This fund is to be used as the Omro Carter Memorial Library Board directs. The current balance as of September 30, 2020, is \$50,559.50.
- 833 Carter Fund. On May 2, 1958, Grace Carter bequeathed to the City of Omro, \$22,606.00 with two stipulations which continue to be adhered to. These funds were used by the City to establish a library for Omro at City Hall. In 1986 the current library building was built and designated as the Omro Carter Memorial Library.
- 833 11120 Carter Fund Treas Marketable Sec - unrestricted. This portion of the original bequeath from Grace Carter is where the library deposits petty cash and receives interest.
- 8343 11000 Carter Fund. This portion of the fund is dedicated to the properties that are owned by the Omro Carter Memorial Library. In 2019, the Library Board moved \$80,698.71 of this fund to the Oshkosh Foundation. Due to an unusual year of expenses in the rental homes, the account stood at a negative \$10,545.65 as of September 30, 2020. This negative balance, barring major expenses, should be back in the positive column by the end of December 2021.
- The total Carter Fund balance as of September 30, 2020, is \$27,640.38.
- The library board thanked Director Stobbe for this overview which was especially beneficial for new board members.

6. Informational Items:

a. September 2020 Vouchers Payable

- No discussion.

b. October Donations

- No donations to report.

c. October statistics

- Director Stobbe indicated a small uptick in computer usage and browsing in October.
- Ancestry is still being well utilized in home.
- A new addition to the Library is an online form called “Bag of Kids Books” which has been well received.
- Circulation is understandably down due to COVID, but Director Stobbe feels that circulation is increasing slowly.
- More craft pickups are being made available curbside for parents and their children.

d. Director’s Report:

- Library staff has put together a “Season Readings! Holiday Reading Challenge” for the public which runs November 26, 2020, through January 3, 2021, through Beanstack.
- As indicated in October statistics report, the “Bag of Kid’s Book” continues to be a popular option.
- Directed Stobbe was able to complete all yearly Staff reviews. Director Stobbe indicated continuing positive relationships with and between Library Staff.

- The Omro Carter Memorial Library received 1,000 grocery bags to be used during the winter for curbside pickup, which continues to be a popular option for patrons.
- The City of Omro 2021 budget was recently approved.
- The Omro Carter Memorial Library also received an additional \$2000.00 for 2021, along with all other Winnebago County Libraries, to be used for electronic materials due to the continuing pandemic.
- Director Stobbe made the Library Board aware of a digital collection available to Omro patrons that was made in the early 2000's, of area veteran's stories. Information is being promoted on the Omro Carter Memorial Library Facebook page.
- Another current promotion available in cell phone apps is "Winnefox" for those who want the Library's website on their phones.
- An additional feature in the library catalog is also being promoted for those patrons looking to expand their author base.

7. **Agenda Items**

- An agenda item asked to be included in January is an update on the strategic plan for the Library/City of Omro.

8. **Adjournment:** Ostrander made a motion to adjourn the meeting. The motion was seconded by Wright. The motion passed and the meeting was adjourned at 5:14 p.m.

Respectfully submitted,
Barbara Hodgen, secretary

2020 - 2021 Board Meeting Schedule

Meetings will be held on the third Monday of each month at 4:30 p.m., with the exception of July and December.

January 18, 2021	June 21, 2021
February 15, 2021	August 16, 2021
March 15, 2021	September 20, 2021
April 19, 2021	October 18, 2021
May 17, 2021	November 15, 2021