

Oshkosh Public Library Board of Trustees

Agenda – January 25, 2024

Library Lower Level Meeting Room, 106 Washington Avenue

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<u>Call to Order:</u> 4:00 p.m.		
<u>Public Comments</u>		
<u>Consent Agenda:</u>	YES	
1. Minutes of the regular meeting of December 21, 2023		2-9
2. Minutes of the Finance Committee meeting of Jan. 16, 2024		
3. December 2023 vouchers payable totaling \$25,989.22		
4. January 2024 vouchers payable totaling \$530,487.56		
5. Statement of Winnefox system effectiveness for OPL 2023 state annual report.		
<u>Items Removed From Consent Agenda</u>		
<u>New Business</u>		
6. Recommendation of Finance Committee re: Reporting for financial reporting on Oshkosh Public Library endowment funds; donations and the OPL Memorial Fund. Action requested: Vote on adoption of the proposal.	YES	10-24
7. Request to use donation from the Donald Hansen Fund of the Oshkosh Area Community Foundation to fund summer library activities. Action requested: Approve use of donated funds.	YES	
<u>Informational Items</u>	NO	25-33
8. Revenues		
9. Expenditures		
10. Library Highlights		
11. Monthly Statistics		
12. Donations		
13. Personnel Changes		
<u>Library Director's Report</u>	NO	34-35
<u>Trustee Reports and Comments</u>	NO	
<u>Adjournment</u>		
<u>Next Meeting Scheduled</u>		
February 29, 2024 at 4 p.m.		

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
December 21, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on December 21, 2023, in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:00 PM by President, Bill Bracken.

A roll call was taken. Present were: Bill Bracken, Kim Brown, Susan Fojtik, Christine Melms-Simon, Baron Perlman, David Rucker, Amber Shemanski and Tony Kneepkens, Adjunct Board Member. Absent were: Larry Lautenschlager, Lindsey Mugerauer, and David Romond. Others present were: Ruth Percey, Interim Co-Director; Lisa Voss, Interim Co-Director, Laura McDonald, Marketing Coordinator; Julie Schmude, Business Manager; Marcy Cannon, Administrative Specialist II; Sarah Read, Reader's Advisory Librarian and Tracie Schlaak, Administrative Specialist.

There were no public comments.

Consent Agenda Items:

- **Minutes** of the Regular Meeting held on November 30, 2023
- **Regular Vouchers Payable** - \$305,886.68
- **2024 Vouchers Payable** - \$503.00

Motion to approve the consent agenda as presented.

Motion: Perlman; **Second:** Brown; **Vote:** Unanimous

New Business

- **Guest: Sarah Read, OPL's Reader Advisory Librarian**
Sarah talked about her new role at the Oshkosh Public Library.
- **2024 OPL Pay Plan**
The board was presented with a pay plan matrix, one showing a 4% increase in wages and one showing a 3.5% increase in wages for consideration.

Motion to support the 2024 Pay Plan Matrix with a 3.5% rate increase so the matrix is in alignment with the city of Oshkosh's pay plan increase.

Motion: Perlman; **Second:** Rucker; **Vote:** Unanimous

- **Appointments to the Board Finance Committee for 2023-2024**

Motion to appoint Bill Bracken, Baron Perlman, David Rucker, David Romond and Tony Kneepkens to the Oshkosh Public Library Finance Committee

Motion: Perlman; **Second:** Melms-Simon; **Vote:** Unanimous

- **Board Finance Committee Meeting Calendar – 2024:** Co-interim directors propose establishing meeting dates for the Finance Committee. These dates will ensure a quarterly regular meeting of the committee to take place the week before a regular full board meeting, enabling incorporation of any recommended action by the committee on the next agenda for the full Board. 2024 dates proposed: Tuesday, February 20; Tuesday, May 21; Tuesday August 20; and Tuesday November 12. All meetings to begin at 4:00 pm.

Motion to add January 16 to the 2024 dates and to approve all the dates as proposed.

Motion: Perlman; **Second:** Brown; **Vote:** Unanimous

- **Endowment Fund 2024 Allocation Proposals – Round One.**

Motion to approve the proposals as presented.

Motion: Fojtik; **Second:** Melms-Simon; **Vote:** Unanimous

- **Late Library Opening:** The new library director would like to open the library at 2:00 p.m. on Friday, January 19, 2024, to accommodate an all-staff meeting from 9:00 a.m. to 1:00 p.m.

Motion to open the library at 2:00 p.m. on January 19, 2024.

Motion: Perlman; **Second:** Fojtik; **Vote:** Unanimous

Library Co-Director's Report

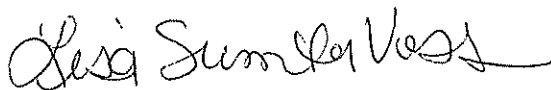
Lisa Voss and Ruth Percey met virtually with the new director, Darryl Eschete for about an hour.

Adjournment

Motion: To adjourn the meeting at 4:42 PM

Motion: Perlman; **Second:** Shemanski; **Vote:** Unanimous

Respectfully,



Lisa Voss, Interim Co-Director
Tracie Schlaak – Recorder

AMENDED MINUTES OF THE LIBRARY BOARD FINANCE COMMITTEE
Oshkosh Public Library
January 16, 2024

Call to Order: The Finance Committee Meeting of the Oshkosh Public Library Board of Trustees was held on January 16, 2024, in the third floor Training room at the Oshkosh Public Library. The meeting was called to order at 4:00 PM by Baron Perlman in the absence of Bill Bracken. No quorum was established and therefore no motions were made nor votes taken with the exception of the call to order and adjournment.

Present were: Baron Perlman, David Rucker, Tony Kneepkens, Adjunct Board Member. Absent were Dave Romond and Bill Bracken. Others present were: Darryl Eschete, Director of the Oshkosh Public Library; Lisa Voss, Assistant Director for Library Development; Ruth Percey, Assistant Director for Public Services; Julie Schmude, Business Manager; Marcy Cannon, Administrative Specialist II and Tracie Schlaak, Administrative Specialist.

Darryl Eschete, Oshkosh Public Library Director was welcomed.

The committee in attendance discussed the options for financial reporting on Oshkosh Public Library endowment funds, donations and the OPL Memorial Fund and agreed by consensus to forward the process to the Library Board noting the following suggestions.

1. Payments of expenditures from the Funds for Library Excellence be processed through the West Pointe Checking Account.
2. Allow for use of a Money Market Account at West Pointe Bank.
3. Allow for use of a debit card for endowment purchases.
4. Move \$92,091 from Collection Improvement Funds at the Oshkosh Area Community Foundation to West Pointe Account(s).
5. Determine OPL Memorial Funds use.
6. Create a separate account for debit card purchases – determine if there is to be a minimum in this account.
7. Quarterly reporting of endowments.

Adjournment

Motion to adjourn at 5:00 PM

Motion: Perlman; **Second:** Rucker; **Vote:** Unanimous

Next Meeting: Tuesday, February 20, 2024 at 4:00 p.m.

Respectfully submitted,

Tracie Schlaak

MINUTES OF THE LIBRARY BOARD FINANCE COMMITTEE
Oshkosh Public Library
January 17, 2024

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5. Determine OPL Memorial Funds use.
6. Create a separate account for debit card purchases – determine if there is to be a minimum in this account.
7. Quarterly reporting of endowments.


Adjournment

Motion to adjourn at 5:00 PM

Motion: Perlman; **Second:** Rucker; **Vote:** Unanimous

Next Meeting: Tuesday, February 20, 2024 at 4:00 p.m.

Respectfully submitted,



Tracie Schlaak

Oshkosh Public Library
Vouchers Payable
December 31, 2023

Name	Memo	Account	Paid Amount
Contracted Services			
6416 · Prevent Maintenance Contracts			
Gordon Flesch Co, Inc	Images over Base Amount	6416.21 · Copier/Printer Maintenance	218.81
Total 6416 · Prevent Maintenance Contracts			<u>218.81</u>
6417 · 3rd Party Contracted Services			
Beez Electric, Inc	Installed 2nd Phone Line for Future De	6417.12 · Electrical	1,261.19
Beez Electric, Inc	Troubleshoot Socket in Conference Rc	6417.12 · Electrical	205.40
Gartman Mechanical Services	Services on December 26th for Elevat	6417.14 · HVAC	1,562.00
Gartman Mechanical Services	Plumbing Services completed Decem	6417.18 · Plumbing	142.00
GFL Environmental	Standard Service for Trash & Recyclin	6417.19 · Waste Disposal	700.90
Quill Creative LLC	Initial Creative Brief Checkpoint	6417.61 · Professional Support Servic	3,750.00
Total 6417 · 3rd Party Contracted Services			<u>7,621.49</u>
6411 · Advertising/Postage/Print			
DPI	Gift of Library Materials	6411.3 · Printing	106.52
Winnefox Library System	Taskalfa Admin Copier Coverage	6411.3 · Printing	186.31
Total 6411 · Advertising/Postage/Print			<u>292.83</u>
Total Contracted Services			<u>8,133.13</u>
Employee Development & Allowanc			
6422 · Professional License/Membership			
MasterCard - RP	National Notary Accociation for Librari	6422 · Professional License/Membersh	20.00
MasterCard - RP	State of WI - Dept of Financial Institutir	6422 · Professional License/Membersh	20.00
Oshkosh Mid Morning Kiwanis	Annual Dues-Regular	6422 · Professional License/Membersh	280.00
Total 6422 · Professional License/Membership			<u>320.00</u>
6423 · Employee Allowance/Reimbursemen			
Toland, Sandy	Mileage - 91.9 Miles	6423 · Employee Allowance/Reimburs	60.20
Total 6423 · Employee Allowance/Reimbursemen			<u>60.20</u>
Total Employee Development & Allowanc			<u>380.20</u>
Fixed Costs			
6454 · Telephone/Internet			
MasterCard - RP	Public Pay Phone	6454 · Telephone/Internet	25.00
Total 6454 · Telephone/Internet			<u>25.00</u>
6455 · Utilities Expense			
Constellation	Monthly Gas Supply Charges	6455 · Utilities Expense	2,217.82
Total 6455 · Utilities Expense			<u>2,217.82</u>
Total Fixed Costs			<u>2,242.82</u>
Inventory Supplies			
6520 · Office Supplies			
MasterCard - RP	Desk Calendar Refill	6520 · Office Supplies	10.42
MasterCard - RP	Marketing Holders	6520 · Office Supplies	62.09
Demco	Full Color Glossy 500/Roll	6520 · Office Supplies	395.47
Staples	Staples, Sharpies	6520 · Office Supplies	112.15
Staples	Basic Stock 1-Sided BC	6520 · Office Supplies	25.01
Staples	Portfolio 2 Pockets	6520 · Office Supplies	16.33
Staples	Portfolio 2 Pocket	6520 · Office Supplies	28.42
Staples	Scissors, Ruler, Stapler, Staples, Tape	6520 · Office Supplies	48.32
Staples	Basic Stock 1-Sided	6520 · Office Supplies	25.01
Total 6520 · Office Supplies			<u>723.22</u>

**Oshkosh Public Library
Vouchers Payable
December 31, 2023**

Name	Memo	Account	Paid Amount
6524 · Specialty Supplies			
Baker & Taylor	Books, DVDs, & CDs	6524.1 · Library materials	5,136.19
Cengage Learning	Books	6524.1 · Library materials	828.04
EBSCO	National Genealogical Society Member	6524.1 · Library materials	81.84
Esslinger, Michael	Oshkosh Quiet Photography Book	6524.1 · Library materials	81.50
Ingram	Books	6524.1 · Library materials	351.48
Midwest Tape	Books, DVDs, & CDs	6524.1 · Library materials	579.71
Hoopla	Digital Media - Qty: 2,041	6524.1 · Library materials	4,760.25
MasterCard - KG	Books & DVDs	6524.1 · Library materials	308.62
MasterCard - KG	Star Tribune 1 Year Subscription	6524.1 · Library materials	616.72
MasterCard - KG	Amazon - Books	6524.1 · Library materials	70.16
MasterCard - RP	Sandisk 64GB Extreme Memory Card	6529.4 · Technology	14.49
MasterCard - RP	Zip Ties Heavy Duty	6529.12 · Maintenance Supplies	13.88
Filters Unlimited	20x25x2 Prime PLT STD M10	6529.12 · Maintenance Supplies	435.90
Gartman Mechanical Services	Plumbing Materials for December 13th	6529.12 · Maintenance Supplies	18.65
Gartman Mechanical Services	Supplies for Elevator	6529.12 · Maintenance Supplies	757.01
Kitz & Pfeil	Mech Timer, Cord Extension	6529.12 · Maintenance Supplies	25.35
Kitz & Pfeil	Cord Extention, Rope, Wire Rope Clip	6529.12 · Maintenance Supplies	27.26
MasterCard - MB	Pizzas for Book Clubs	6529221 · Children/Tweens	76.31
MasterCard - MB	Pizzas for Book Clubs	6529222 · Teens	152.61
MasterCard - ST	Welcome Basket & Filler, 1lb Deluxe A	6529223 · Adults	54.92
MasterCard - RP	Prizes for Winter Reading Challenge: 1	6529232 · Teens	50.00
Total 6529 · Non-Inventory Supplies			14,440.89
Total Inventory Supplies			15,164.11
OPL Collection Improvements			
80620 · Voss			
MasterCard - KG	Books	80620 · Voss	19.99
Total 80620 · Voss			19.99
80612 · Kelsh			
MasterCard - KG	Books - Electric; Muscle Cars	80612 · Kelsh	28.98
Total 80612 · Kelsh			28.98
Total OPL Collection Improvements			48.97
			\$ 25,989.22

**Oshkosh Public Library
Vouchers Payable
January 19, 2024**

Name	Memo	Account	Paid Amount
Revolving Expenses			
6310 · Life Insurance			
City of Oshkosh - Revolving Charges	Life Insurance	6310 · Life Insurance	358.07
Total 6310 · Life Insurance			358.07
6308 · Dental Insurance			
City of Oshkosh - Revolving Charges	Dental Insurance	6308 · Dental Insurance	1,809.00
Total 6308 · Dental Insurance			1,809.00
6306 · Health Insurance			
City of Oshkosh - Revolving Charges	Health Insurance	6306 · Health Insurance	47,062.50
Total 6306 · Health Insurance			47,062.50
6304 · Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Wisconsin Retirement Fund	6304 · Wisconsin Retirement Fund	15,420.23
Total 6304 · Wisconsin Retirement Fund			15,420.23
6302 · FICA - Employers Share			
City of Oshkosh - Revolving Charges	FICA - Employers Share	6302 · FICA - Employers Share	18,049.77
Total 6302 · FICA - Employers Share			18,049.77
6104 · Overtime			
City of Oshkosh - Revolving Charges	Overtime	6104 · Overtime	3,809.81
Total 6104 · Overtime			3,809.81
6102 · Regular Pay			
City of Oshkosh - Revolving Charges	Regular Pay	6102 · Regular Pay	241,343.08
Total 6102 · Regular Pay			241,343.08
Total Revolving Expenses			327,852.46
Contracted Services			
6412 · Contractual Agreement Payments			
Winnefox Library System	Jan 2024 Contractual Service - Secret	6412.1 · WLS Contract Labor Services	13,257.99
Winnefox Library System	2024 WALs Fee	6412.2 · WLS Auto Library Services	156,320.64
Total 6412 · Contractual Agreement Payments			169,578.63
6416 · Prevent Maintenance Contracts			
Jack's Maintenance Service	Janitorial Service	6416.11 · Cleaning	4,546.00
Gordon Flesch Co, Inc	Images over Base Amount	6416.21 · Copier/Printer Maintenance	74.46
Envisionware	1 Year Maintenance	6416.22 · Self Checkout	3,470.50
Total 6416 · Prevent Maintenance Contracts			8,090.96
6417 · 3rd Party Contracted Services			
Unique Management Services, Inc	Placements	6417.41 · Collection Agency	659.20
Winnefox Library System	Dec 2023 Unique Management Service	6417.42 · Overdue Notice Print	300.76
Quill Creative LLC	Brand Identity Alignment	6417.61 · Professional Support Service	3,750.00
Total 6417 · 3rd Party Contracted Services			4,709.96
6411 · Advertising/Postage/Print			
Winnefox Library System	Oct - Dec Postage	6411.2 · Postage	58.85
Winnefox Library System	Dec 2023 Printing Jobs	6411.3 · Printing	2,078.10
Total 6411 · Advertising/Postage/Print			2,136.95
Total Contracted Services			184,516.50

**Oshkosh Public Library
Vouchers Payable
January 19, 2024**

Name	Memo	Account	Paid Amount
Fixed Costs			
6454 · Telephone/Internet			
City of Oshkosh - Revolving Charges	Telephone/Internet Service	6454 · Telephone/Internet	262.76
Winnefox Library System	U.S. Cellular	6454 · Telephone/Internet	18.19
Total 6454 · Telephone/Internet			<u>280.95</u>
6455 · Utilities Expense			
City of Oshkosh - Revolving Charges	Utility Expense	6455 · Utilities Expense	14,191.14
Total 6455 · Utilities Expense			<u>14,191.14</u>
Total Fixed Costs			<u>14,472.09</u>
Inventory Supplies			
6520 · Office Supplies			
Image 360 Inc.	Custom Name Badges	6520 · Office Supplies	95.15
Winnefox Library System	Toner, Office Supplies	6520 · Office Supplies	156.76
Total 6520 · Office Supplies			<u>251.91</u>
6524 · Specialty Supplies			
Mango	Mango Conversations Enterprise Subs	6524.1 · Library materials	2,680.19
Total 6524 · Specialty Supplies			<u>2,680.19</u>
6529 · Non-Inventory Supplies			
Accu-Com	Proximity Cards	6529.12 · Maintenance Supplies	340.00
Kitz & Pfeil	Paste HD Clear QT	6529.12 · Maintenance Supplies	6.83
Winnefox Library System	Pick'n Save Supplies	6529231 · Children/Tweens	20.47
Total 6529 · Non-Inventory Supplies			<u>367.30</u>
Total Inventory Supplies			<u>3,299.40</u>
Rental Expense			
6443 · Lease Expense			
Great America Financial Services	Copier Lease Standard Payment	6443 · Lease Expense	347.11
Total 6443 · Lease Expense			<u>347.11</u>
Total Rental Expense			<u>347.11</u>
			<u><u>530,487.56</u></u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: January 17, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete
RE: Annual Report Statement

Chap. 43 Wis Stats requires we submit an Annual Report to the Division of Libraries and Technology (DLT) at DPI. One requirement of that report is that we report on how we perceive the effectiveness of the Winnefox Library System. The following is suggested language from my perspective on Winnefox's performance. Please feel free to suggest any modifications that you, as Board members, would feel appropriate.

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

During 2023, the Winnefox Library System continued to provide excellent leadership and was responsive to the needs of Oshkosh Public Library and the citizens we serve. Winnefox has effectively maintained a full array of services, including: 5 day/week van delivery service for Oshkosh patrons; printing services; our automation consortium, continuing education support, and technical support. The relationship between the System, Resource Library (OPL) and member libraries is excellent.

"A Library in Every Life"

Executive Summary: Report and Recommendations for Oshkosh Public Library Trusts, Memorials, and Endowments

The City of Oshkosh has recently transferred what was in the OPL Memorial Fund, \$92,091.86, to the Oshkosh Area Community Foundation (OACF). A new process outlined below aims to streamline the management of the library's endowment funds and OPL Memorial Funds. This involves coordination between OACF, West Pointe Bank, and the City of Oshkosh for efficient fund utilization.

Under the Investment Policy of the Library Board, the "Funds for Library Excellence" at OACF, constituting various endowments, has funds budgeted for expenditures up to 5% of the average balance over the last three years. This will not change, however, to enhance efficiency, the report recommends processing expenditures through the West Pointe Checking Account, reducing delays and improving internal control.

The OPL Memorial Funds held at West Pointe Bank include various accounts like Gifts & Donations, Replacement Funds, and specific named funds. The report suggests moving the \$92,091.86 sent to the Collection Improvement Fund at OACF to West Point Account(s) to facilitate timely fund expenditure rather than long-term investment.

The recommendations propose using a Money Market Account at West Pointe Bank and a debit card connected thereto for endowment purposes. This would enable daily transactions, eliminating the need for frequent check requests and ensuring timely accounting. It also suggests allowing the use of a debit card for both endowment and OPL Memorial Fund expenses, particularly for standing orders and subscriptions.

The report—prepared by Ms. Julie Schmude--emphasizes the need for careful consideration of OPL Memorial Funds usage based on donation amounts. Smaller gifts under \$100.00 would be deposited into the general memorial fund for library material, while gifts between \$100.00 and \$500.00, along with donor requests, would be entered as "named funds." Larger gifts over \$500.00 and their intended use would be determined by the Director and reported to the Library Board.

Attachments in the report itself provide detailed examples of check details, revenue reports, and expenditure reports, offering transparency and accountability. The proposal aims to enhance fiscal responsibility, timely reporting, and efficient fund utilization, ensuring Oshkosh Public Library continues to serve its community and patrons effectively.

REPORT AND RECOMMENDATIONS FOR OSHKOSH PUBLIC LIBRARY TRUSTS, MEMORIALS AND ENDOWMENTS

With the transfer of \$92,091.86 to the Oshkosh Area Community Foundation on January 2, 2024, the library is now able to put in place a process to handle the managing of both endowment funds (those held at the Oshkosh Area Community Foundation) and the OPL Memorial Funds (those held in the West Pointe Bank checking account).

The following list trusts, memorials, and endowments of the Oshkosh Public Library. The Oshkosh Area Community Foundation holds the funding for investment in the "Funds for Library Excellence" from which an amount up to 5% of the average balance over the last three years can be budgeted for expenditures.

West Pointe Bank holds the funds and will act as the conduit for the OPL Memorial Fund. These funds are intended to be spent out and not used for long-term investment. However, there have been no procedures from which to request and spend out these funds.

LISTS OF TRUSTS, MEMORIALS, ENDOWMENTS

Funds for Library Excellence (Oshkosh Area Community Foundation)

Library Collection Improvement Fund

Collection Improvement Fund

Restricted Collection Funds

Archer
AV Trust
Gruenwald
G Hilton II
Hoxtel
Jackson
EW Kelsh
G Kenny
M Rasmussen
F&A Rojahn
Schuster
Steiger
S Zellmer

Library Programming Support Fund

Programming Support

Mary Malnar

Library Facility Improvement Fund

Facility and Improvement Fund

Library New Technology Fund
New Technology Fund
John Nichols

Library Development and Support Fund
Development & Support

Funds at the West Pointe Bank Oshkosh

Gifts & Donations

Replacement Funds

Writers Conference

Oshkosh Public Library Memorial Funds

Memorial Fund

T Young

M Herzing

A Johnson

S Voss

W Zemke

Meilahn

Janty

Kelsh

Kenny

Mainwaring

Funds at the City of Oshkosh

Segregated Funds

Choate

Harris

Hilton I (City)

Hicks (City)

Julia Stanhilber Fund

Attachment A describes the endowment funds held at the OACF along with any restrictions as well as a list of "named" funds within the OPL Memorial Fund.

Request for Board Action – Endowment Funds

Payment of expenditures from the Funds for Library Excellence be processed through the West Point Checking Account. This Board would see no difference in the handling of these transactions. Current practice of running expenditures through the city causes delays in the processing of checks and creates a lack of internal control over the reimbursement of funds from the Community Foundation to the city. The former director would receive notice of either the total amount or the total amount by fund. There was no check and balance by the library of the reimbursement requested from the city. The ability to handle transactions more efficiently will allow the board to have an accurate accounting of funds available in a timely manner.

Finally, reporting will be available to ensure staff remain within their budget limits. See Attachment B for examples of budget lines that were overspent.

Allow for use of a Money Market Account at West Pointe Bank. For 2024, \$22,000 has been approved for expenditure from the endowment funds held at the Community Foundation. Holding funds in a money market gives the ability to transact daily and not require a next or frequent check requests from the foundation. This account would be added to the accounting system and be reconciled monthly. Budgeted funds that are not expended by the end of the year can be moved back to the Community Foundation.

Allow for use of a debit card for endowment purposes. Currently, the collection development librarian uses a purchase card by the city. Since the request to use West Pointe Bank for endowment purposes, it would be reasonable to have a debit card available for budgeted expenses from both the endowment and the OPL Memorial Funds. The use would be primarily for standing orders and subscriptions so there is no delay in receiving the material.

Request for Board Action – OPL Memorial Funds

Move the \$92,091.86 from the Collection Improvement Fund at OACF to the West Point Account(s). Should these funds remain at the OACF, they would become part of the investment basis that allows for 5% of the balance of the last three years to be expended. The intention for these funds was to be a pass-through account to expend those funds in a timely manner, and not to be used as a long-term investment where access to the funds is limited.

Types of funds currently within the OPL Memorial Funds:

Gifts & Donations - Any minor gift or donation received without a designation has been placed into this account. Funds are held in the checking account. This account is the same as the OPL Memorial Fund general account and would be combined with that account upon approval of these recommendations.

OPL Memorial Funds - Gifts to the OPL Memorial Fund are frequently small with a request to purchase an item in memory of another. The intent is to expend the funds not to invest. In general, donors want to see what happens to their gift, and not have these smaller gifts set aside as part of an investment for future expenditures.

Named Funds: Sometimes a larger gift is given to the library with a specific request to purchase a good or service. In this case, staff would discuss the use of the fund with the donor to provide recommendations. These are funds that will be spent down until the account is exhausted. When an OPL Memorial named gift falls below \$25.00 (a general cost of a book), that the remainder be moved to the general OPL Memorial fund and the named account be closed.

Lakefly Writers Conference - This project is sponsored by the Library and receives funding from Library Endowments at OACF. It runs through the checking account to ensure prompt payment of speaker fees, prizes, and other costs associated with the event. Gifts and grants to the conference are received as income, a detailed account is received by the Board after the event.

Replacements

Lost and Paid material payments are received in this account as income. Lost and Paid refunds (when a person finds and returns material that they had paid for) are written out of this account. The recommendation here is to leave this account as is until the new director decides what the best use of these funds would be and brings that to the board.

Determine OPL Memorial Funds Use.

Gifts and donations under \$100.00 shall be deposited to the OPL Memorial Funds general fund where they may be used for the purchase of library material and follow the desire of the donor regarding memorial gifts. Gifts between \$100.00 and \$500.00 that have requests for use by the donor will be entered as a "named fund" allowing the gift to be expended over a longer period. Gifts over \$500.00, along with a recommended use of the funds will be submitted to the Board for approval.

Examples of Use:

- The library received \$6,500.00 to be used for operational expenses. A request to the Board would be submitted to use the gift toward programming for the Summer Reading Program. This would allow funding for the program that could be advertised as "sponsored by a gift from Jane Doe."
- The library received a gift for \$3,000 to be used for library materials and the money should be spent, not sent to the OACF. The Board would receive a request to use this gift toward Overdrive material. Currently our Overdrive capacity cannot meet the public demand.
- The library received a gift in the amount of \$5,000 with the desire that the donation be used for eBooks or the High Hopes early literacy program.

Reporting of Revenue and Expenditures

Check Detail – Attachment C shows a sample of the check detail from that account. Expenditures would be presented to the Board for approval. Please note that current information shows only Replacement Funds (refunds for patrons who had paid for missing material and subsequently found and returned it to the Library).

OPL Endowment & Memorial Revenue Report – This report, found in Attachment D, shows the revenue using October 2023 as a basis. Funds for Library Excellence are reported in a simple format. Further breakdown is possible unto realized and unrealized gains, etc.

OPL Endowment & Memorial Expenditure Report – Attachment E shows an example of what the expenditure report would look like. Expenses are just samples to show how information would affect the percentage of budget spent and balance available.

Balance Sheet – The Balance Sheet will reflect the current assets in each account. Please note that the “OPL Checking” name at the top of the page is the file name and will be changed to reflect the actual endowments, memorials, and donations of the Oshkosh Public Library.

Oshkosh Public Library
Gift and Bequest Fund Names and Purposes

Attachment A

Fund Name - Short	Fund Name - Long	Year Established	Purpose / Donor Restriction	Donor Restriction?
Archer	OPL Collection Improvement Fund - Adelia Fleming Archer Memorial Fund	1978	For purchase of books on the changing South	Yes
AV Trust	OPL Collection Improvement Fund - AV Trust		Maintenance and purchase of audio-visual equipment "...to establish new collections and grow them to an appropriate size; purchase materials the library would not ordinarily buy due to expense; or purchase at a level of depth beyond the capability of the library materials operating budget."	No
Collection Improvement	OPL Collection Improvement Fund	2014	"...enables the library to maintain or improve the quality of visitor experiences through improvements to the building and grounds; and through the acquisition of new furniture or equipment, the cost of which is beyond the capability of the operating budget."	No
Facility Improvement	OPL Facility Improvement Fund	2014	For..."books relating to the progressive movement in politics in the U.S. and Wisconsin."	No
Gruenewald	OPL Collection Improvement Fund - Arthur H Gruenewald Fund	1963	For..."purchase of biographies of men and women."	Yes
Hilton	OPL Collection Improvement Fund - George Hilton Special Library Fund	1981	For purchase of "educational tape cassette service."	Yes
Hoxtel	OPL Collection Improvement Fund - Herman L Hoxtel Fund		Children's materials	Yes
Jackson	OPL Collection Improvement Fund - Gertrude Jackson Memorial Fund		Books on the New Yorker magazine, automobiles, home repair, or personal finance.	Yes
Keish	OPL Collection Improvement Fund - Eileen D. and William E. Keish Memorial Fund	1980	For..."purchase of circulating books on tape and biographies."	Yes
Kenny	OPL Collection Improvement Fund - Genevieve B. Kenny Fund	1997	To..."provide support to a variety of activities that strengthen the library's capacity to provide excellent library services to Oshkosh area residents."	Yes
Library Development	OPL Library Development & Support Fund	2014	To Support Children's Programming at OPL	No
Malnar	OPL Programming Support Fund - Mary Malnar Children's Program Fund	2007	"...collect, store and make available digital information, especially as it pertains to the community of Oshkosh..."	Yes
Nichols	OPL Technology Fund - John V. Nichols Digital Library Fund	2006	Fund used to hold revenues paid for lost items, donations and memorial gifts	No
OPL Memorial	Oshkosh Public Library Memorial Fund	1974		No

7/19/2022

Oshkosh Public Library
 Gift and Bequest Fund Names and Purposes

Attachment A

Fund Name - Short	Fund Name - Long	Year Established	Purpose / Donor Restriction	Donor Restriction?
Programming	OPL Programming Support Fund	2014	"...supports the costs of offering a variety of educational and cultural programming to Oshkosh area residents beyond that which may be accommodated within the Library's operating budget."	No
Rasmussen	OPL Collection Improvement Fund - Mabel E. Rasmussen Fund	1970	"...to be used for genealogy books and materials."	Yes
Rojahn	OPL Collection Improvement Fund - Frank & Anna Fund	1997	"...purchase of circulating books on tape, circulating books or reference materials."	Yes
Schuster	OPL Collection Improvement Fund - John F. and Helen T. Schuster Fund	2014	Purchase large print and audio books	Yes
Stanhilber	Julia L. Stanhilber Library and Parks Fund	1940	"...used by the City in the support and maintenance of the public library...1/2 to the Library, 1/2 to the parks."	Yes
Steiger	OPL Collection Improvement Fund - William A Steiger Memorial Fund		Children's materials	Yes
Technology	OPL Technology Fund	2014	"...enables the Library to acquire and implement technologies that may support its mission, but which may be unaffordable within the scope of the operating budget."	No
Zellmer	OPL Collection Improvement Fund - Steven J. Zellmer Fund	1996	"...to be used for genealogy materials for German speaking peoples."	Yes

Name	Request	Total
Young	books on cd	242.74
Drzy		14.07
Herzing		935.55
Janty	Literacy materials	1,695.77
Johnson	Books - Military, Business, Sports (esp. golf), technology	173.95
Kaprelian		11.38
Mainwaring		979.28
Meilahn	Large print	1,869.19
Voss	Woodworking	38.47
Zemke	Civil War	52.45
OPL		
Memorial		<u>86,079.01</u>
		92,091.86

Oshkosh Public Library
Endowment Fund Expenditures
December 2023
96% of the year

Attachment B

	2023	DECEMBER	NET	% OF	UNEXPENDED	
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE	
			TO DATE	BUDGET		
OPL Collection Improvements						
80601	Hoxtel	1,000.00	555.04	55.50	444.96	
80603	Schuster (Audio)	10,850.00	8,666.54	79.88	2,183.46	
80605	Archer	100.00	0.00	0.00	100.00	
80607	Gruenwald	160.00	0.00	0.00	160.00	
80609	G Hilton	775.00	116.95	779.85	100.63	
80610	Johnson	0.00	126.55	136.13	0.00	
80612	E.W. Kelsh	150.00	64.40	42.93	85.60	
80613	G Kenney	600.00	0.00	0.00	600.00	
80614	Mainwaring	0.00	512.13	0.00	-512.13	
80615	Memorial Fund	3,500.00	221.22	5,464.39	156.13	
80616	Rahn	0.00	90.13	0.00	-90.13	
80618	Schuster (Books)	0.00	0.00	0.00	0.00	
80620	Voss	0.00	14.24	0.00	-14.24	
80651	M Rasmussen	1,100.00	0.00	0.00	1,100.00	
80627	S Zellmer	5,275.00	308.25	5.84	4,966.75	
80633	Collection Improvement Fund	0.00	0.00	0.00	0.00	
80633.1	OverDrive eBooks/eAudiobooks	20,000.00	769.62	3.85	19,230.38	
80633.2	Classics Collection - Enhance Int'l & Diversity	1,500.00	293.17	19.54	1,206.83	
80633.3	Juvenile Fiction Refresh	1,000.00	0.00	0.00	1,000.00	
80634	Mary Malner	0.00	0.00	0.00	0.00	
80634.1	Wild Winter Readoff Author Event	1,000.00	730.00	73.00	270.00	
80637	Jackson	75.00	0.00	0.00	75.00	
80638	Steiger	600.00	156.82	361.58	60.26	
80644	Rojahn	80.00	0.00	0.00	80.00	
OPL Development and Support Fund						
80629	Development and Support Fund		0.00	0.00	0.00	
80629.1	John Nichols Education Scholarship	2,400.00	1,200.00	50.00	1,200.00	
80629.2	Literacy Council Spelling Bee Sponsorship	360.00	0.00	0.00	360.00	
80629.3	Wisconsin City Library Collaborative	1,800.00	1,800.00	100.00	0.00	
80629.4	OPL Staff Development Day	3,000.00	2,794.92	93.16	205.08	
80629.5	Oshkosh Poet Laureate Stipend	800.00	2,800.00	350.00	-2,000.00	
80629.6	Organizational Development	0.00	7,080.00	0.00	-7,080.00	
OPL Facility Improvement Fund						
80630	Facility and Improvement Fund		0.00	0.00	0.00	
80630.1	Basket Carts	2,100.00	2,526.25	120.30	-426.25	
80630.2	Shelf Talkers	1,200.00	1,072.00	89.33	128.00	
80630.3	Architect Consultant Fees	50,000.00	6,835.63	13.67	43,164.37	
80630.4	CFOS Love Seat/Sofa	4,300.00	5,010.18	116.52	-710.18	
OPL Programming Support Fund						
80631	Programming Support		0.00	0.00	0.00	
80631.1	Freedom to Read Program Support	2,000.00	779.12	38.96	1,220.88	
80631.2	Reading Challenge Prizes - Adult (Books)	2,200.00	782.14	35.55	1,417.86	
80631.3	Reading Challenge Prizes - Elementary (Books)	3,500.00	4,105.49	117.30	-605.49	
80631.4	Reading Challenge prizes - Tweens (Books)	2,200.00	106.00	1,527.12	69.41	
80631.5	Reading Challenge Prizes - Teens (Books)	2,200.00	704.18	3,162.79	143.76	
80631.6	Book Club Books - Elementary	2,200.00	1,944.30	88.38	255.70	
80631.7	Book Club Books - Tweens	2,200.00	2,156.94	98.04	43.06	
80631.8	Book Club Books - Teens	2,200.00	2,747.90	124.90	-547.90	
80631.9	Book Club Books - Young Adult (Books)	2,200.00	1,834.94	83.41	365.06	
80631.10	Lakefly Writer's Conference	10,000.00	0.00	0.00	10,000.00	
80631.11	Teen Lit Loot Box Service	3,000.00	0.00	0.00	3,000.00	
Total Gifts		147,625.00	1,431.72	68,905.19	46.68	78,719.81

Endowment, Memorial, and Donations Check Detail December 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
1232	12/05/2023	CS	Replacement Funds		-14.15
			L&P Refund	-14.15	14.15
				<u>-14.15</u>	<u>14.15</u>
1233	12/05/2023	RF	Replacement Funds		-12.00
			L&P Refund	-12.00	12.00
				<u>-12.00</u>	<u>12.00</u>
1234	12/05/2023	KW	Replacement Funds		-17.67
			L&P Refund	-17.67	17.67
				<u>-17.67</u>	<u>17.67</u>
1235	12/05/2023	LR	Replacement Funds		-20.00
			L&P Refund	-20.00	20.00
				<u>-20.00</u>	<u>20.00</u>
1236	12/05/2023	AG	Replacement Funds		-24.99
			L&P Refund	-24.99	24.99
				<u>-24.99</u>	<u>24.99</u>
1237	12/11/2023	Princeton Public Library	Replacement Funds		-3.50
			L&P Refund	-3.50	3.50
				<u>-3.50</u>	<u>3.50</u>
1238	12/11/2023	Campbellsport Public Library	Replacement Funds		-8.00
			L&P Refund	-8.00	8.00
				<u>-8.00</u>	<u>8.00</u>
1239	12/21/2023	Neenah Public Library	Replacement Funds		-23.95
			L&P Refund	-23.95	23.95
				<u>-23.95</u>	<u>23.95</u>

OPL ENDOWMENT & MEMORIAL REVENUE REPORT
October 2023 (Example)

	Beginning Balance	October Additions	October Deductions	Balance	Fund Balance
Library Collection Improvement Fund					1,648,734.75
<u>Collection Improvement (Gen)</u>	1,039,553.92	74,755.01	372.21	1,113,936.72	
<u>Restricted</u>					
Archer Fund	2,390.74	171.95	0.86	2,561.83	
Audio-Visual	32,705.44	2,351.86	11.71	35,045.59	
Gruenwald	3,570.87	256.80	1.28	3,826.39	
Hilton II	16,032.14	1,152.91	5.74	17,179.31	
Hoxtel	22,825.49	1,641.37	8.18	24,458.68	
Jackson	2,128.05	153.04	0.76	2,280.33	
Kelsh	3,627.78	260.91	1.30	3,887.39	
Kenney	12,969.06	932.62	4.65	13,897.03	
Rasmussen	45,714.82	3,287.38	16.37	48,985.83	
Rojahn	3,840.29	276.14	1.38	4,115.05	
Schuster	227,428.12	16,354.48	81.43	243,701.17	
Steiger	13,696.81	984.97	4.91	14,676.87	
Zellmer	112,157.36	8,065.35	40.15	120,182.56	
Library Programming Support Fund					1,143,652.37
<u>Program Support (Gen)</u>	1,041,470.04	74,892.81	372.89	1,115,989.96	
<u>Malnar</u>	25,815.25	1,856.40	9.24	27,662.41	
Library Facility Improvement Fund					1,671,776.18
<u>Facility Improvement (Gen)</u>	1,560,143.78	112,191.00	558.60	1,671,776.18	
Library Technology Fund					1,183,111.07
<u>Technology Fund (Gen)</u>	1,037,711.16	74,622.54	371.55	1,111,962.15	
Nichols	66,397.96	4,774.73	23.77	71,148.92	
Library Development Fund					619,248.88
<u>Library Development (Gen)</u>	577,898.66	41,557.14	206.92	619,248.88	
					6,266,523.25
OPL Memorial Fund					128,719.36
Gifts & Donations	17,679.43	96.57		17,776.00	
Lakefly Writers Conference	3,148.12			3,148.12	
OPL Memorial Fund	92,091.86			92,091.86	
Replacement Funds	15,753.46		50.08	15,703.38	

OPL ENDOWMENT & MEMORIAL EXPENDITURE REPORT
January 2024 (Example)

	2024 Budget	January Expenses	Net Exp To Date	% of Budget	Balance
Library Collection Improvement Fund					
<u>Collection Improvement (Gen)</u>					
Overdrive eBooks	21,568.00	5,000.00	5,000.00	23.18%	16,568.00
<u>Restricted</u>					
Archer Fund	100.00		0.00	0.00%	100.00
AV-Trust	0.00		0.00	#DIV/0!	0.00
Gruenwald	160.00		0.00	0.00%	160.00
Hilton II	775.00	250.00	250.00	32.26%	525.00
Hoxtel	1,100.00		0.00	0.00%	1,100.00
Jackson	100.00		0.00	0.00%	100.00
Kelsh	180.00	125.00	125.00	69.44%	55.00
Kenney	645.00		0.00	0.00%	645.00
Rasmussen	1,710.00		0.00	0.00%	1,710.00
Rojahn	130.00		0.00	0.00%	130.00
Schuster	11,480.00		0.00	0.00%	11,480.00
Steiger	660.00	660.00	660.00	100.00%	0.00
Zellmer	5,635.00		0.00	0.00%	5,635.00
Library Programming Support Fund					
<u>Program Support (Gen)</u>					
Freedom to Read Program	2,000.00		0.00	0.00%	2,000.00
<u>Reading Challenge Prizes</u>					
Reading Challenge Prizes - Adult (books)	2,500.00	200.00	200.00	8.00%	2,300.00
Reading Challenge Prizes - Elementary (books)	3,800.00	150.00	150.00	3.95%	3,650.00
Reading Challenge Prizes - Tweens (books)	2,500.00	350.00	350.00	14.00%	2,150.00
Reading Challenge Prizes - Teens (books)	2,500.00	350.00	350.00	14.00%	2,150.00
<u>Book Club Books</u>					
Book Club Books - Elementary	2,500.00		0.00	0.00%	2,500.00
Book Club Books - Tweens	2,500.00	800.00	800.00	32.00%	1,700.00
Book Club Books - tTeens	2,500.00		0.00	0.00%	2,500.00
Book Club Books - Young Adults	2,500.00		0.00	0.00%	2,500.00
<u>Lakefly Writers Conference 2024</u>	8,000.00		0.00	0.00%	8,000.00
<u>Malnar</u>					
Young Authors Program	1,000.00		0.00	0.00%	1,000.00
Library Facility Improvement Fund					
<u>Facility Improvement (Gen)</u>					
Architectural Consultant	50,000.00		0.00	0.00%	50,000.00
Library Technology Fund					
Technology Fund (Gen)	0.00		0.00	#DIV/0!	0.00
Nichols	0.00		0.00	#DIV/0!	0.00
Library Development Fund					
<u>Library Development (Gen)</u>					
Nichols Professional Scholarship	2,400.00		0.00	0.00%	2,400.00
Literacy Council Spelling Bee Sponsor	360.00		0.00	0.00%	360.00
Staff Development Day	3,000.00		0.00	0.00%	3,000.00
Wisconsin City Library Collaborative	1,800.00		0.00	0.00%	1,800.00

**OPL Checking
 Balance Sheet
 As of January 16, 2024**

	Jan 16, 24
ASSETS	
Current Assets	
Checking/Savings	
OACF	
Collection Improvement Funds	
*Collection Improvement (Gen)	1,113,936.72
Archer	2,561.83
AudioVisual	35,045.59
Gruenwald	3,826.39
Hilton II	17,179.31
Hoxtel	24,458.68
Jackson	2,280.33
Kelsh	3,887.39
Kenney	13,897.03
Rasmussen	48,985.83
Rojahn	4,115.05
Schuster	243,701.17
Steiger	14,676.87
Zellmer	120,182.56
Total Collection Improvement Funds	1,648,734.75
Development and Support Funds	
*Development and Support (Gen)	619,248.88
Total Development and Support Funds	619,248.88
Facility Improvement Funds	
*Facility Improvement (Gen)	1,671,776.18
Total Facility Improvement Funds	1,671,776.18
Programming Support Funds	
*Programming Support (Gen)	1,115,989.96
Malnar	27,662.41
Total Programming Support Funds	1,143,652.37
Technology Funds	
*Technology (Gen)	1,111,962.15
Nichols	71,148.92
Total Technology Funds	1,183,111.07
Total OACF	6,266,523.25
OPL Checking	
Gifts & Donations	17,776.00
Lakefly Writers Conference	3,148.12
OPL Memorial Fund	
*OPL Memorial (general)	86,079.01
Drzy	14.07
Herzing	935.55
Janty	1,695.77
Johnson	173.95
Kaprelian	11.38
Mainwaring	979.28
Meilahn	1,869.19
Voss	38.47
Young	242.74
Zemke	52.45
Total OPL Memorial Fund	92,091.86

OPL Checking
Balance Sheet
As of January 16, 2024

	Jan 16, 24
Replacement Funds	15,703.38
Total OPL Checking	128,719.36
Total Checking/Savings	6,395,242.61
Total Current Assets	6,395,242.61
TOTAL ASSETS	6,395,242.61
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	5,940,169.60
Retained Earnings	448,065.69
Net Income	7,007.32
Total Equity	6,395,242.61
TOTAL LIABILITIES & EQUITY	6,395,242.61

**Oshkosh Public Library
Statement of Revenue and Receipts**

**December 2023
100% of the year**

RECEIPTS

Oshkosh Public Library

Gifts and Donations
Material Lost and Paid For
Other Receipts- program support

Total Oshkosh Public Library Receipts

	BUDGET	DECEMBER	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
		9,532.58	42,982.78		42,982.78
		802.66	6,923.95		6,923.95
		50.00	24,050.00		24,050.00
		10,385.24	68,916.52	0.00%	68,916.52

City of Oshkosh

Grants and Aids

Winnebago County
Other County Aid
(Fond du Lac, Green Lake &
Winnefox Library System

Total Grants and Aids

Other Inflow

Graphic Design Contractual Revenues
Book Sales
Miscellaneous
Meeting Room
Photocopies
Sales Tax Payable
Library Material Reimb. (refund)
Meeting Room Rental Reimb (refund)
Postage Reimbursement (refund)

Total Other Inflow

Total Revenue Submitted to City of Oshkosh

	816,300.00	204,065.75	817,263.00	100.12%	963.00
	47,700.00		47,795.00	100.20%	95.00
	220,500.00		196,968.90	89.33%	(23,531.10)
	1,084,500.00	204,065.75	1,062,026.90	97.93%	(22,473.10)
			0.00	0.00%	0.00
	9,000.00	727.61	9,436.08	104.85%	436.08
		41.27	989.30	0.00%	989.30
	1,000.00	97.62	3,844.05	384.41%	2,844.05
	10,000.00	1,119.33	14,520.51	145.21%	4,520.51
		96.86	1,210.30	0.00%	1,210.30
			0.00	0.00%	0.00
			0.00	0.00%	0.00
			0.00	0.00%	0.00
	20,000.00	2,082.69	30,000.24	150.00%	10,000.24
	1,104,500.00	206,148.44	1,092,027.14	98.87%	(12,472.86)
TOTAL REVENUE	1,104,500.00	207,743.44	1,111,342.14	100.62%	6,842.14

Oshkosh Transit System

Monthly Bus Passes
Quarterly Bus Passes

Total Receipts to Oshkosh Transit System

	0.00	875.00	9,415.00	0.00%	9,415.00
	0.00	720.00	9,900.00	0.00%	9,900.00
	0.00	1,595.00	19,315.00	0.00	19,315.00

City of Oshkosh Levy

2,792,700.00

Oshkosh Public Library
Statement of Expenditures
December 2023
96% of the year

	2023 BUDGET	Additional December Expenses	NET EXPENSES TO DATE	% OF ANNUAL BUDGET	UNEXPENDED BALANCE
Revolving Expenses					
6102 Regular Pay	2,325,400.00		1,970,294.27	84.73	355,105.73
6104 Overtime Pay	30,000.00		36,173.73	120.58	-6,173.73
6302 FICA - Employers Share	160,200.00		149,081.19	93.06	11,118.81
6304 Wisconsin Retirement Fund	149,700.00		123,011.77	82.17	26,688.23
6306 Health Insurance	330,500.00		299,465.52	90.61	31,034.48
6308 Dental Insurance	16,200.00		13,060.22	80.62	3,139.78
6310 Life Insurance	6,200.00		10,057.39	162.22	-3,857.39
Professional Services					
6401 Engineering/Surveying/Appraisals	0.00		0.00	0.00	0.00
6402 Audit	0.00		0.00	0.00	0.00
6403 Legal	0.00		0.00	0.00	0.00
6404 Misc. Consulting/Studies	0.00		0.00	0.00	0.00
Contracted Services					
6411 Advertising/Postage/Printing	23,500.00	292.83	21,260.04	90.47	2,239.96
6412 Contractual Agreement Payments	340,000.00		323,296.60	95.09	16,703.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00		8,847.64	465.67	-6,947.64
6416 Prevent Maintenance Contracts	16,600.00	218.81	92,861.09	559.40	-76,261.09
6417 Third Party Contracted Services	50,000.00	7,819.49	140,495.70	280.99	-90,495.70
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00		4,742.97	79.05	1,257.03
6422 Professional License/Membership Dues/Bonds	5,000.00	320.00	1,725.85	34.52	3,274.15
6423 Employee Allowance/Reimbursement	800.00	60.20	2,564.95	320.62	-1,764.95
Inter-Department Services Charges					
6431 Administrative/Engineering Fees	0.00		0.00	0.00	0.00
6433 Interfund Chargebacks	0.00		0.00	0.00	0.00
Rental Expenses					
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	7,000.00		5,783.34	82.62	1,216.66
Fixed Costs					
6450 Insurance Expense	28,300.00		14,600.00	51.59	13,700.00
6451 Workers Comp Insurance	9,900.00		700.00	7.07	9,200.00
6452 Licenses and Permits	0.00		0.00	0.00	0.00
6454 Telephone/Internet Expense	3,500.00	25.00	2,550.44	72.87	949.56
6455 Utilities Expense	83,000.00	2,217.82	114,901.20	138.44	-31,901.20
Other - Finance Only Accounts					
6465 Bank Fees	0.00		421.68	0.00	-421.68
Fuel/Lubricants					
6519 Non-Inventory Miscellaneous Fuel	0.00		35.23	0.00	-35.23
Inventory/Supplies					
6520 Office Supplies	21,100.00	723.22	22,172.83	105.08	-1,072.83
6524 Inventory/Supplies	248,400.00	12,814.51	293,706.00	118.24	-45,306.00
6529 Non-Inventory Supplies	34,000.00	1,626.38	56,367.14	165.79	-22,367.14
6550 Minor Equipment	0.00		379.76		
Total Other Expenditures	3,897,200.00	26,118.26	3,708,176.79	95.15	189,023.21

Oshkosh Public Library
Statement of Expenditures
January 2024
8% of the year

	2024	JANUARY	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,313,081.00	241,343.08	241,343.08	10.43	2,071,737.92
6104 Overtime Pay	20,000.00	3,809.81	3,809.81	19.05	16,190.19
6302 FICA - Employers Share	173,814.00	18,049.77	18,049.77	10.38	155,764.23
6304 Wisconsin Retirement Fund	158,650.00	15,420.23	15,420.23	9.72	143,229.77
6306 Health Insurance	351,000.00	47,062.50	47,062.50	13.41	303,937.50
6308 Dental Insurance	18,700.00	1,809.00	1,809.00	9.67	16,891.00
6310 Life Insurance	5,847.00	358.07	358.07	6.12	5,488.93
Professional Services					
6401 Engineering/Surveying/Appraisals	0.00		0.00	0.00	0.00
6402 Audit	0.00		0.00	0.00	0.00
6403 Legal	0.00		0.00	0.00	0.00
6404 Misc. Consulting/Studies	0.00		0.00	0.00	0.00
Contracted Services					
6411 Advertising/Postage/Printing	23,500.00	2,136.95	2,136.95	9.09	21,363.05
6412 Contractual Agreement Payments	310,000.00	169,578.63	169,578.63	54.70	140,421.37
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	70,000.00		0.00	0.00	70,000.00
6416 Prevent Maintenance Contracts	16,600.00	8,090.96	8,090.96	48.74	8,509.04
6417 Third Party Contracted Services	35,000.00	4,709.96	4,709.96	13.46	30,290.04
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00		0.00	0.00	6,000.00
6422 Professional License/Membership Dues/Bonds	5,000.00		0.00	0.00	5,000.00
6423 Employee Allowance/Reimbursement	800.00		0.00	0.00	800.00
Inter-Department Services Charges					
6431 Administrative/Engineering Fees	0.00		0.00	0.00	0.00
6433 Interfund Chargebacks	0.00		0.00	0.00	0.00
Rental Expenses					
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	5,000.00	347.11	347.11	6.94	4,652.89
Fixed Costs					
6450 Insurance Expense	28,300.00		0.00	0.00	28,300.00
6451 Workers Comp Insurance	9,900.00		0.00	0.00	9,900.00
6452 Licenses and Permits	0.00		0.00	0.00	0.00
6454 Telephone/Internet Expense	3,500.00	280.95	280.95	8.03	3,219.05
6455 Utilities Expense	83,000.00	14,191.14	14,191.14	17.10	68,808.86
Other - Finance Only Accounts					
6465 Bank Fees	0.00		0.00	0.00	0.00
Fuel/Lubricants					
6519 Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
Inventory/Supplies					
6520 Office Supplies	21,100.00	251.91	251.91	1.19	20,848.09
6524 Inventory/Supplies	248,400.00	2,680.19	2,680.19	1.08	245,719.81
6529 Non-Inventory Supplies	34,000.00	367.30	367.30	1.08	33,632.70
6550 Minor Equipment	0.00		0.00		
Total Other Expenditures	3,941,192.00	530,487.56	530,487.56	13.46	3,410,704.44

Oshkosh Public Library Highlights January 2024

1. The Wild Winter Read Off is underway, giving readers of all ages an incentive to boost their reading time to earn fun prizes including books, STEAM kits, Wisconsin Herd swag and gift baskets. Four weeks into the program, 110 adults had signed up for the reading challenge and nearly 200 children have registered. The WWRO runs through Jan. 27.
2. OPL partnered with the Oshkosh Seniors Center for a program on the hot topic of Blue Zones, geographic areas where people live longer than the rest of the world. Community Engagement Librarian Sandy Toland co-presented at the session and highlighted ways that the library can be a resource for anyone interested in living by the nine Blue Zone tenets. Twenty-two people attended the December session and the program goes on the road to groups at Gabriel's Villa and Evergreen over the coming weeks.
3. Notary service continues to be in high demand at OPL. In 2023 there were 422 appointments during which staff notarized 646 documents. Having nearly all Information Services staff serve as notaries and offering appointments during most regular library hours makes the service widely accessible and convenient for our community.
4. OPL logged 229,406 visits in 2023 – the highest number since 2019 and the first time the library has exceeded 200,000 visits since 2018.
5. BookPage, the monthly magazine for readers that highlights new books across genres, interviews with authors and reading recommendations, is now available online. Copies have been provided for years at the library and the digital version offers a new way for readers to access BookPage from anywhere. Thanks to the Winnefox Library System, which is covering the cost of this subscription for its libraries in 2024!
6. Hoopla continues to expand its selection of BingePasses, with recent additions including the popular Hallmark Movies. Other offerings include collections of comics, Curiosity Stream (nature, travel, history, science), magazines, puzzles, Highlights, Great Courses and more. A BingePass gives patrons check out entire collections of streaming content that counts as one borrow against their monthly 10-borrow limit.
7. Submissions are being accepted through Feb. 1 for Young Authors 2024. Using a variety of writing prompts provided by the library, kids from kindergarten through high school are encouraged to create a short story, poem, comic, fan fiction or illustration that will be included in a published anthology when the program concludes. A special Young Authors Celebration is planned for Sat., Feb. 24. This is not a contest, but an exercise designed to empower kids to explore their imaginations, develop their writing skills and build self-confidence through storytelling. Special thanks to Digital Printing Innovations of Oshkosh for donating the printing of the anthologies for participants!

MONTHLY REPORT
Oshkosh Public Library
December 2023

CIRCULATION	Dec-23	Dec-22	% Change	YTD 2023	YTD 2022	% Change
Book-Adult	12,590	12,374	2%	168,997	167,378	1.0%
Book-Juvenile	12,365	11,007	12%	175,105	158,299	10.6%
Book-YA/Teen	935	1,213	-23%	16,809	18,386	-8.6%
CD-Adult	1,051	1,449	-27%	12,858	13,052	-1.5%
CD-Juvenile	83	61	36%	955	920	3.8%
CD-Book-Adult	407	473	-14%	6,332	7,781	-18.6%
CD-Book-Juvenile	171	197	-13%	2,346	2,526	-7.1%
CD-Book-YA/Teen	7	2	250%	159	176	-9.7%
DVD-Adult	5,247	6,115	-14%	66,766	70,139	-4.8%
DVD-Juvenile	1,309	1,362	-4%	15,007	15,261	-1.7%
Game-Adult	574	619	-7%	7,890	7,264	8.6%
Game-Juvenile	202	175	15%	2,576	2,086	23.5%
Magazine-Adult	407	504	-19%	5,936	6,751	-12.1%
Magazine-Juvenile	6	10	-40%	133	187	-28.9%
Magazine-YA/Teen	0	0	0%	12	1	1100.0%
Other-Adult	304	252	21%	3,297	2,116	55.8%
Other-Juvenile	103	125	-18%	1,734	1,475	17.6%
Other-YA/Teen	12	8	50%	83	65	27.7%
Total Adult	20,580	21,786	-6%	272,076	274,481	-0.9%
Total Juvenile	14,239	12,937	10%	197,856	180,754	9.5%
Total YA/Teen	954	1,223	-22%	17,063	18,628	-8.4%
SUB TOTAL	35,773	35,946	0%	486,995	473,863	2.8%
Digital Book Formats						
OverDrive E-Books	4,974	4,681	6%	60,874	57,795	5%
Hoopla E-Books	445	362	23%	5,791	4,659	24%
E-BOOKS SUB TOTAL	5,419	5,043	7%	66,665	62,454	7%
Audiobook Formats						
OverDrive Audiobooks	4,480	3,824	17%	53,282	45,886	16%
Hoopla Audiobooks	1,299	900	44%	15,416	10,869	42%
AUDIOBOOKS SUB TOTAL	5,779	4,724	22%	68,698	56,755	21%
Tumblebooks	3	32	-91%	50	150	-67%
DIGITAL BOOKS SUB TOTAL	3	32	-91%	50	150	-67%
Digital Media						
Hoopla Music	58	72	-19%	707	648	9%
Hoopla Video	239	227	5%	2,368	2,380	-1%
DIGITAL MEDIA SUB TOTAL	297	299	-1%	3,075	3,028	2%
DIGITAL CONTENT SUB TOTAL	11,498	10,098	14%	138,488	122,387	13%
TOTAL CIRCULATION	47,271	46,044	3%	625,483	596,250	4.9%

PHYSICAL MATERIALS	Dec-23	Dec-22	% Change	YTD 2023	YTD 2022	% Change
% AV Materials Circulated	25%	29%	-13%	25%	26%	-5%
% Print Materials Circulated	75%	71%	5%	75%	74%	2%
% Adult Materials Circulated	60%	64%	-6%	59%	62%	-4%
% Youth Materials Circulated	40%	36%	11%	41%	38%	7%
Average Circulation Per Hour	165.3	158	5%	284	288	-1%
MISCELLANEOUS						
Library Facility Traffic	19,717	15,266	29.2%	229,316	195,791	17.1%
Average Daily Traffic	680	545	24.7%	679	577	17.6%
Meetings Held	83	65	27.7%	1,174	912	28.7%
New Card Registrations	157	152	3.3%	2,790	2,561	8.9%
Self-check % of Checkout	47%	49%	-3.4%	49%	49%	1.1%
Volunteer Hours Worked	72	107	-32.7%	1,198	1,079	11.0%
Teacher Packs	3	4	-25.0%	46	70	-34.3%

MONTHLY REPORT
Oshkosh Public Library
December 2023

ELECTRONIC RESOURCES	Dec-23	Dec-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	16,933	15,942	6%	207,829	206,989	0.4%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	33	47	-30%	604	844	-28.4%
EBSCO Sessions	24	37	-35%	510	580	-12.1%
HeritageQuest Sessions	159	189	-16%	1,852	1,611	15.0%
Mango Languages	55	56	-2%	600	690	-13.0%
Mitchell Auto Repair	0	3	-100%	12	83	-85.5%
NewspaperARCHIVE	0	236	-100%	1,979	3,015	-34.4%
Oshkosh Northwestern - Click Tracking	27	18	50%	268	386	-30.6%
RefUSA	82	86	-5%	1,078	1,358	-20.6%
SUB-TOTAL	595	672	-11%	7,391	8,567	-13.7%
LOCAL DATABASE SESSIONS						
1957 Address Change	46	27	70%	493	455	8.4%
City Directories	87	58	50%	1,457	952	53.0%
Digital Collections	70	653	-89%	1,200	4,143	-71.0%
Local History Books	16	18	-11%	201	462	-56.5%
Oshkosh Facts, Firsts, and FAQ	3	4	-25%	41	44	-6.8%
Oshkosh Newspaper Index	0	0	0%	0	220	-100.0%
Oshkosh Vital Records Index	154	182	-15%	2,256	2,489	-9.4%
Riverside Cemetery Index	5	4	25%	110	158	-30.4%
UWDC - Atlases & Histories	3	1	200%	14	18	-22.2%
SUB-TOTAL	384	947	-59%	5,772	8,941	-35.4%
TOTAL ELECTRONIC RESOURCE SESSIONS	17,912	17,561	2%	204,654	224,497	-8.8%
PUBLIC COMPUTER USE						
	Dec-23	Dec-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Use	7047	4956	42%	78,708	64738	21.6%
Public Computer Use						
Adult	1,705	1,321	29%	19521	17961	8.7%
Youth	166	128	30%	2453	1937	26.6%
TOTAL USE	1,871	1,449	29%	21974	19898	10.4%
QUESTIONS ANSWERED						
	Dec-23	Dec-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department Reference	842	1,115	-24%	12,325	14,731	-16.3%
Youth Department Reference	197	202	-2%	2,873	3,394	-15.4%
TOTAL QUESTIONS ANSWERED	1,039	1,317	-21%	15,198	18,125	-16.1%

MONTHLY REPORT
Oshkosh Public Library
 December 2023

PROGRAMS	Dec-23	Dec-22	% Change	YTD 2023	YTD 2022	% Change
Programs Given						
Adult	11	13	-15%	184	153	20.3%
Teen	1	9	-89%	46	57	-19.3%
Youth	19	21	-10%	329	349	-5.7%
Roving Reader	11	10	10%	95	82	15.9%
TOTAL	42	53	-21%	654	641	2.0%

Program Attendance	Dec-23	Dec-22	% Change	YTD 2023	YTD 2022	% Change
Adult	136	177	-23%	2,333	2,351	-1%
Teen	19	412	-95%	1,022	1,947	-48%
Youth	570	826	-31%	13,000	13,024	0%
TOTAL	725	1415	-49%	16,355	17,322	-6%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: January 17, 2024
SUBJECT: December 2023 Donations

From Kiwanis Club of Oshkosh to be used for 1000 Books Reading Challenge	\$3,000.00
From Pamela Lang	\$ 500.00
Grant from Donald Hansen Fund at OACF	\$6,000.00
Donations given at the register	\$ 42.89

Total Donations	\$9,542.89
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MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: January 17, 2024
SUBJECT: December 2023 Personnel Changes

Sarah Read – New Reader’s Advisory Librarian in Information Services hired on 12/4/23.

William Knudson – New Page in First Floor Public Services hired on 12/7/23.

Ashley Durrett – Page in First Floor Public Services resigned on 12/7/23 after 1 year with the library.

Kim Knepfel – Custodian resigned on 12/29/23 after 2 years with the library.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

DATE: January 19, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete
RE: Director's report

Throughout my first week as library director (that of the 15th), I had the opportunity to meet with a number of our dedicated staff and that of the Winnefox Library System, engaging in meaningful (if sometimes brief) conversations to grasp the nuances of their roles and responsibilities. The objective was to gain valuable insights into the operations of each department and how the City of Oshkosh, Winnefox Library System and Oshkosh Public Library work together. At first busy glance, they seem to work together very well. Kudos to Ms. Tracie Schlaak for her tireless efforts to get me signed up as an employee with the City despite my imperfect documentation, which was finally remedied by Wednesday the 17th.

Notably, I participated in my inaugural library management team meeting early in the week (Tuesday the 16th), getting to know that group and share some of my background and minimum expectations. I joined the Finance Committee of the Board meeting that same evening, reviewing the work of Ms. Schmude regarding library finances, an executive summary of which is included in this month's packet.

On Wednesday the 17th, I attended my first City department head meeting, listening closely to issues of concern for the City and noting the collegial style that group has established. Immediately thereafter, I had a productive and amiable lunch meeting with City Manager Rohloff (who was kind enough to treat me at the Fox River Brewing Company and show me around a bit), fostering a candid exchange of information and mutual understanding. I also met Fox Brewing owner Jay Supple, who showed an enthusiasm for the library and offering his establishment for some kind of summertime library programming or gift certificates as reading program prizes, with my appreciation.

Please note that I am on the agenda for the January 23rd meeting of the Council for a formal introduction to that body. Also on that agenda is the funding approval for the roof replacement for the library building, which I understand is expected to pass without issue.

"A Library in Every Life"



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

As of this writing, I am working on the following:

- To ensure all necessary details are in place for our all-staff meeting on Friday the 19th. Much appreciation to Ms. Voss and Ms. Percey for their lead work and suggestions on this front. I will share a report to the Board on the proceedings afterward.
- Going to the YMCA the morning of Thursday the 18th with Community Engagement as part of "Operation Oshkosh," as Ms. Voss has named it, or my efforts to quickly meet and engage with the community.
- Accompanying Winnefox Director Clairellyn Smith to my first Winnebago County Director's meeting the afternoon of the 18th.
- Preparing remarks to share at the Council meeting mentioned above.

Looking back, I am pleased with the progress made during the week. I am confident that the insights gained and connections made will be instrumental as I continue to deepen my understanding of my role and responsibilities within the organization.

I appreciate the ongoing support of staff, Board, City and System, and I am enthusiastic about contributing to the ongoing success of all.

Respectfully Submitted,
Darryl Eschete

"A Library in Every Life"