

**Oshkosh Public Library Board of Trustees**  
**Revised Agenda – February 29, 2024**  
**Library Lower Level Meeting Room, 106 Washington Avenue**

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<b><u>Call to Order:</u></b> 4:00 p.m.		
<b><u>Public Comments</u></b>		
<b><u>Consent Agenda:</u></b>	YES	37-40
<ul style="list-style-type: none"> <li>1. Minutes of the regular meeting of January 25, 2024</li> <li>2. February 2024 vouchers payable totaling \$197,205.16</li> <li>3. 2023 Annual Report to the Wisconsin Department of Public Instruction</li> </ul>		
<b><u>Items Removed From Consent Agenda</u></b>		
<b><u>New Business</u></b>		
4. Revisions to materials loan periods and item limits. <b>Action requested:</b> Approve changes to reflect collection growth and its impact.	YES	41-43
<b><u>Informational Items</u></b>		
5. Revenues	NO	44-52
6. Expenditures		
7. Library Highlights		
8. Monthly Statistics		
9. Donations		
10. Personnel Changes		
<b><u>Library Director's Report</u></b>	NO	53-54
<b><u>Trustee Reports and Comments</u></b>	NO	
 <b><u>Adjournment</u></b>		
<b><u>Next Meeting Scheduled</u></b>		
March 28, 2024 at 4 p.m.		

## MINUTES OF THE LIBRARY BOARD

### Oshkosh Public Library

January 25, 2024

The meeting of the Oshkosh Public Library Board of Trustees was held on January 25, 2024, in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:00 PM by President, Bill Bracken.

Present were Bill Bracken, Kim Brown, Susan Fojtik, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, David Romond, David Rucker, Amber Shemanski and Tony Kneepkens, Adjunct Board Member. There were no members absent. Others present were Darryl Eschete, Library Director; Ruth Percey, Assistant Director for Public Services; Lisa Voss, Assistant Director for Library Development; Laura McDonald, Marketing Coordinator; Julie Schmude and Marcy Cannon, Winnefox Library System Business Managers; and Tracie Schlaak, Winnefox Library System Administrative Specialist.

There were no public comments.

#### Consent Agenda Items:

- **Minutes** of the Regular Meeting held on December 21, 2023
- **Minutes** of the Finance Committee meeting of January 16, 2024
- **December 2023** vouchers payable totaling \$25,989.22
- **January 2024** vouchers payable totaling \$530,487.56
- **Statement of Winnefox system effectiveness** for OPL 2023 state annual report

**Motion** to approve the consent agenda as presented with a change to the Finance Committee meeting minutes reflecting the correct date.

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

#### New Business

- Recommendation of Finance Committee regarding financial reporting on Oshkosh Public Library endowment funds, donations and the OPL Memorial Fund.

**Motion** To adopt the proposal for financial reporting on Oshkosh Public Library endowment funds, donations and the OPL Memorial Fund brought forth from the Finance Committee.

**Motion:** Perlman; **Second:** Romond; **Vote:** Aye: Bracken; Brown, Fojtik, Lautenschlager, Melms-Simon, Mugerauer, Romond, Rucker; **Nay:** Mugerauer; **Abstain:** Shemanski.

**Motion Carried.**

- Request to use donation from the Donald Hansen Fund of the Oshkosh Area Community Foundation to fund summer library activities.

**Motion** To approve use of up to \$6,000 from the Donald Hansen Fund to support summer library activities.

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

**Director's Report**

Darryl Eschete, Library Director, reported on his first couple of weeks at the library and how welcoming everyone at the library and in the community has been.

**Adjournment**

**Motion** To adjourn at 4:50 PM

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

Respectfully,

Darryl Eschete, Secretary  
Tracie Schlaak – Recorder

*Darryl Eschete*  
*2/2/2024*

*DAE*

Oshkosh Public Library  
Vouchers Payable  
February 2024

Name	Memo	Account	Paid Amount
<b>Revolving Expenses</b>			
<b>6310 · Life Insurance</b>			
City of Oshkosh - Revolving Life Insurance		6310 · Life Insurance	358.07
Total 6310 · Life Insurance			358.07
<b>6308 · Dental Insurance</b>			
City of Oshkosh - Revolving Dental Insurance		6308 · Dental Insurance	632.76
Total 6308 · Dental Insurance			632.76
<b>6306 · Health Insurance</b>			
City of Oshkosh - Revolving Health Insurance		6306 · Health Insurance	16,548.58
Total 6306 · Health Insurance			16,548.58
<b>6304 · Wisconsin Retirement Fund</b>			
City of Oshkosh - Revolving Wisconsin Retirement Fund		6304 · Wisconsin Retirement F	5,601.38
Total 6304 · Wisconsin Retirement Fund			5,601.38
<b>6302 · FICA - Employers Share</b>			
City of Oshkosh - Revolving FICA - Employers Share		6302 · FICA - Employers Shar	6,390.33
Total 6302 · FICA - Employers Share			6,390.33
<b>6104 · Overtime</b>			
City of Oshkosh - Revolving Overtime		6104 · Overtime	2,672.34
Total 6104 · Overtime			2,672.34
<b>6102 · Regular Pay</b>			
City of Oshkosh - Revolving Regular Pay		6102 · Regular Pay	83,769.20
Total 6102 · Regular Pay			83,769.20
Total Revolving Expenses			115,972.66
<b>Contracted Services</b>			
<b>6412 · Contractual Agreement Payments</b>			
Winnefox Library System Feb 2024 Contractual Service - Secretarial/Clerical Support, Delivery Service		6412.1 · WLS Contract Labor	13,257.91
Total 6412 · Contractual Agreement Payments			13,257.91
<b>6415 · Subscription/Licensing Contract</b>			
Mobile Beacon Franklin T10		6415.31 · Electronic Services	594.00
NMT Partners LLC ResCarta-Web Hosting (Jan - March 2024)		6415.31 · Electronic Services	150.00
Total 6415 · Subscription/Licensing Contract			744.00
<b>6416 · Prevent Maintenance Contracts</b>			
Jack's Maintenance Service Restroom Flor Scrub		6416.11 · Cleaning	425.00
Jack's Maintenance Service Janitorial Service - Monthly Contract		6416.11 · Cleaning	4,546.00
Otis Replace CLC Circuit Board on Elevator		6416.12 · Elevator	8,840.00
Gordon Flesch Co, Inc Copier Maintenance		6416.21 · Copier/Printer Maint	29.51
Winnefox Library System Pharos Uniprint Support & Maintenance 3/1/24 - 2/28/25		6416.21 · Copier/Printer Maint	468.28
Total 6416 · Prevent Maintenance Contracts			14,308.79
<b>6417 · 3rd Party Contracted Services</b>			
Beez Electric, Inc Repairs to Garage Door		6417.12 · Electrical	410.80
Energy Control & Design, Inc DDC Labor Hours		6417.14 · HVAC	117.00
G.Reinke & Company Repair Marble Tile on Rotunda Floor		6417.15 · Masonry	600.00
Gartman Mechanical Service Services to Clean Drains on 1/2/2024		6417.18 · Plumbing	144.00
Packer City Soft Water Labor		6417.18 · Plumbing	190.00
GFL Environmental Trash & Recycling Standard Service - February 2024		6417.19 · Waste Disposal	700.90
Harold Carpenter Overhead Labor, Lube, Coiled Cord Wire 12'		6417.1 · Facility	450.00
Unique Management Service Placements - Qty: 81		6417.41 · Collection Agency	834.30
Total 6417 · 3rd Party Contracted Services			3,447.00
<b>6411 · Advertising/Postage/Print</b>			
Winnefox Library System January Printing		6411.3 · Printing	143.40
MasterCard - RP Pirate Ship - Shipping		6411 · Advertising/Postage/Pr	37.56
Total 6411 · Advertising/Postage/Print			180.96
Total Contracted Services			31,938.66
<b>Employee Development &amp; Allowanc</b>			
<b>6421 · Employee Training/Development</b>			
Winnefox Library System 2024 Library Legislative Day Registration for Eschete		6421 · Employee Training/Dev	115.45
Total 6421 · Employee Training/Development			115.45
<b>6422 · Professional License/Membership</b>			
MasterCard - RP Notary Stam, Notaries Membership, Notary Journal		6422 · Professional License/M	73.85
Total 6422 · Professional License/Membership			73.85
<b>6423 · Employee Allowance/Reimbursemen</b>			
Boleman, Marie GFWC Member Meeting Lunch		6423 · Employee Allowance/R	13.65
Total 6423 · Employee Allowance/Reimbursemen			13.65
Total Employee Development & Allowanc			202.95
<b>Fixed Costs</b>			
<b>6450 · Insurance Expense</b>			
City of Oshkosh - Revolving Insurance Expense		6450 · Insurance Expense	11,539.58
Total 6450 · Insurance Expense			11,539.58

Oshkosh Public Library  
Vouchers Payable  
February 2024

Name	Memo	Account	Paid Amount
<b>6451 · Workers Comp Insurance</b>			
City of Oshkosh - Revolving Workers Compensation		6451 · Workers Comp Insuran	9,900.00
<b>Total 6451 · Workers Comp Insurance</b>			<u>9,900.00</u>
<b>6454 · Telephone/Internet</b>			
City of Oshkosh - Revolving Telephone/Internet Service		6454 · Telephone/Internet	79.25
Winnefox Library System U.S. Cellular 1/8/24 - 2/7/24		6454 · Telephone/Internet	58.58
MasterCard - RP Public Pay Phone		6454 · Telephone/Internet	25.00
<b>Total 6454 · Telephone/Internet</b>			<u>162.83</u>
<b>6455 · Utilities Expense</b>			
Constellation Monthly Gas Supply Charges		6455 · Utilities Expense	2,216.80
<b>Total 6455 · Utilities Expense</b>			<u>2,216.80</u>
<b>Total Fixed Costs</b>			<u>23,819.21</u>
<b>Inventory Supplies</b>			
<b>6520 · Office Supplies</b>			
Image 360 Inc. Custom Name Bade (12), Magnet Back (12)		6520 · Office Supplies	179.40
Staples Glue, Staples, Hanger Tabs, TR Pad Perferated		6520 · Office Supplies	39.42
Winnefox Library System Cardstock, Printer, Amazon, Staples		6520 · Office Supplies	432.19
Demco Box 3/4" Month Labels		6520 · Office Supplies	278.86
Staples Basic Stock 1-Sided		6520 · Office Supplies	22.51
Staples Tape Dispenser, Stapler, Scissors, Staples, Sharpie Gel		6520 · Office Supplies	320.68
MasterCard - KG Kleenex & Straws, Wired Headphones (3)		6520 · Office Supplies	143.36
MasterCard - RP Bandages, DVD Cases, Knoll Key		6520 · Office Supplies	288.98
MasterCard - RP Hand Sanitizer for Dispensers		6520 · Office Supplies	69.99
MasterCard - RP Swiffer Duster Refill		6520 · Office Supplies	17.68
MasterCard - RP HP 210 Cyan Toner		6520 · Office Supplies	225.89
<b>Total 6520 · Office Supplies</b>			<u>2,018.96</u>
<b>6524 · Specialty Supplies</b>			
The Rowman & Littlefield P Occupational Outlook Handbook		6524.1 · Library materials	65.93
Hoopla Digital Credits - 2,381		6524.1 · Library materials	5,609.85
EBSCO Wisconsin Academy of Sciences & Art membership		6524.1 · Library materials	15.97
ProQuest Ancestry Library		6524.1 · Library materials	4,284.29
Esslinger, Michael Oshkosh Quiet by Michael Esslinger		6524.1 · Library materials	81.50
Midwest Tape DVDs		6524.1 · Library materials	224.88
Ingram Books		6524.1 · Library materials	493.85
Cengage Learning Books		6524.1 · Library materials	567.63
Baker & Taylor Books, DVDs, CDs		6524.1 · Library materials	3,575.74
MasterCard - MD Youth/Adult Books & DVDs, Milwaukee Journal Sentinel		6524.1 · Library materials	741.84
MasterCard - KG Magnolia Magazine Subscription		6524.1 · Library materials	25.00
Energy Control & Design, Ir Room Automation, Transformer, Conduit, Fittings, Wiring, Consumable Mater		6529.12 · Maintenance Suppli	4,777.68
Packer City Soft Water RO Plus, 10" Carbon Block, 10" 5 Micron Hydro-Cure		6529.12 · Maintenance Suppli	81.50
MasterCard - KG Folger Adam Electric Strike		6529.12 · Maintenance Suppli	214.00
MasterCard - RP Rectifier Assembly for Garage Door		6529.12 · Maintenance Suppli	80.00
Central Stores Toilet Tissue, Roll Towels for Dispenser		6529.12 · Maintenance Suppli	796.20
MasterCard - RP Pack of 12 Wooden Door Stops		6529.1 · Facility	13.98
MasterCard - MB Menards - Children's Programs: Tween Steam		6529211 · Children/Tweens	29.25
MasterCard - KG Deluxe Foam Pool Noodles, Stickers, mini Figures, String, Battery Toothbrush		6529211 · Children/Tweens	116.39
MasterCard - RP Mosaic Puzzle Poster		6529211 · Children/Tweens	29.71
MasterCard - RP Paper Bags, Wood Log Sticks, Highlighters		6529211 · Children/Tweens	66.41
MasterCard - KG DIY Journal Packs & Kits		6529212 · Teens	108.13
MasterCard - KG Spray Paint (4)		6529213 · Adults	23.92
Winnefox Library System Pick'n Save Supplies		6529221 · Children/Tweens	37.88
Winnefox Library System Pick'n Save Supplies		6529222 · Teens	41.97
MasterCard - RP Pizza for Book Club		6529222 · Teens	65.87
Winnefox Library System Pick'n Save Supplies		6529223 · Adults	41.14
MasterCard - RP Pizza for Book Club		6529231 · Children/Tweens	131.74
Winnefox Library System Pick'n Save Supplies		6529233 · Adults	150.00
<b>Total 6529 · Non-Inventory Supplies</b>			<u>22,492.25</u>
<b>Total Inventory Supplies</b>			<u>24,511.21</u>
<b>Other - Finance Only Accounts</b>			
<b>6465 · Bank Fees</b>			
City of Oshkosh - Revolving Bank Fees		6465 · Bank Fees	601.63
<b>Total 6465 · Bank Fees</b>			<u>601.63</u>
<b>Total Other - Finance Only Accounts</b>			<u>601.63</u>
<b>Rental Expense</b>			
<b>6443 · Lease Expense</b>			
Great America Financial Se Monthly Charges		6443 · Lease Expense	158.84
<b>Total 6443 · Lease Expense</b>			<u>158.84</u>
<b>Total Rental Expense</b>			<u>158.84</u>
		<b>Total:</b>	<u><u>197,205.16</u></u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

DATE: Feb. 20, 2024

TO: Oshkosh Public Library Board of Trustees

FROM: Ruth Percey, Assistant Director for Public Service

RE: Loan Periods and Item Limits

Attached is an updated policy regarding loan periods and item limits. Most of the changes relate to new collections that were developed in the past few years. The specified collections have since grown and shorter loan periods are no longer needed to ensure the availability of items in those collections. With regard to DVDs, we discontinued the Lucky Day DVD collection.

*"A Library in Every Life"*

## Loan periods and item limits

Board policy provides that limits on the number of items, reserves and length of loan will be determined by library administration depending on the quantity available and current demand.

### ITEM LIMITS

1. Maximum total items borrower may check out: 75

2. High Demand Collection Limits:

~~DVDs: \_\_\_\_\_~~ No limit

Lucky Day books: 2 items per card

~~Lucky Day DVDs: \_\_\_\_\_~~ 2 items per card

Electronic Games: 2 items per card

TIY Kits: 2 items per card

### LOAN PERIODS

#### 7 days

- ~~• Games~~
- ~~• JGames~~
- DVDs
- Children's DVDs

#### 14 days

- Wi-Fi Hot Spots
- ~~• Board games~~
- ~~• Puzzles~~
- Magazines - Adult, Young Adult and Children's
- New fiction
- ~~• New Non-Fiction with long reserve lists~~
- Lucky Day Adult and Children's books

- High demand items (Shortloan)
- ~~TIY Kits~~

## **28 days**

- Board games
- Books on CD - Adult, Young Adult and Children's
- Children's books
- Compact Discs
- Fiction and Non-Fiction
- ~~Foreign Language materials~~
- Large Print
- Lawn games
- New Non-Fiction
- Paperback books
- Puzzles
- TIY Kits
- Young Adult books and paperback books

## **HOLDS LIMIT**

- Maximum number of items: 50

## **INTERLIBRARY LOAN MATERIALS**

- Due date is set by the lending library and may range from one day to one month.

## **RENEWALS**

Most library materials can be renewed two times if the items have not been reserved by another library user. Items may be renewed in person, through the library's online catalog, via the website chat service or by telephone.

There are NO renewals on reserved items, Lucky Day bestsellers and reference books.

Renewal of interlibrary loan materials may be allowed upon request, subject to approval of the lending library.



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

**January 2024**

**8% 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	JANUARY	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
	6,125.00	6,125.00		6,125.00
	182.22	182.22		182.22
		0.00		0.00
	<b>182.22</b>	<b>182.22</b>	<b>0.00%</b>	<b>182.22</b>

**City of Oshkosh**

**Grants and Aids**

Winnebago County

Other County Aid

(Fond du Lac, Green Lake & Waushara)

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**

959,036.00		0.00	0.00%	(959,036.00)
		0.00	0.00%	0.00
174,353.22		0.00	0.00%	(174,353.22)
<b>1,133,389.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>(1,133,389.22)</b>
		0.00	0.00%	0.00
9,000.00	808.61	808.61	8.98%	(8,191.39)
	37.67	37.67	0.00%	37.67
2,000.00	417.10	417.10	20.86%	(1,582.90)
10,000.00	1,270.48	1,270.48	12.70%	(8,729.52)
	121.10	121.10	0.00%	121.10
		0.00	0.00%	0.00
		0.00	0.00%	0.00
		0.00	0.00%	0.00
<b>21,000.00</b>	<b>2,654.96</b>	<b>2,654.96</b>	<b>12.64%</b>	<b>(18,345.04)</b>
<b>1,154,389.22</b>	<b>2,654.96</b>	<b>2,654.96</b>	<b>0.23%</b>	<b>(1,151,734.26)</b>
<b>1,154,389.22</b>	<b>4,482.18</b>	<b>4,299.96</b>	<b>0.37%</b>	<b>(1,150,089.26)</b>

**TOTAL REVENUE**

**Oshkosh Transit System**

Monthly Bus Passes

Quarterly Bus Passes

**Total Receipts to Oshkosh Transit System**

0.00	1,015.00	1,015.00	0.00%	1,015.00
0.00	630.00	630.00	0.00%	630.00
<b>0.00</b>	<b>1,645.00</b>	<b>1,645.00</b>	<b>0.00</b>	<b>1,645.00</b>

City of Oshkosh Levy

2,876,500.00

Oshkosh Public Library  
Statement of Expenditures  
February 2024  
16.66% of the year

	2024	FEBRUARY	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
<b>Revolving Expenses</b>					
6102 Regular Pay	2,329,354.00	83,769.20	325,112.28	13.96	2,004,241.72
6104 Overtime Pay	20,000.00	2,672.34	6,482.15	32.41	13,517.85
6302 FICA - Employers Share	184,755.00	6,390.33	24,440.10	13.23	160,314.90
6304 Wisconsin Retirement Fund	154,104.00	5,601.38	21,021.61	13.64	133,082.39
6306 Health Insurance	351,041.00	16,548.58	63,611.08	18.12	287,429.92
6308 Dental Insurance	18,661.00	632.76	2,441.76	13.08	16,219.24
6310 Life Insurance	5,847.00	358.07	716.14	12.25	5,130.86
<b>Professional Services</b>					
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
<b>Contracted Services</b>					
6411 Advertising/Postage/Printing	23,500.00	180.96	2,317.91	9.86	21,182.09
6412 Contractual Agreement Payments	315,400.00	13,257.91	182,836.54	57.97	132,563.46
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	5,000.00	744.00	744.00	14.88	4,256.00
6416 Prevent Maintenance Contracts	16,600.00	14,308.79	22,399.75	134.94	-5,799.75
6417 Third Party Contracted Services	50,000.00	3,447.00	8,156.96	16.31	41,843.04
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
<b>Employee Development &amp; Allowance</b>					
6421 Employee Training/Development	6,000.00	115.45	115.45	1.92	5,884.55
6422 Professional License/Membership Dues/Bonds	5,000.00	73.85	73.85	1.48	4,926.15
6423 Employee Allowance/Reimbursement	800.00	13.65	13.65	1.71	786.35
<b>Inter-Department Services Charges</b>					
6431 Administrative/Engineering Fees	0.00		0.00	0.00	0.00
6433 Interfund Chargebacks	0.00		0.00	0.00	0.00
<b>Rental Expenses</b>					
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	7,000.00	158.84	505.95	7.23	6,494.05
<b>Fixed Costs</b>					
6450 Insurance Expense	28,300.00	11,539.58	11,539.58	40.78	16,760.42
6451 Workers Comp Insurance	9,900.00	9,900.00	9,900.00	100.00	0.00
6452 Licenses and Permits	0.00		0.00	0.00	0.00
6454 Telephone/Internet Expense	3,500.00	162.83	443.78	12.68	3,056.22
6455 Utilities Expense	83,000.00	2,216.80	16,407.94	19.77	66,592.06
<b>Other - Finance Only Accounts</b>					
6465 Bank Fees	0.00	601.63	601.63	0.00	-601.63
<b>Fuel/Lubricants</b>					
6519 Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
<b>Inventory/Supplies</b>					
6520 Office Supplies	21,100.00	2,018.96	2,270.87	10.76	18,829.13
6524 Inventory/Supplies	273,000.00	15,686.48	18,366.67	6.73	254,633.33
6529 Non-Inventory Supplies	34,000.00	6,805.77	7,173.07	21.10	26,826.93
6550 Minor Equipment	0.00		0.00		
<b>Total Other Expenditures</b>	<b>3,945,862.00</b>	<b>197,205.16</b>	<b>727,692.72</b>	<b>18.44</b>	<b>3,218,169.28</b>

## Oshkosh Public Library Highlights February 2024

1. Community Engagement Librarian Sandy Toland presented several talks on a variety of topics that are proving to be popular with local community groups. On Jan. 22 she delivered a talk on Blue Zones, developed in partnership with the Oshkosh Seniors Center, to a group of 15 at Bella Vista; on Jan. 30 members of the AAUW learned about the Orphan Train; and 23 members of Winnebago County Association of Home & Community Education gathered under the Dome on Feb. 19 to learn about the Underground Railroad.
2. Ten local children in grades K-5 wrote stories for the library's Young Authors Program. Using winter-themed prompts, the writers wove whimsical tales about building the coolest snow fort and life as a snowman. Their stories and illustrations were bound into an anthology and presented at the Young Authors Celebration on Feb. 24 – bringing the kids into the ranks of published authors! Copies of the anthology will be available for checkout and included in the library's local history collection. For these fledgling writers, the program met its goal – to empower the next generation of authors to explore their imaginations, develop their writing skills and build self-confidence through the art of storytelling.
3. Mad Science of Wisconsin returned to the library Jan. 27 with its interactive program, Sounds Like Science. The 24 kids who attended this high energy event learned about sounds and sound waves, using ordinary objects to demonstrate the concepts behind these complex ideas.
4. The Lunar New Year took center stage at OPL in January and February, with displays and programs focused on celebrating the Year of the Dragon.
  - A cultural program presented by the Northeast Wisconsin Chinese Association featured traditional dances, authentic snacks, and hands-on activities, including a small dragon dance and crafts. Twenty-eight children, teens and adults attended the event under the Dome.
  - A mini-mural created for the N.E.W. Dragon Boat Festival in September was displayed in the First Floor Reading Room throughout January and February.
  - Cultural items were displayed on the second floor and a collection of LEGO dragons created by a library volunteer was displayed in the Reading Room.
  - The powerful beats of Oshkosh Taiko filled the Dome and beyond on Feb. 10 when the UW Oshkosh-based group brought its dynamic performance to the library. The ensemble entertained 100 people with their drumming, shared lessons about Japanese culture and engaged the audience in song and dance throughout the performance.
5. Local History and Genealogy Librarian Michael McArthur showcased additions to the library's treasure trove of genealogy and local history resources on Feb. 8. The program was sponsored by the Winnebagoland Genealogical Society, with 13 people attending.
6. Two fourth grade classes from Webster Stanley Elementary School visited the library recently to do research for a unit on biographies. Their teachers bring students to the library at least four times each year to learn how to search for materials, check out fiction titles and get excited about the Summer Reading Challenge.

7. The library is now offering Saturday sessions of the popular Read to a Dog program to better accommodate the busy schedules of local families. In addition to the longstanding Monday time slots, appointments can now be scheduled on select Saturdays starting at 10 a.m. to read to Gracie, a black Lab who is a wonderful listener! Read to a Dog gives kids a fun opportunity to improve their confidence and reading skills.

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CIRCULATION	Jan 2024	Jan 2023	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	14,445	14,572	-1%	14,445	14,572	-1%
Book-Juvenile	13,384	14,110	-5%	13,384	14,110	-5%
Book-YA/Teen	1,278	1,404	-9%	1,278	1,404	-9%
CD-Adult	1,237	1,350	-8%	1,237	1,350	-8%
CD-Juvenile	69	69	0%	69	69	0%
				0		
CD-Book-Adult	515	531	-3%	515	531	-3%
CD-Book-Juvenile	141	181	-22%	141	181	-22%
CD-Book-YA/Teen	21	9	133%	21	9	133%
				0		
DVD-Adult	5,719	6,780	-16%	5,719	6,780	-16%
DVD-Juvenile	1,211	1,234	-2%	1,211	1,234	-2%
				0		
Game-Adult	616	667	-8%	616	667	-8%
Game-Juvenile	229	205	12%	229	205	12%
				0		
Magazine-Adult	402	498	-19%	402	498	-19%
Magazine-Juvenile	26	1	2500%	26	1	2500%
Magazine-YA/Teen	1	0	0%	1	0	0%
				0		
Other-Adult	170	241	-29%	170	241	-29%
Other-Juvenile	157	150	5%	157	150	5%
Other-YA/Teen	8	5	60%	8	5	60%
<b>Total Adult</b>	<b>23,104</b>	<b>24,639</b>	<b>-6%</b>	<b>23,104</b>	<b>24,639</b>	<b>-6%</b>
<b>Total Juvenile</b>	<b>15,217</b>	<b>15,950</b>	<b>-5%</b>	<b>15,217</b>	<b>15,950</b>	<b>-5%</b>
<b>Total YA/Teen</b>	<b>1,308</b>	<b>1,418</b>	<b>-8%</b>	<b>1,308</b>	<b>1,418</b>	<b>-8%</b>
<b>SUB TOTAL</b>	<b>39,629</b>	<b>42,007</b>	<b>-6%</b>	<b>39,629</b>	<b>42,007</b>	<b>-6%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	5,765	5,133	12%	5,765	5,133	12%
Hoopla E-Books	514	438	17%	514	438	17%
<b>E-BOOKS SUB TOTAL</b>	<b>6,279</b>	<b>5,571</b>	<b>13%</b>	<b>6,279</b>	<b>5,571</b>	<b>13%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	5,003	4,406	14%	5,003	4,406	14%
Hoopla Audiobooks	1,557	1,106	41%	1,557	1,106	41%
<b>AUDIOBOOKS SUB TOTAL</b>	<b>6,560</b>	<b>5,512</b>	<b>19%</b>	<b>6,560</b>	<b>5,512</b>	<b>19%</b>
Tumblebooks	2	0	0%	2	0	0%
<b>DIGITAL BOOKS SUB TOTAL</b>	<b>2</b>	<b>0</b>	<b>0%</b>	<b>2</b>	<b>0</b>	<b>0%</b>
<b>Digital Media</b>						
Hoopla Music	35	43	-19%	35	43	-19%
Hoopla Video	275	229	20%	275	229	20%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>310</b>	<b>272</b>	<b>14%</b>	<b>310</b>	<b>272</b>	<b>14%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>13,151</b>	<b>11,355</b>	<b>16%</b>	<b>13,151</b>	<b>11,355</b>	<b>16%</b>
<b>TOTAL CIRCULATION</b>	<b>52,780</b>	<b>53,362</b>	<b>-1%</b>	<b>52,780</b>	<b>53,362</b>	<b>-1%</b>
<b>PHYSICAL MATERIALS</b>						
% AV Materials Circulated	25%	26%	-6%	25%	26%	-6%
% Print Materials Circulated	75%	74%	2%	75%	74%	2%
% Adult Materials Circulated	62%	62%	-1%	58%	59%	-1%
% Youth Materials Circulated	38%	38%	1%	42%	41%	1%
Average Circulation Per Hour	187.2	182.7	2%	187.2	182.7	2%

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<b>MISCELLANEOUS</b>	Jan 2024	Jan 2023	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	18,976	17,130	11%	18,976	17,130	11%
Average Daily Traffic	654	591	11%	654	591	11%
Meetings Held	88	75	17%	88	75	17%
New Card Registrations	226	211	7%	226	211	7%
Self-check % of Checkout	47.7%	50.1%	-5%	47.7%	50.1%	-5%
Volunteer Hours Worked	87	63	38%	87	63	38%
Teacher Packs	3	6	-50%	3	6	-50%

<b>ELECTRONIC RESOURCES</b>	Jan 2024	Jan 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	19,787	19,266	3%	19,787	19,266	2.7%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	45	80	-44%	45	80	-43.8%
EBSCO Sessions	40	55	-27%	40	55	-27.3%
HeritageQuest Sessions	132	537	-75%	132	537	-75.4%
Mango Languages	71	64	11%	71	64	10.9%
Mitchell Auto Repair	0	10	-100%	0	10	-100%
NewspaperARCHIVE	235	257	-9%	235	257	-8.6%
Oshkosh Northwestern	19	0	0%	0	0	0%
RefUSA	63	116	-46%	63	116	-45.7%
<b>SUB-TOTAL</b>	<b>605</b>	<b>1,141</b>		<b>605</b>	<b>1,141</b>	<b>-47.0%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	14	45	-69%	14	45	-68.9%
City Directories	64	148	-57%	64	148	-56.8%
Digital Collections	79	287	-72%	79	287	-72.5%
Local History Books	14	32	-56%	14	32	-56.3%
Oshkosh Facts, Firsts, and FAQ	5	1	400%	5	1	400.0%
Oshkosh Newspaper Index	0	0	0%	0	0	0%
Oshkosh Vital Records Index	177	208	-15%	177	208	-14.9%
Riverside Cemetery Index	15	10	50%	15	10	50.0%
UWDC - Atlases & Histories	1	3	-67%	1	3	-66.7%
<b>SUB-TOTAL</b>	<b>369</b>	<b>734</b>		<b>369</b>	<b>734</b>	<b>-49.7%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>20,761</b>	<b>21,141</b>	<b>-2%</b>	<b>20,761</b>	<b>21,141</b>	<b>-1.8%</b>

<b>PUBLIC COMPUTER USE</b>	Jan 2024	Jan 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Access	6,641	5,655	17%	6,641	5,655	17.4%
<b>Public Computer Use</b>						
Adult	1,590	1,548	3%	1,590	1,548	2.7%
Youth	131	132	-1%	131	132	-0.8%
<b>TOTAL USE</b>	<b>1,721</b>	<b>1,680</b>	<b>2%</b>	<b>1,721</b>	<b>1,680</b>	<b>2.4%</b>

<b>QUESTIONS ANSWERED</b>	Jan 2024	Jan 2023	% Change	YTD 2024	YTD 2023	% Change
<b>Adult Department</b>						
Reference	774	1,132	-32%	774	1,132	-32%
<b>Youth Department</b>						
Reference	202	241	-16%	202	241	-16%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>976</b>	<b>1,373</b>	<b>-29%</b>	<b>976</b>	<b>1,373</b>	<b>-29%</b>

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<b>PROGRAMS</b>	<b>Jan 2024</b>	<b>Jan 2023</b>	<b>% Change</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>% Change</b>
<b>Programs Given</b>						
Adult	21	11	91%	21	11	91%
Teen	5	2	150%	5	2	150%
Youth	16	14	14%	16	14	14%
Roving Reader	13	2	550%	13	2	550%
<b>TOTAL</b>	<b>55</b>	<b>29</b>	<b>90%</b>	<b>55</b>	<b>29</b>	<b>90%</b>
<b>Program Attendance</b>						
Adult	122	116	5%	122	116	5%
Teen	68	72	-6%	68	72	-6%
Youth	602	419	44%	602	419	44%
<b>TOTAL</b>	<b>792</b>	<b>607</b>	<b>30%</b>	<b>792</b>	<b>607</b>	<b>30%</b>

**MEMORANDUM**

TO: Darryl Eschete, Director  
FROM: Tracie Schlaak  
DATE: February 21, 2024  
SUBJECT: January 2024 Donations

From First Congregational Church in honor of their staff \$ 250.00

These gifts in memory of Mary Margaret Wegener:

Howard Derber	\$ 40.00	
Troy & Jody Jennings	\$ 25.00	
Ellen Bestor	\$ 30.00	
Janet Derber	\$ 25.00	
Martha Last	\$ 25.00	
Lisa & Robert Weber	\$ 50.00	
Richard & Diane Achterberg	\$ 50.00	
Eileen Brennand	\$630.00	
<b>Total</b>		\$ 875.00

Dr. Robert & Kimberly Sendele – in honor of Robert & Lyda Young Sendele \$5,000.00

Donations given at the register \$ 9.95

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**Total Donations** \$6,134.95



## **MEMORANDUM**

TO: Darryl Eschete, Director  
FROM: Tracie Schlaak  
DATE: February 21, 2024  
SUBJECT: January 2024 Personnel Changes

**Alia Weylock** – New Library Assistant II in Information Services hired on 1/2/24.

**Margie Dorn** – New Collection Development & Acquisitions Librarian hired on 1/4/24.

**Darryl Eschete** – New Oshkosh Public Library Director hired on 1/15/24.

**Chong Xiong** – Part-time Library Assistant II transferred from Information Services to Technical Services on 1/15/24.

**Christina Sonnleitner** – Library Assistant II in Tech Services retired on 1/21/24 after 44 years with the library.

## Library Director's Report

### February 2024

Since the Board meeting of January 25, library staff and I have been at work on the following:

- On Friday, January 26, I, along with Lisa Sumter Voss and Laura McDonald, met with Quill Creative and discussed the re-branding work done for the library by that firm. I shared my feedback, and they have agreed to supply a quote for the slight but significant change order that my feedback calls for. Also, as part of that discussion was Quill's recommendation of a local specialist who may be able to help the library craft a rollout plan for this important public relations effort. Before that rollout work begins, I intend a complete review with the Board so that it can be discussed and understanding/commitment might be as broadly shared as possible.
- The week of January 29<sup>th</sup> and into the next week, I conducted one-on-one interviews with key library staff at all levels and in all departments of the organization. Recurring themes emerged and seem to indicate some needed changes to procedure and policy that I wish to discuss with the Board in a closed special session before the next regular meeting of the Board in March.
- On Tuesday, February 6, I took part in an all-day strategic plan review with all City department heads, managers and supervisors, including all of those from the library, who were very well received by their peers in the City.
- I interviewed with the Oshkosh *Herald's* Jonathan Richie on February 8 and the *Herald* ran a very complimentary piece the following week. I have gotten positive feedback about the article.
- On February 12, I met with Michael Borucke of Repair Café Oshkosh to discuss their moving their program to the library starting later in the year. The waiver is currently under review by City legal. When that is cleared for usage, we will plan to move forward with the program being held here.
- On February 14, I presented to the current Leadership Oshkosh class for "Education Day," held at Fox Valley Technical College's Oshkosh Campus. Ms. Lisa Voss and Mr. Joe Bongers were kind enough to be in attendance to underscore the library's commitment to education and Leadership Oshkosh—both Ms. Voss and Mr. Bongers are alumnae of that program.
- As of this writing (February 22), staff is finalizing the planning for staff in-service day, scheduled for Friday, March 1<sup>st</sup>. Thus far, the agenda is dominated by two major initiatives: first, an abbreviated but complete training in the Total Quality Management approach to library operations, facilitated by myself. Training materials for the day have been ordered. The second is active shooter training, presented by Oshkosh Police Department, with our gratitude.
- Due to rising costs and usage, we are in the position of having to limit allowable Hoopla usage to five checkouts per month per user starting March 1. The 10-per-month limit was intended to be a temporary pandemic closure measure and the limit is necessary to keep the service sustainable.

- I met with City Manager Mark Rohloff and Winnebago County Human Services Director Bill Topel on February 16 to discuss ways the library and Human Services might partner in the future. The conversation was promising.
- We are currently entering data in the DPI's annual report online form. The report is due March 1 and I see no reason we will not meet or exceed that deadline.

Respectfully Submitted,

Darryl Eschete