

Carter Memorial Library
Library Board Meeting
Monday, March 18, 2024
4:30 p.m.

1. Call to Order: President Janet Abalan called the meeting to order at 4:34 p.m. in the Carter Memorial Library Alder Room.

2. Roll call and introductions: Those present were Director Anna Dinkel, Janet Abalan, Nicole Bahn, Eileen Cimermancic, Cindy Ostrander, Travis Shafer, Stacey Wright and Barbara Hodgen.

3. Public Comments: None

4. Approval of Agenda: A motion was made by Ostrander to approve the agenda. Wright seconded the motion and the motion passed.

5. Approval of Minutes: A motion was made by Shafer to accept the minutes from the February 19, 2024 board meeting as written. A second was made by Cimmermancic. The motion carried.

6. January 2024 Vouchers Payable: No discussion.

7. Informational items:

a. January 2024 Revenues: A motion was made by Bahn to approve the January 2024 Revenues as written. The motion was seconded by Shafer. The motion passed.

b. January 2024 Expenditures: A motion was made by Wright to approve the

January 2024 expenditures. The motion was seconded by Ostrander.

Motion passed.

- c. January 2022 Donations:** There were no donations to report for January.

8. Director's report:

a. Director Dinkel's administrative duties had her meeting recently with the Master Gardeners who are ordering native plants for the north side of the library. The money for this will be taken out of the Theo Knigge Memorial fund.

Dinkel reported that the planned inservice day held on February 23 was a success. The morning began with retraining where needed. With the remaining time, staff did "spring cleaning" in the library which included further weeding of materials.

Planning for the summer reading program is underway with Dinkel. The Director reported this program will include a gathering at the garden once again this year with performers. She is hopeful of increasing attendance by switching the gardening day to a Tuesday. The reading program will also include a portable planetarium scheduled to be set up in the Elementary Gym. Entire families will be able to enter the planetarium for a view of the simulated night sky.

Director Dinkel has begun digitizing the vouchers that she receives for the library. A paper copy will still go to the City of Omro.

b. March 15 saw Director Dinkel attending the WTEC meeting. She reported the Winnefox system is exploring some rules regulating hold suspensions such as the "never expires" option. The recent app that went down, Winnefox Mobile App, is back up and running. The Winnefox IT employees are diligently working through the 29 participating libraries to update their websites. The

Carter Memorial Library is on that list and will get their turn. The Wisconsin Public Library Consortium is considering who may handle advantage account book challenges and may take that responsibility on. One of their goals for the year is to reduce wait times on holds.

On March 19, Dinkel and Miss Susan will be attending a materials and repair workshop. On Dinkel's April agenda is the Winnebago LAC and the CCBC choices workshop.

c. Programming and Outreach duties saw Director Dinkel participating in the Literacy Night, "Around the World ", on March 14, in association with the School District of Omro.

Winter Reading with the Herd had 61 signups.

Both book clubs are again meeting in March and April and the docket for spring programming is filling up. This includes storytime, babytime, Art with Miss Anna, a golf ball craft with Miss Wendy, Lee Reiherzer's History of Omro Saloons (a note that this programming relates to the late 1800's and early 1900's), the upcoming solar eclipse April 8, with Omro being at 85% coverage. There is a plant exchange event being planned for Saturday, April 27.

Director Dinkel noted that the summer reading program this year will encourage patrons to visit other libraries in the county.

d. Circulation and Collection Management includes purchasing more Wonderbooks which are housed in the new furniture in the children's area. Miss Wendy is currently relabeling the library's paperbacks.

e. Director Dinkel reports the Friends group continues on their winter break with plans of restarting meetings in the spring of 2024. To view the full March Director's Report, please click the following link. [March 2024 | Director's Report](#)

f. February 2024 statistics include a 66% increase in teen usage since last

February. Electronic circulation continues to climb with a 228% increase over last year in magazine circulation. In keeping with last month's statistics, once again the largest increase in library services was seen with in-house activities recording a 236% increase since last year.

g. Director Dinkel's report noted that the library traffic from 5:00 to 6:00 p.m. will no longer be recorded.

9. Unfinished Business:

- a. Jackson Life Insurance Policy: Director Dinkel made contact with the Jackson's customer service team. Dinkel will need to put her name on the policy and President Abalan will also have her name on the document. Dinkel also reached out to Bob Pencil at Associated Bank Investment Services, who clarified that they will need to change the authorized signers to get the right names on the annuity. If funds are moved there would be no penalties as it has been held at value longer than stipulated. Pencil advised a different annuity for a three or five year option. The board could draw on 10% of the principal without accruing a penalty. Director Dinkel also has suggested that some of the money from the policy could be put into the Fortifi account to make it accessible for purchasing for the King account, while investing the rest. A decision will be made and voted on at the April meeting.
- b. Library Building and Space Planning: Director Dinkel has done some different exercises on this. One task was comparing the library's square footage to the square footage of other comparable libraries of population size and circulation. The board received a handout with this data and it was clear Carter Memorial Library fell far below the other square footages for libraries with comparable services. Another exercise undertaken by Dinkel was comparing the circulation numbers from 1979 when the library was built to the present. In 1979 the circulation was 20,000 and it is now 43,000 which does include digital circulation. Director Dinkel's opinion is that the current library has outgrown the needs it had at the time it was built.

Director Dinkel ordered changing tables for the bathrooms. Dinkel is hoping to put the lack of hot water in the bathrooms to the City under maintenance.

Director Dinkel has been looking at grant options with City Administrator/Treasurer Bandon Hennes. It was her informed decision to put one grant request off until next year. The deadline for this year is in May and she feared that deadline was too quick of a turnaround to tackle. However, she is putting this on her radar for next year. Dinkel will be sharing the data she has compiled plus other data from past surveys with Hennes for possible grant application next year. Dinkel explained that we have an advantage in that the Carter Memorial Library has 50% rural population circulation. Omro can do capital projects with county contributions as it is the county patrons who also utilize the Omro Library. Dinkel explained there is a reimbursement policy based on a county formula that would come into play if the library were considered for this money. Director Dinkel is keeping a close eye on the Menasha library project at this time. She will keep on top of that to see if they will seek county founding. Director Dinkel also reviewed the McMahon packet and feels the library looks like a feasible project. Dinkel will also look at any available state grants.

10. New Business: Stacey Wright, the Omro school district representative on the library board is retiring from school at the end of the school year. The Board will need a school district representative appointed by the School District Superintendent.

Cimeramancic will be named our County Board representative from the Town of Omro. It is not a requirement that she be a County Board member to hold this position.

Director Dinkel reported that the library's board needs to have eight representatives and the county representative is not included in this number. Dinkel's preference would be to have nine on the board for an

uneven number. Dinkel has a potential candidate who will be assigned to the board in April with the approval from city council and the mayor.

11. Future Agenda items: Along with standing items, a decision will be made on the Jackson Insurance Policy. There will be another update on library building and space needs.

13. Adjourn: A motion was made by Shafer to adjourn the meeting. A second was heard from Cimermancic. The motion passed. The meeting adjourned at 5:43 p.m.

Respectfully submitted,
Barbara Hodgen, Secretary

2024 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.

April 15	May 20	June 17
August 19	September 16	October 21
November 18		