

Carter Memorial Library Workshop
Monday, May 20, 2024
3:30 p.m.

1. **Call to Order:** President Janet Abalan called the meeting to order at 3:31 p.m. in the Carter Memorial Library Alder Room.
2. **Roll Call:** Those present were Director Anna Dinkel, Janet Abalan, Tracey Miller and Barbara Hodgen.
3. **Approval of Agenda:** A motion was made by Barbara Hodgen to approve the agenda. Tracey Miller seconded the motion and the motion passed.
4. **Trustee Orientation Workshop:**
 - a. Director Anna Dinkel started the workshop with a complete tour of the library.
 - b. Dinkel gave those present an explanation of the 2024 Omro Library Budget with the help of a spreadsheet. Included in her explanation was the county's contribution which looks at the services the library offers to patrons who do not live in the City of Omro. She also explained a contribution from the county to help cover Hoopla funding, a digital service which became popular during the COVID pandemic and has continued in popularity. Extra monies from that designation will be used in part to help with the Carter Memorial Library's summer reading program.
 - c. Dinkel also included a handout entitled, "Who Runs the Library: Guidelines to Roles & Responsibilities in Wisconsin's Public Library." Using the flowchart, Dinkel

pointed out various responsibilities of the Library Board. She emphasized advocacy for the library from all library board members.

- d. A four page reference sheet was handed out which contained library acronyms, initialisms, abbreviations & other special terms. Dinkel pointed out some examples and emphasized this handout as a quick reference that can be used often.
 - e. Attendees received a statistical handout for the Carter Memorial Library specifically, using 2023 data. The colorful handout contained highlights of the year. All of this information is in the annual report and more. One data point of note was that in 2023 there were 43,570 checkouts with an additional 12,033 digital items borrowed.
 - f. A five page handout, which contained the trustee job description, was shared with general functions and specific activities of a trustee.
 - g. An additional handout entitled, "Who Runs the Library?", contained responsibilities of the board, the director, and the municipal government. Dinkel keyed on the division of labor between the Board and the Director.
 - h. Dinkel included two WLA handouts displaying the life cycle of a library book and parental rights and responsibilities.
5. **Adjourn:** A motion was made by Miller to adjourn the meeting. The motion was seconded by Hodgen. The motion passed and the meeting was adjourned at 4:24 p.m.

Respectfully submitted,
Barbara J. Hodgen, secretary

