

Oshkosh Public Library Board of Trustees
Agenda – March 28, 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	56-58
1. Minutes of the Regular Meeting of February 29, 2024		
2. Vouchers Payable – \$304,686.03		
<u>Items Removed from the Consent Agenda</u>		
<u>New Business</u>		
3. <u>Revision to Fines & Fees Policy:</u> Assistant Director for Public Services proposes update to policy. Changes are outlined in the memo. Action Requested: Approve policy revisions.	YES	59-64
4. <u>Financial report updates:</u> Director will share updates on financial reporting procedures for endowment funds and debit card use.	NO	65-69
<u>Informational Items</u>	NO	70-77
5. Revenues		
6. Expenditures		
7. Library Highlights		
8. Monthly Statistics		
9. Donations		
10. Personnel Changes		
<u>Library Director’s Report</u>	NO	78-79
<u>Adjourn to closed session (1 hour):</u>		
11. The Oshkosh Public Library Board of Trustees will convene in closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment of a public employee over which the Board has jurisdiction and exercises responsibility and Section 19.85(1)(f) of the Wisconsin Statutes for consideration of the social or personal histories of specific persons which if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories and for the following purposes:	NO	
1. To inform and solicit feedback regarding organizational planning.		
<u>Reconvene in open session</u>		
<u>Adjournment</u>		
<u>Next Meeting Scheduled</u>		
April 25, 2024 at 4 p.m.		

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
February 29, 2024

The February 29, 2024 Oshkosh Public Library Board of Trustees meeting was held in the Oshkosh Public Library meeting room and called to order at 4:00 PM by President, Bill Bracken.

Present: Bill Bracken, Susan Fojtik, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, David Romond, David Rucker, and Tony Kneepkens, Adjunct Board Member

Absent: Kim Brown and Amber Shemanski

Also Present: Darryl Eschete, Library Director; Ruth Percy, Assistant Director for Public Services; Lisa Voss, Assistant Director for Library Development; Clairellyn Sommersmith, Director of Winnefox Library System; Marcy Cannon, Winnefox Library System Business Manager; Tracie Schlaak, Winnefox Library System Administrative Specialist; and Karla Smith, Winnefox Library System ILS Manager.

Public Comments: None

Consent Agenda Items

- **Minutes** of the Regular Meeting held on January 25, 2024
- **February 2024** vouchers payable totaling \$197,205.16
- **2023 Annual Report** to the Wisconsin Department of Public Instruction

Discussion:

Amend presented January 25, 2024 Regular Meeting minutes as follows: Shemanski voted aye, and Rucker abstained.

Motion to approve the presented consent agenda as amended.

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

New Business

- Revisions to materials loan periods and item limits.

Motion to approve the changes made to the materials loan periods and item limits.

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

Adjournment

Motion to adjourn at 4:32 PM.

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

Respectfully,



Darryl Eschete, Secretary
Tracie Schlaak – Recorder

**Oshkosh Public Library
Vouchers Payable
March 2024**

Name	Memo	Paid Amount
Revolving Expenses		
6310 · Life Insurance		
City of Oshkosh - Revolving Charges	Life Insurance	459.07
Total 6310 · Life Insurance		<u>459.07</u>
6308 · Dental Insurance		
City of Oshkosh - Revolving Charges	Dental Insurance	1,319.78
Total 6308 · Dental Insurance		<u>1,319.78</u>
6306 · Health Insurance		
City of Oshkosh - Revolving Charges	Health insurance	33,539.52
Total 6306 · Health Insurance		<u>33,539.52</u>
6304 · Wisconsin Retirement Fund		
City of Oshkosh - Revolving Charges	Wisconsin Retirement Fund	11,585.41
Total 6304 · Wisconsin Retirement Fund		<u>11,585.41</u>
6302 · FICA - Employers Share		
City of Oshkosh - Revolving Charges	FICA - Employers Share	13,907.87
Total 6302 · FICA - Employers Share		<u>13,907.87</u>
6104 · Overtime		
City of Oshkosh - Revolving Charges	Overtime	4,009.78
Total 6104 · Overtime		<u>4,009.78</u>
6102 · Regular Pay		
City of Oshkosh - Revolving Charges	Regular Pay	184,161.71
Total 6102 · Regular Pay		<u>184,161.71</u>
Total Revolving Expenses		<u>248,983.14</u>
Contracted Services		
6412 · Contractual Agreement Payments		
Winnefox Library System	March 2024 Secretarial/Clerical Support, Delivery Service	13,257.91
Total 6412 · Contractual Agreement Payments		<u>13,257.91</u>
6415 · Subscription/Licensing Contract		
Mobile Beacon	1 Year 4F Unlimited Service	120.00
Gimlet	1 Month of Gimlet Service	348.00
Total 6415 · Subscription/Licensing Contract		<u>468.00</u>
6416 · Prevent Maintenance Contracts		
Jack's Maintenance Service	3/14/24 Carpet Stain Extracting	50.00
Jack's Maintenance Service	Janitorial Service - Monthly Contract	4,546.00
Accu-Com	Alarm Monitoring via Cell/Internet - Yearly Billing	576.00
Gordon Flesch Co, Inc	Images Over Base Amount - 2	281.54
Gordon Flesch Co, Inc	Images Over Base Amount - 1	42.69
Gordon Flesch Co, Inc	Total Base Charges	2.04
Total 6416 · Prevent Maintenance Contracts		<u>5,498.27</u>
6417 · 3rd Party Contracted Services		
Quill Creative LLC	Visual Identity Update	1,000.00
Beez Electric, Inc	Installed Power for Chrome Book Chargers - Labor	102.70
Gartman Mechanical Services	Replace/Adjust Belts on units - Labor	1,400.00
Gartman Mechanical Services	To Replace the stop Assembly in the 2nd Floor Men's Room - Labor	288.00
GFL Environmental	Trash & Recycling Service - March 2024	700.90
Unique Management Services, Inc	Placements	494.40
Total 6417 · 3rd Party Contracted Services		<u>3,986.00</u>
6411 · Advertising/Postage/Print		
Time Community Theater	Movie Partnership for Empire Strikes Back May 4th	250.00
Total 6411 · Advertising/Postage/Print		<u>250.00</u>
Total Contracted Services		<u>23,460.18</u>
Employee Development & Allowanc		
6421 · Employee Training/Development		
Copper Hall	Mon - Thur Community/Non-Profit Staff Retreat	75.00
MasterCard - RP	Food for 1 Day Management Retreat	117.36
Total 6421 · Employee Training/Development		<u>192.36</u>
6422 · Professional License/Membership		
MasterCard - RP	Nation Notary Service - Wisconsin Bond \$500 for 4 Years	20.00
Total 6422 · Professional License/Membership		<u>20.00</u>
6423 · Employee Allowance/Reimbursemen		
Bongers, Joe	Kiwanis Lunches	59.04
Toland, Sandy	January Mileage - 115.2 Miles	75.46
Toland, Sandy	February Mileage - 64.7 Miles	42.38
Total 6423 · Employee Allowance/Reimbursemen		<u>176.88</u>
Total Employee Development & Allowanc		<u>389.24</u>

**Oshkosh Public Library
Vouchers Payable
March 2024**

Name	Memo	Paid Amount
Fixed Costs		
6450 · Insurance Expense		
City of Oshkosh - Revolving Charges	Insurance Expense	130.00
Total 6450 · Insurance Expense		<u>130.00</u>
6454 · Telephone/Internet		
City of Oshkosh - Revolving Charges	Telephone/Internet Service	61.36
MasterCard - RP	Public Pay Phone	25.00
Total 6454 · Telephone/Internet		<u>86.36</u>
6455 · Utilities Expense		
Constellation	Gas Supply Charges	6,759.26
City of Oshkosh - Revolving Charges	Utility Expense	7,169.77
Total 6455 · Utilities Expense		<u>13,929.03</u>
Total Fixed Costs		<u>14,145.39</u>
Inventory Supplies		
6520 · Office Supplies		
Demco	BOX Paper Spine Labels	60.94
Demco	ROL Glass Reinforced Filament Tape	106.72
4imprint	Poly Bag w/Cotton Drawstring	405.09
Staples	10x15 BRN KFT ENV	25.32
Staples	HP Yellow/Black Toner	411.78
Staples	Tape - Qty: 20	114.20
Staples	Gel Pens, Magic Remove Tape, Paper	418.18
Staples	Gel Pens, Staples, Fluid Bond, Brief Cover, Battery	84.12
Staples	HP Hi-Yield Black	141.43
MasterCard - RP	Refund for Envelopes	-23.49
MasterCard - RP	CD Jewel Cases, DVD Blank Disc, Memory Card	68.96
MasterCard - RP	Batteries, Catalog Envelopes	77.74
Total 6520 · Office Supplies		<u>1,890.99</u>
6524 · Specialty Supplies		
Center Point Large Print	Books	427.26
Midwest Tape	DVD	26.98
Ingram	Books	72.92
Baker & Taylor	Books, DVDs, & CDs	4,572.33
Cengage Learning	Books	419.04
Ingram	Books	163.71
Midwest Tape	DVD	14.24
Hoopla	Digital Subscriptions: Quantity 2,392	5,592.25
The Rowman & Littlefield Publishing G	Berman Standing Order	20.35
masterCard - MD	Books, DVDs, & CDs	631.26
masterCard - MD	Books & CDs	197.48
masterCard - MD	Books, DVDs, & Milwaukee Journal Sentinel	574.21
Total 6524 · Specialty Supplies		<u>12,712.03</u>
6529 · Non-Inventory Supplies		
Beez Electric, Inc	Installed power for Chrome Book Chargers - Materials	31.18
Gartman Mechanical Services	Replace/Adjust Belts on units - Parts/Materials	658.50
Gartman Mechanical Services	To Replace the stop Assembly in the 2nd Floor Men's Room - Parts	17.70
Gartman Mechanical Services	Parts Provided for Stock	91.20
Jack's Maintenance Service	HS20 Gallon Qty: 4, LC4 & LC6 Case	186.03
Jack's Maintenance Service	40x46 1.5Mil Roll Black Liner	33.63
Kitz & Pfeil	Wood Shims, Rubber Spring, A&M, Caster, Barreries, Plastic Bucket	73.90
Kitz & Pfeil	LED B10, LED FEIT	34.17
MasterCard - RP	Keep Out Sign - Qty: 4	103.96
MasterCard - RP	Low/High Bay Lamp	25.00
masterCard - MD	Milwaukee Journal Sentinel, Games, Moveis, Books, Pens,CDs, Tuner for Ukulele	917.46
MasterCard - RP	Carrying Case, Stickers, Jello Cups, Tempra Paint, Tweezers, Cotton Balls, Charger	338.09
masterCard - MD	Dowels, PVC, Tubing for Tween STEAM	26.32
MasterCard - RP	Cardstock, Embroidery Hoops, Wood panels, Paint, Pens, Wood Slices, Clasp Pins	158.82
MasterCard - RP	Reading Stickers, Sticker Rolls	6.66
MasterCard - RP	Book Lover Stickers	3.33
Total 6529 · Non-Inventory Supplies		<u>2,705.95</u>
Total Inventory Supplies		<u>17,308.97</u>
Rental Expense		
6443 · Lease Expense		
Great America Financial Services	Copier Lease Charges	214.27
Great America Financial Services	Copier Lease Charges	184.84
Total 6443 · Lease Expense		<u>399.11</u>
Total Rental Expense		<u>399.11</u>
Total:		<u><u>304,686.03</u></u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

DATE: March 21, 2024

TO: Oshkosh Public Library Board of Trustees

FROM: Ruth Percey, Assistant Director for Public Services

RE: Fine and Fees Policy

Attached is an updated policy regarding library fines and fees.

The most significant change is the addition of a \$1/day fine, with a maximum of \$10, on WiFi hotspots that are returned late. While we already turn the data off within 24-48 hours past the due date, hotspots continue to be returned late or not at all. Given the wait list for this type of device, the goal is to further discourage patrons from keeping hotspots past the due date. It is my hope that by instituting a fine, in combination with requiring patrons to sign a Hotspot Loan Agreement form, we can significantly decrease the number of hotspots kept past their due date.

The other changes I've made to the Fine and Fees Policy are the inclusion of items we sell across the desk as part of our suite of business services.

"A Library in Every Life"

FINES AND FEES

1. Fines

- a. Items checked out from the Oshkosh Public Library are exempt from overdue fines, regardless of where the items are returned.
- b. Items borrowed from libraries outside of the Winnefox Library System via the Interlibrary Loan service, which are checked out from the Oshkosh Public Library, will be charged overdue fines at the daily rate of \$1.00 per day per / per item. The maximum fine per item is \$10.
- c. Hotspots will be charged overdue fines at the daily rate of \$1.00 per day per/ per item. The maximum fine per item is \$10.
- d. Items checked out from another library within the Winnefox Library System and returned to the Oshkosh Public Library will be assessed fines according to the fine / fee policy of the library from which the item was checked out.
- e. The library will not charge fines for days when it is closed.
- f. Fines will begin the first day the item is overdue. There is no grace period.
- g. Patrons are allowed to check out material, access some online resources or use public internet stations until their total accumulation of fines or fees reaches \$25. When this amount is exceeded, the patron must reduce the fine to below \$25 before additional material may be checked out.

2. Overdue Notices and Billing

Customers receive at least one overdue notification. A bill for the replacement of unreturned items is sent at 30 days. Accounts 45 days past due are referred to a collection agency. The schedule for e-mail notices is different from mailed paper notices and phone calls.

FINES AND FEES

3. Lost Materials Fees

Patrons are responsible for all material checked out on their library card before the card is reported lost or stolen.

In the event of lost or damaged materials, library users will be assessed the actual price as assigned in the lost-item record. If no price information is assigned, library users will be charged standard replacement prices for library items that are lost or damaged beyond repair.

Item Type	Description	Default Price
AV	Audio-visual	\$60
AV-EQUIP	Audio-visual equipment	\$50
BOOK	Book	\$20
BOOK-LH	Book-Local Hold	\$20
BOOK-NH	Book-No Hold	\$20
CASSETTE	Cassette	\$15
CASS-LH	Cassette-Local Hold	\$15
CD	CD	\$12
CD-LH	CD-Local Hold	\$12
CD-BOOK	CD-Book	\$40
CD-BOOK-LH	CD-Book-Local Hold	\$40
CD-ROM	CD-ROM	\$45
CD-ROM-LH	CD-ROM-Local Hold	\$45
DIGITAL	Digital (Playaways, etc)	\$60
DIGITAL-LH	Digital (Playaways) - Local Hold	\$60
DVD	DVD	\$15
DVD-LH	DVD-Local Hold	\$15
DVD-NH	DVD-No Hold	\$15
ILL-BOOK	Interlibrary Loan Item	\$100
JBOOK	Children's Book	\$12
JBOOK-LH	Children's Book-Local Hold	\$12
JBOOK-NH	Children's Book-No Hold	\$12
JCASSETTE	Children's Cassette	\$15
JCASS-LH	Children's Cassette-Local Hold	\$15
JCD	Children's CD	\$12

FINES AND FEES

Item Type	Description	Default Price
JCD-LH	Children's CD-Local Hold	\$12
JCD-BOOK	Children's CD-Book	\$25
JCD-BOOKLH	Children's CD-Book-Local Hold	\$25
JCD-ROM	Children's CD-ROM	\$45
JCD-ROM-LH	Children's CD-ROM-Local Hold	\$45
JDIGITAL	Children's Digital	\$60
JDIGITALLH	Children's Digital - Local Hold	\$60
JDVD	Children's DVD	\$15
JDVD-LH	Children's DVD-Local Hold	\$15
JDVD-NH	Children's DVD-No Hold	\$15
JKIT	Children's Kit	\$25
JMAGAZINE	Children's Magazine	\$5
JSPECIAL	Children's Puppet/Puzzle/Game	\$20
JVIDEO	Children's Video	\$15
JVIDEO-LH	Children's Video-Local Hold	\$15
KIT	Adult Kit	\$25
LONG-NH	Long-Loan-No Hold	\$20
MAGAZINE	Magazine	\$5
MAG-LH	Magazine	\$5
MICROFORM	Microform	\$100
NEW-BOOK	New book	\$20
NEWSPAPER	Newspaper	\$2
PAMPHLET	Pamphlet	\$2
REF-BOOK	Reference Item	\$80
SHORTLOAN	ShortLoan Item	\$20
UI-LOST	Unreturned Item-DRA	\$50
UNKNOWN	Other	\$0
VIDEO	Video	\$15
VIDEO-LH	Video-Local Hold	\$15

Authorized staff may make exceptions for material that is significantly differently priced than the standard replacement charge prices. Library staff will check reputable sources for prices.

FINES AND FEES

In lieu of paying the standard replacement price, a patron may replace a lost item with a new exact edition copy of the lost item.

Payments will be refunded up to one year after the item is paid for, if the item is located by the borrower and returned to the library or is located by the library and the borrower can be contacted.

Billing practices of libraries loaning materials to Oshkosh Public Library patrons may vary.

4. Standard Charges for Damages

In the event of minor damage, no fee will be assessed. If the damage is severe and/or requires pieces or accessories to be replaced, the actual replacement cost will be charged.

5. Lost Library Card Replacement Fee

Patrons - 18 years old and above - \$1.00
Patrons under age 18 - \$0.50

6. Notary Public Service

No charge

7. Print Out, Photocopy, Scan & FAX Charges

Computer print-outs and Photocopies	\$0.10 per page b&w \$0.25 per page color
FAX copies:	\$2 flat fee
Scan	No charge
Microfilm or Microfiche Prints:	\$0.10 per page

Except for coin-operated public equipment, payment is to be made at designated service desks.

FINES AND FEES

8. Miscellany

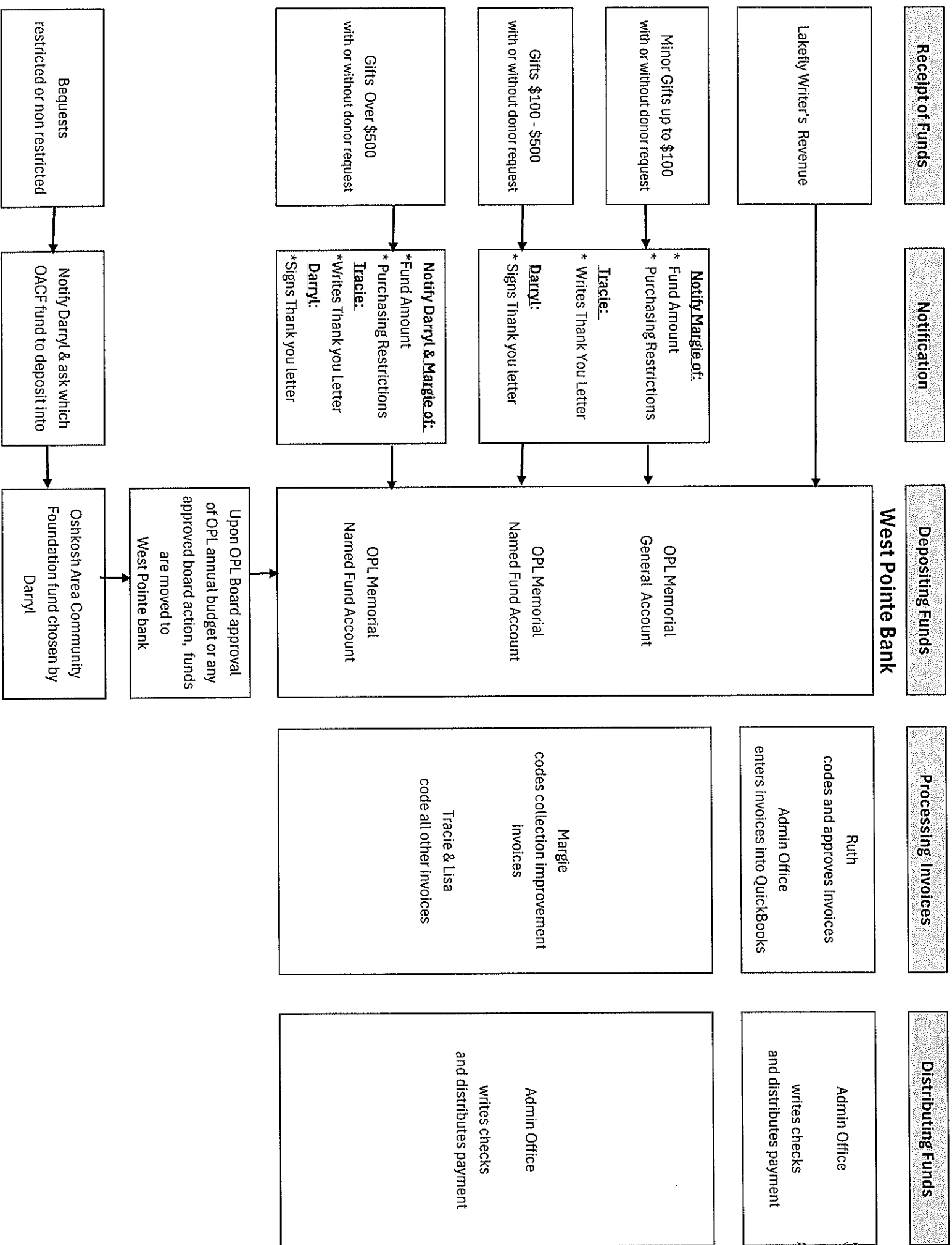
Book Store items

Hardcover books	\$1.00
Paperbacks	\$0.50
CDs and DVDs	\$1.00
Children's Books	\$0.50 and \$0.25
Magazines	\$0.10

Items that are significantly more valuable than the standard price will be priced accordingly by authorized staff.

Ear Buds	No charge -\$2
<u>Envelopes</u>	<u>\$0.25</u>
Flash Drive (small)	\$1.00 (or market cost)
Flash Drive (large)	\$2.50 (or market cost)
Blank DVD	\$1.00 (or market cost)
<u>Laminating Pouches</u>	<u>\$0.25, \$0.50, \$0.75</u>
Meeting Room	See Meeting Room Policy
Graphic Design (Contractual)	Varies by job

Written By:	OPL Administration
Approved By:	Library Board
Amended/Modified:	07/29/2021, 07/30/2020, 11/21/2019, 2/26/2015, 1/26/12, 12/16/10, 05/27/10, 10/12/09, 06/28/07, 12/22/05, 05/27/04, 3/25/04, 01/29/04, 01/31/02, 04/23/01, 05/25/00, 04/13/99



Receipt of Funds

Notification

Depositing Funds

Processing Invoices

Distributing Funds

West Pointe Bank

Lakerly Writer's Revenue

Minor Gifts up to \$100
with or without donor request

Gifts \$100 - \$500
with or without donor request

Gifts Over \$500
with or without donor request

Requests
restricted or non restricted

Notify Margie of:

* Fund Amount
* Purchasing Restrictions

Tracie:

* Writes Thank You Letter

Darryl:

* Signs Thank you letter

Notify Darryl & Margie of:

* Fund Amount
* Purchasing Restrictions

Tracie:

* Writes Thank you Letter

Darryl:

* Signs Thank you letter

OPL Memorial
General Account

OPL Memorial
Named Fund Account

OPL Memorial
Named Fund Account

Oshkosh Area Community
Foundation fund chosen by
Darryl

Upon OPL Board approval
of OPL annual budget or any
approved board action, funds
are moved to
West Pointe bank

Ruth

codes and approves Invoices
Admin Office
enters invoices into QuickBooks

Margie

codes collection improvement
invoices
Tracie & Lisa
code all other invoices

Admin Office

writes checks
and distributes payment

Admin Office

writes checks
and distributes payment

OPL Admin Office Debit Card

Agreement to Use West Pointe Bank Debit Card.

- Currently, only Margie has signed the agreement which Marcy has

Request to Expend Funds using Admin Office OPL Debit Card

1. Staff completes form and gives to Director or Director's Designee for approval.
2. If request is denied, the Director or Designee notifies the requesting staff member.
3. If request is approved, the Director or Designee notifies requesting staff member and Marcy.
 - Marcy transfers approved funds to the debit card then contacts the staff member to arrange a time for them to check out the debit card.
 - At check out the staff member is given a copy of the approved request form and reminded to attach all receipts before returning the card to Marcy or another admin office staff member in her absence.
 - The Staff member makes approved purchases then returns the card with required documentation to Marcy or another Admin office staff person in her absence.
 - Marcy or another Admin office staff ensures that receipts for all approved expenditures have been returned with the debit card.
 - If Complete Documentation is Received:
 - Admin office staff completes the return check-in by signing the form
 - Debit card is given to Marcy for storage
 - Documentation is given to Tracie for entry into QuickBooks.
 - If Missing Documentation:
 - OPL staff member is asked to retrieve missing documentation
 - Notation is made on approved request form that the card has been checked in, but documentation is still needed.
 - Debit card is given to Marcy for storage

Debit Card Usage Policy for Monetary Gifts, Donations, and Endowments to Oshkosh Public Library

Purpose: The purpose of this policy is to establish guidelines for the responsible use of debit cards by Oshkosh Public Library staff members for authorized library-related expenses from private gifts, donations and endowment funds. This policy aims to ensure transparency, accountability, and compliance with financial regulations.

Scope: This policy applies to all staff members authorized to use a debit card issued by West Pointe Bank on behalf of Oshkosh Public Library.

Authorization:

1. Only designated staff members approved by the library director are authorized to use the administration debit card for library-related expenditures from private gifts, donations and endowment funds.
2. Debit card usage must adhere to the library's endowment budget allocations and financial guidelines, which will be reviewed with all library staff authorized to use the administration debit card.
3. A second debit card will be assigned to the Collection Development Librarian for use in purchasing material based on the requirements of this position and administrative policy of OPL Memorial fund usage.

Expenditure Guidelines:

1. Debit cards may be used only for the following expenses:
 - Purchase of library materials, program supplies, equipment as approved by the board. The review and approval of the intended purchase(s) must be approved by the library director or the director's assigned designee prior to purchase.
 - The debit card assigned to the Collection Development Librarian has the authority to purchase material based on the requirements of this position and administrative policy of OPL Memorial fund usage.
2. Prohibited expenses include personal purchases, cash advances, and any expenditure unrelated to library operations.

Shared Usage:

1. The administrative debit card will be kept in a secure location accessible only to authorized staff members.
2. Each staff member must sign out the administrative debit card when in use and provide a brief description of the intended expenditure in advance as well as the budget line where the purchase has been authorized.

Spending Limits:

1. Upon authorization approval for the administrative debit card, the approved amount will be transferred into the account. Employees are not allowed to spend more than their requested and approved amount.

Documentation Requirements:

1. Staff members using the administrative debit card are responsible for retaining all receipts and documentation related to transactions. In the event of a lost receipt, the staff member responsible for the purchase must obtain a reissue.
2. Documentation must include the date, vendor name, description of goods/services purchased, and the amount of the transaction.
3. Receipts must be submitted promptly to the business manager for reconciliation.

Accountability:

1. Staff members are accountable for all transactions made using shared debit cards.
2. In the event of debit card usage without accompanying receipt documentation, the responsible party shall be liable for reimbursement to the library for the corresponding expenditure.
3. Any discrepancies or suspected misuse of debit cards must be reported immediately to the library director and the business manager for investigation. Misuse or abuse of debit cards will be considered a disciplinary or, possibly, a legal matter.

Reporting and Oversight:

The library director and business manager will provide quarterly reports to the library board summarizing debit card transactions, budget utilization, and any variances.

Compliance and Enforcement:

1. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or, if warranted, referral to law enforcement authorities.
2. The library director reserves the right to modify or revoke debit card privileges at any time.

Review and Revision: This policy will be reviewed annually by the Library Board to ensure its effectiveness and relevance. Amendments may be made as necessary to reflect changes in financial regulations or operational requirements.

Acknowledgment: By using debit cards issued by West Pointe Bank on behalf of Oshkosh Public Library, debit card-authorized staff members acknowledge their understanding and compliance with this policy.

Cardholder Agreement

I acknowledge that I have reviewed and understand this policy.

Signature _____ **Date** _____

Oshkosh Public Library

Request to Expend Funds Using the Admin Office OPL Debit Card

Updated: 2/25/24

Requester Name: _____ **Department:** _____

Brief Description of Purpose for Requested Funds

2024 Board Approved Funding	Staff Requested Amount	Director or Director's Designee		
		Request Denied	Request Approved	Approval of Amount Listed Below
n/a General OPL Memorial Fund				

Development and Support

\$360.00 Sponsor WALC Spelling Bee Team				
\$3,000.00 Staff Development Day				
\$1,800.00 WI City Library Collaborative				

Programming Support

\$2,500.00 Book Club Books - Elementary				
\$2,500.00 Book Club Books - Tweens				
\$2,500.00 Book Club Books - Teens				
\$2,500.00 Book Club Books - Young Adults				
\$3,800.00 Reading Challenge Prizes - Elementary Books				
\$2,500.00 Reading Challenge Prizes - Tweens Books				
\$2,500.00 Reading Challenge Prizes - Teens Books				
\$2,500.00 Reading Challenge Prizes - Adults Books				
\$8,000.00 OPL Support to Lakefly Conference				
\$2,000.00 Freedom to Read				
\$1,000.00 Young Authors Program (Malnar Fund)				

Technology

\$2,400.00 J Nichols - Technology Fund				
---	--	--	--	--

Director or Director's Designee Signature of Approval

Date

Debit Card Use Guidelines

1. Admin office debit card may be used only for purchase of library materials, program supplies and equipment as approved by the board and by the Director or Director's Designee as approved above. Use must adhere to library's endowment budget allocations and financial guidelines.
2. Prohibited expenses include personal purchases, cash advances, and any expenditure unrelated to library operations.

Signature: I agree to abide to the debit card use guidelines and, while checked out to me, I accept full responsibility for the card, charges made, and for retaining all receipts and transaction documentation

Check Out Date

Signature of Admin Office Staff confirming return of debit card and receipt of all transaction documentation

Return Date

Oshkosh Public Library
Statement of Revenue and Receipts
February 2024
17% 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	FEBRUARY	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
	6,167.79	12,292.79		12,292.79
	318.36	500.58		500.58
		0.00		0.00
	6,486.15	6,668.37	0.00%	6,668.37

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

TOTAL REVENUE

959,036.00		0.00	0.00%	(959,036.00)
		0.00	0.00%	0.00
174,353.22	43,588.23	43,588.23	25.00%	(130,764.99)
1,133,389.22	43,588.23	43,588.23	3.85%	(1,089,800.99)
		0.00	0.00%	0.00
9,000.00	706.51	1,515.12	16.83%	(7,484.88)
	67.04	104.71	0.00%	104.71
2,000.00	470.00	887.10	44.36%	(1,112.90)
10,000.00	1,112.76	2,383.24	23.83%	(7,616.76)
	94.32	215.42	0.00%	215.42
		0.00	0.00%	0.00
		0.00	0.00%	0.00
		0.00	0.00%	0.00
21,000.00	2,450.63	5,105.59	24.31%	(15,894.41)
1,154,389.22	46,038.86	48,693.82	4.22%	(1,105,695.40)
1,154,389.22	47,203.86	51,503.82	4.46%	(1,102,885.40)

Oshkosh Transit System

Monthly Bus Passes
Quarterly Bus Passes

Total Receipts to Oshkosh Transit System

0.00	805.00	1,820.00	0.00%	1,820.00
0.00	360.00	990.00	0.00%	990.00
0.00	1,165.00	2,810.00	0.00	2,810.00

City of Oshkosh Levy

2,876,500.00

Oshkosh Public Library
Statement of Expenditures
March 2024
25% of the year

		2024	MARCH	NET	% OF	UNEXPENDED
		BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
				TO DATE	BUDGET	
Revolving Expenses						
6102	Regular Pay	2,329,354.00	184,161.71	509,273.99	21.86	1,820,080.01
6104	Overtime Pay	20,000.00	4,009.78	10,491.93	52.46	9,508.07
6302	FICA - Employers Share	184,755.00	13,907.87	38,347.97	20.76	146,407.03
6304	Wisconsin Retirement Fund	154,104.00	11,585.41	32,607.02	21.16	121,496.98
6306	Health Insurance	351,041.00	33,539.52	97,150.60	27.68	253,890.40
6308	Dental Insurance	18,661.00	1,319.78	3,761.54	20.16	14,899.46
6310	Life Insurance	5,847.00	459.07	1,175.21	20.10	4,671.79
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	250.00	2,567.91	10.93	20,932.09
6412	Contractual Agreement Payments	315,400.00	13,257.91	196,094.45	62.17	119,305.55
6413	Contractual Employment	0.00		0.00	0.00	0.00
6415	Subscription/Licensing Contracts	5,000.00	468.00	1,212.00	24.24	3,788.00
6416	Prevent Maintenance Contracts	16,600.00	5,498.27	27,898.02	168.06	-11,298.02
6417	Third Party Contracted Services	50,000.00	3,986.00	12,142.96	24.29	37,857.04
6418	Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance						
6421	Employee Training/Development	6,000.00	192.36	307.81	5.13	5,692.19
6422	Professional License/Membership Dues/Bonds	5,000.00	20.00	93.85	1.88	4,906.15
6423	Employee Allowance/Reimbursement	800.00	176.88	190.53	23.82	609.47
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	399.11	905.06	12.93	6,094.94
Fixed Costs						
6450	Insurance Expense	28,300.00	130.00	11,669.58	41.24	16,630.42
6451	Workers Comp Insurance	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	86.36	530.14	15.15	2,969.86
6455	Utilities Expense	83,000.00	13,929.03	30,336.97	36.55	52,663.03
Other - Finance Only Accounts						
6465	Bank Fees	0.00		601.63	0.00	-601.63
Fuel/Lubricants						
6519	Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
Inventory/Supplies						
6520	Office Supplies	21,100.00	1,890.99	4,161.86	19.72	16,938.14
6524	Inventory/Supplies	273,000.00	12,712.03	31,078.70	11.38	241,921.30
6529	Non-Inventory Supplies	34,000.00	2,705.95	9,879.02	29.06	24,120.98
6550	Minor Equipment	0.00		0.00		
Total Other Expenditures		3,945,862.00	304,686.03	1,032,378.75	26.16	2,913,483.25

Oshkosh Public Library Highlights March 2024

1. OPL Director Darryl Eschete and Community Engagement Librarian Sandy Toland represented the library at the Oshkosh Chamber's 2024 Business Expo on March 20. The pair highlighted the upcoming Evening with the Director event and a variety of library services and programs. It was a great opportunity for Darryl to meet local business leaders and community members.
2. Fun Fact: A library YouTube video has gone viral, with more than 60,000 views since it was uploaded in April 2021. How to make an Easter Egg Craft (by folding the pages of a book) has been viewed by people in several European and Asian countries. It's a great example of the power of instructional video content to enhance learning and extend the reach and impact of a library program.
3. A talk by Community Engagement Librarian Sandy Toland brought 21 people to the Oshkosh Seniors Center on a very cold February day to learn about The Great Migration. The talk generated lively conversation among attendees and generated ideas and requests for future presentations.
4. A new children's program, Saturday Surprise, offers a hands-on activity designed to spark imagination in kids ages 5 and older. The program debuted in March with the Beaver Building Challenge. Staff read the story *The Lodge the Beaver Built* and the kids worked together as a beaver family to build a dam and a lodge before their pond froze over for the winter.
5. A reception for the Helen Farnsworth Mears Art Contest & Exhibit was held at the library on March 17, with 49 participants, families and friends attending. The exhibit features amazing art created by local middle school students for the contest, established in 1927 in honor of the Oshkosh-born sculptor. Many thanks to the General Federation of Women's Clubs – Oshkosh Women's Arts Club for sponsoring the contest and bringing the art to the library each year. All are invited to view the art in the library's lower level through March 28.
6. A member of the Winnebagoland Genealogical Society presented a program at the library on March 14 about the often-complex task of navigating Irish records for genealogy research. Eleven people attended the program and learned how a research trip to Ireland enriched the story of one Oshkosh area Irish immigrant family.
7. Book Buzz is back on the library's YouTube channel after a brief hiatus, with Reader's Advisory Librarian Sarah Read at the helm offering the dish on new releases and suggestions for what to read while you wait for your favorites to hit the shelves.
8. A Mini Job Fair brought 34 people to the library to meet with ten employers about job opportunities at their companies. Feedback from job seekers, employers and staff from the Department of Workforce Development was positive.
9. More than 300 local elementary age students participated in outreach activities for the Wild Winter Read Off when OPL staff visited their schools in December and January. Each child received a free book of their choice for participating in the reading challenge.

MONTHLY REPORT
Oshkosh Public Library
February 2024

CIRCULATION	Feb 2024	Feb 2023	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	13,197	13,458	-2%	27,642	28,030	-1%
Book-Juvenile	13,228	13,066	1%	26,612	27,176	-2%
Book-YA/Teen	1,200	1,281	-6%	2,478	2,685	-8%
CD-Adult	1,098	1,350	-19%	2,335	2,700	-14%
CD-Juvenile	73	78	-6%	142	147	-3%
CD-Book-Adult	421	580	-27%	936	1,111	-16%
CD-Book-Juvenile	118	206	-43%	259	387	-33%
CD-Book-YA/Teen	9	13	-31%	30	22	36%
DVD-Adult	5,289	5,503	-4%	11,008	12,283	-10%
DVD-Juvenile	894	1,149	-22%	2,105	2,383	-12%
Game-Adult	646	672	-4%	1,262	1,339	-6%
Game-Juvenile	239	183	31%	468	388	21%
Magazine-Adult	393	404	-3%	795	902	-12%
Magazine-Juvenile	18	16	13%	44	17	159%
Magazine-YA/Teen	5	0	0%	6	0	0%
Other-Adult	175	187	-6%	345	428	-19%
Other-Juvenile	145	144	1%	302	294	3%
Other-YA/Teen	4	5	-20%	12	10	20%
Total Adult	21,219	22,154	-4%	44,323	46,793	-5%
Total Juvenile	14,715	14,842	-1%	29,932	30,792	-3%
Total YA/Teen	1,218	1,299	-6%	2,526	2,717	-7%
SUB TOTAL	37,152	38,295	-3%	76,781	80,302	-4%
Digital Book Formats						
OverDrive E-Books	4,959	4,775	4%	10,724	9,908	8%
Hoopla E-Books	533	496	7%	1,047	934	12%
E-BOOKS SUB TOTAL	5,492	5,271	4%	11,771	10,842	9%
Audiobook Formats						
OverDrive Audiobooks	4,811	3,886	24%	9,814	8,292	18%
Hoopla Audiobooks	1,579	1,192	32%	3,136	2,298	36%
AUDIOBOOKS SUB TOTAL	6,390	5,078	26%	12,950	10,590	22%
Tumblebooks	0	0	0%	2	0	0%
DIGITAL BOOKS SUB TOTAL	0	0	0%	2	0	0%
Digital Media						
Hoopla Music	51	42	21%	86	85	1%
Hoopla Video	229	187	22%	504	416	21%
DIGITAL MEDIA SUB TOTAL	280	229	22%	590	501	18%
DIGITAL CONTENT SUB TOTAL	12,162	10,578	15%	25,313	21,933	15%
TOTAL CIRCULATION	49,314	48,873	1%	102,094	102,235	0%
PHYSICAL MATERIALS						
% AV Materials Circulated	24%	25%	-7%	24%	26%	-7%
% Print Materials Circulated	76%	75%	2%	76%	74%	2%
% Adult Materials Circulated	60%	61%	-1%	58%	58%	-1%
% Youth Materials Circulated	40%	39%	2%	42%	42%	1%
Average Circulation Per Hour	169	189.4	-11%	177.9	185.9	-4%

MONTHLY REPORT
Oshkosh Public Library
February 2024

MISCELLANEOUS	Feb 2024	Feb 2023	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	20,241	16,129	25%	39,217	33,259	18%
Average Daily Traffic	698	620	13%	676	606	12%
Meetings Held	110	79	39%	198	154	29%
New Card Registrations	221	186	19%	447	397	13%
Self-check % of Checkout	48.6%	48.7%	0%	48.2%	49.4%	-3%
Volunteer Hours Worked	91	111	-18%	178	174	2%
Teacher Packs	3	3	0%	6	9	-33%
ELECTRONIC RESOURCES	Feb 2024	Feb 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	17,185	16,837	2%	36,972	36,103	2%
SUBSCRIPTION DATABASE SESSIONS - * = new tracking						
Ancestry	29	42	-31%	74	122	-39%
Mango Languages	59	61	-3%	130	125	4%
*Newsbank	15	0	0%	22	0	0%
*Oshkosh Northwestern - Proquest	23	0	0%	42	0	0%
Reference Solutions	76	108	-30%	139	224	-38%
*Value Line	12	0	0%	0	224	-100%
SUB-TOTAL	214	575	-63%	426	1,543	-72.4%
LOCAL DATABASE SESSIONS						
1957 Address Change	24	35	-31%	38	80	-53%
City Directories	54	90	-40%	118	238	-50%
Digital Collections	73	262	-72%	152	549	-72%
Local History Books	24	27	-11%	38	59	-36%
Oshkosh Facts, Firsts, and FAQ	1	1	0%	6	2	200%
Oshkosh Vital Records Index	134	185	-28%	311	393	-21%
Riverside Cemetery Index	7	7	0%	22	17	29%
UWDC - Atlases & Histories	0	0	0%	1	3	-67%
SUB-TOTAL	317	607	-48%	686	1,341	-49%
TOTAL ELECTRONIC RESOURCE SESSIONS	17,716	18,019	-2%	38,084	38,987	-2.3%
PUBLIC COMPUTER USE	Feb 2024	Feb 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Access	7,337	5070	45%	13978	10725	30%
Public Computer Use						
Adult	1711	1548	11%	3301	2827	17%
Youth	110	132	-17%	241	285	-15%
TOTAL USE	1821	1680	8%	3542	3112	13.8%
QUESTIONS ANSWERED	Feb 2024	Feb 2023	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	819	1,089	-25%	1,593	2,221	-28%
Youth Department						
Reference	238	208	14%	440	449	-2%
TOTAL QUESTIONS ANSWERED	1,057	1,297	-19%	2,033	2,670	-24%

MONTHLY REPORT
Oshkosh Public Library
February 2024

PROGRAMS	Feb 2024	Feb 2023	% Change	YTD 2024	YTD 2023	% Change
Adult	17	13	31%	38	24	58%
Teen	2	4	-50%	7	6	17%
Youth	34	39	-13%	50	53	-6%
Roving Reader	10	7	43%	23	9	156%
TOTAL	63	63	0%	118	92	28%
Program Attendance						
Adult	254	234	9%	376	350	7%
Teen	25	120	-79%	93	192	-52%
Youth	1005	1763	-43%	1,607	2,182	-26%
TOTAL	1284	2117	-39%	2,076	2,724	-24%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: March 20, 2024
SUBJECT: February 2024 Donations

Paul Janty – to be used for K-12 Library Materials	\$3,000.00
Winnebago County Credit Union – to be used for Children’s programs	\$1,000.00
Sandy King – given in honor of a family birthday	\$ 50.00
Dave & Peggy Weller – Given in memory of Paul Sawicki	\$ 25.00
Margaret Osborn Estate – additional distribution	\$1,457.01
Stanley Samuel – given in appreciation for assistance by Genealogy/Oshkosh History librarians	\$ 50.00
Donations given at the register	\$ 37.45
<hr/> Total Donations	\$5,619.46

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: March 20, 2024
SUBJECT: February 2024 Personnel Changes

Kathy Grace – Managing Librarian in Collection Development retired on 2/13/24 after 51.5 years with the library.

Grace Gehrke – Page in FFPS rehired on 2/7/24.

Maxwell Singletary – New page in FFPS hired on 2/5/24.

Library Director's Report

March 2024

Since the Board meeting in February, library staff and I have been at work on the following:

- On Friday, March 1, staff and I met for the annual in-service training day. In the morning, we reviewed the Total Quality Management model of library work, with general positive reception, though much learning and many meetings remain. In the afternoon, the Oshkosh Police Department led active threat training, a training need identified in staff surveys and, again, positively received.
- On Monday, March 4, I took part in an all-day meeting with City department heads reviewing the City's strategic plan and the appropriate adjustments to key performance indicators called for to continue the City's progress.
- On Thursday, March 7, I met with City Attorney Lynn Lorensen and City Legal Counsel Ashley Lehocky to discuss recommendations for ensuring library staff is properly trained at all levels to report and respond proactively and thoroughly to employee concerns of the sort that might demand investigation and HR referral.
- On Friday, March 15, I was introduced to the Winnebago Area Literacy Council Board by Council Director Perry. At the meeting there was a reaffirmation of mutual mission support and goodwill between council and library.
- On Monday, March 18, I led a group discussion for library supervisory staff at Copper Hall at which we discussed my vision for the management of the library and to assure the management staff that they have my support as we work to improve and strengthen this library and overcome lingering organizational issues.
- As of this writing:
 - I am preparing to represent the Library/City with Community Engagement and Outreach Librarian Sandy Toland at the State of the City Chamber event at the Convention center (3/20).
 - I am preparing for a discussion with engineers RE: the creation and installation of an active white noise noise suppression system for public areas (3/21).
 - I am researching digital signage options and vendors/installers in the area (ongoing)
 - I will be taking part in a discussion on Friday the 22nd (led by John Fitzpatrick) to discuss the services that the library is not currently relying on the City staff for and if it might be appropriate to adjust that.

Respectfully Submitted,

Darryl Eschete

Library Director's Report

March 2024

Since the Board meeting in February, library staff and I have been at work on the following:

- On Friday, March 1, staff and I met for the annual in-service training day. In the morning, we reviewed the Total Quality Management model of library work, with general positive reception, though much learning and many meetings remain. In the afternoon, the Oshkosh Police Department led active threat training, a training need identified in staff surveys and, again, positively received.
- On Monday, March 4, I took part in an all-day meeting with City department heads reviewing the City's strategic plan and the appropriate adjustments to key performance indicators called for to continue the City's progress.
- On Thursday, March 7, I met with City Attorney Lynn Lorensen and City Legal Counsel Ashley Lehocky to discuss recommendations for ensuring library staff is properly trained at all levels to report and respond proactively and thoroughly to employee concerns of the sort that might demand investigation and HR referral.
- On Friday, March 15, I was introduced to the Winnebago Area Literacy Council Board by Council Director Perry. At the meeting there was a reaffirmation of mutual mission support and goodwill between council and library.
- On Monday, March 18, I led a group discussion for library supervisory staff at Copper Hall at which we discussed my vision for the management of the library and to assure the management staff that they have my support as we work to improve and strengthen this library and overcome lingering organizational issues.
- As of this writing:
 - I am preparing to represent the Library/City with Community Engagement and Outreach Librarian Sandy Toland at the State of the City Chamber event at the Convention center (3/20).
 - I am preparing for a discussion with engineers RE: the creation and installation of an active white noise suppression system for public areas (3/21).
 - I am researching digital signage options and vendors/installers in the area (ongoing)
 - I will be taking part in a discussion on Friday the 22nd (led by John Fitzpatrick) to discuss the services that the library is not currently relying on the City staff for and if it might be appropriate to adjust that.

Respectfully Submitted,

Darryl Eschete