

Oshkosh Public Library Board of Trustees
Agenda – April 25, 2024
Library Lower-level Meeting Room

<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	81-85
1. Minutes of the Regular Meeting of March 28, 2024		
2. Vouchers Payable – \$ 394,366.92		
<u>Items Removed from Consent Agenda</u>		
<u>New Business</u>		
3. <u>Proposed change in library hours:</u> Consider amending the operating hours of the Oshkosh Public Library to open at 9 a.m., Monday through Friday.	YES	86-88
4. <u>Updates to Patron Behavior Policy-</u> Consider adopting an updated Patron Behavior Policy, superseding that which is currently in effect. Action requested: Approve amended Patron Behavior Policy.	YES	89-95
5. <u>Endowment Fund Requests Round 2:</u> The library would like to purchase a pop-up tent to be used during outdoor outreach events. Action requested: Approve purchase of tent from the Program Support fund.	YES	
<u>Informational Items</u>	NO	96-106
6. Revenues		
7. Expenditures		
8. Library Highlights		
9. Monthly Statistics		
10. Donations		
11. Personnel Changes		
12. Endowment Revenue and Expense Reports		
<u>Library Director’s Report</u>	NO	107-108
<u>Trustee Reports and Comments</u>	NO	
<u>Adjournment</u>		
<u>Next Meeting Scheduled:</u> May 30, 2024 at 4 p.m.		

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
March 28, 2024

The March 28, 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 Vice-President, Lindsey Mugerauer.

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

Absent: Bill Bracken, Kim Brown, Baron Perlman, David Rucker and Amber Shemanski

Also Present: Darryl Eschete, Library Director; Ruth Percey, Assistant Director for Public Services; Lisa Voss, Assistant Director for Library Development; Marcy Cannon, Winnefox Library System Business Manager; Tracie Schlaak, Winnefox Library System Administrative Specialist; and Lorin Ganzel, member of the community.

Public Comments: None

Lindsey Mugerauer started the meeting by recognizing two of the Oshkosh Public Library Board Trustees that were given service awards by the mayor of the city of Oshkosh, Matt Mugerauer. These were Larry Lautenschlager – 5 years and Christine Melms-Simon – 10 years.

Consent Agenda Items

- **Minutes** of the Regular Meeting held on February 29, 2024
- **March 2024** vouchers payable totaling \$304,686.03.

Motion to approve the consent agenda as presented.

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

New Business

- Revisions to Fines & Fees Policy.

Motion to approve the Fines and Fees Policy as presented.

Motion: Romond; **Second:** Fojtik; Fojtik rescinded the second and no vote was taken.

Discussion:

Clarifications are needed regarding the policy. Changes requested –

1. Fines
 - a. to read “Items checked out from the Oshkosh Public Library are exempt from overdue fines, with the exception of Inter Library Loan and hotspots, regardless of where the items are returned.”
 - g. to read “Patrons are allowed to check out material and access some online resources until their total accumulation of fines or fees reach \$25. When this amount is exceeded, the patron must reduce the fine to below \$25 before additional material may be checked out.”

Motion to approve the changes made to the Fines and Fees Policy as amended.

Motion: Lautenschlager; **Second:** Melms-Simon; **Vote:** This was a roll call vote – Unanimous.

Closed Session

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:

To inform and solicit feedback regarding organizational planning.

Motion to go into Closed Session at 4:30 PM.

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

Open Session

Motion to go into Open Session at 5:07 PM.

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

Adjournment

Motion to adjourn at 5:07 PM.

Motion: Mugerauer; **Second:** Romond; **Vote:** Unanimous

Respectfully,



Darryl Eschete, Secretary

Tracie Schlaak – Recorder

**Oshkosh Public Library
Vouchers Payable
April 2024**

Name	Memo	Paid Amount
Revolving Expenses		
6310 · Life Insurance		
City of Oshkosh - Revolving Charges	Employer's share of life insurance	\$380.87
Total 6310 · Life Insurance		\$380.87
6308 · Dental Insurance		
City of Oshkosh - Revolving Charges	Employer's share of dental	\$1,319.78
Total 6308 · Dental Insurance		\$1,319.78
6306 · Health Insurance		
City of Oshkosh - Revolving Charges	Employer share of health ins	\$32,678.44
Total 6306 · Health Insurance		\$32,678.44
6302 · FICA - Employers Share		
City of Oshkosh - Revolving Charges	Employer's share of FICA	\$19,943.92
Total 6302 · FICA - Employers Share		\$19,943.92
6304 · Wisconsin Retirement Fund		
City of Oshkosh - Revolving Charges	Employer's share of WI Retirement	16,837.97
Total 6304 · Wisconsin Retirement Fund		16,837.97
6104 · Overtime		
City of Oshkosh - Revolving Charges	Overtime pay	\$2,139.75
Total 6104 · Overtime		\$2,139.75
6102 · Regular Pay		
City of Oshkosh - Revolving Charges	Regular Pay	\$261,543.90
Total 6102 · Regular Pay		\$261,543.90
Total Revolving Expenses		\$334,844.63
Contracted Services		
6412 · Contractual Agreement Payments		
Winnefox Library System	Contractual services - April 2024	\$13,257.91
Total 6412 · Contractual Agreement Payments		\$13,257.91
6415 · Subscription/Licensing Contract		
Winnefox Library System	Movil Beacon hot spot renewals	\$1,920.00
Winnefox Library System	Constant Contact renewal	\$650.00
Winnefox Library System	SWANK movie licenses	\$708.00
Total 6415 · Subscription/Licensing Contract		\$3,278.00
6416 · Prevent Maintenance Contracts		
Gordon Flesch Co, Inc	Copier maintenance	\$359.27
Gordon Flesch Co, Inc	Copier Maintenance	\$404.16
Gordon Flesch Co, Inc	Copier maintenance	\$117.75
Gordon Flesch Co, Inc	Copier maintenance	\$4.46
Jack's Maintenance Service	April 2024 Janitorial services	\$4,546.00
Total 6416 · Prevent Maintenance Contracts		\$5,431.64
6417 · 3rd Party Contracted Services		
Gartman Mechanical Services	Plumbing services	\$144.00
GFL Environmental	Waste disposal	\$700.90
Unique Management Services, Inc	March Placements	\$442.90
Winnefox Library System	Unique Mgmt - January, Feb 2024	\$586.45
Total 6417 · 3rd Party Contracted Services		\$1,874.25
6411 · Advertising/Postage/Print		
Winnefox Library System	Postage	\$306.47
Winnefox Library System	Printing jobs 2/14/24 - 3/4/24	\$1,493.91
Winnefox Library System	Printing jobs-March	\$565.38
Total 6411 - Advertising/Postage/Print		\$2,365.76
Total Contracted Services		\$26,207.56
Employee Development & Allowance		
6421 · Employee Training/Development		
Winnefox Library System	PLA conference- Read	\$394.00
Total 6421 · Employee Training/Development		\$394.00
6422 · Professional License/Membership		
MasterCard - RP	Notary registration	\$20.00
Total 6422 · Professional License/Membership		\$20.00
6423 · Employee Allowance/Reimbursemen		
Bongers, Joe	Kiwanis lunches	\$29.94
Total 6423 · Employee Allowance/Reimbursemen		\$29.94
Total Employee Development & Allowanc		\$443.94

**Oshkosh Public Library
Vouchers Payable
April 2024**

Name	Memo	Paid Amount
Fixed Costs		
6450 · Insurance Expense		
City of Oshkosh - Revolving Charges	Willis Towers & McClone Agency insurance	\$5,769.79
Total 6450 · Insurance Expense		<u>\$5,769.79</u>
6454 · Telephone/Internet		
City of Oshkosh - Revolving Charges	Telephone expense	\$278.34
MasterCard - RP	Payphone	\$25.00
Winnefox Library System	US Cellular - 2/8/24 - 3/7/24	\$34.15
Winnefox Library System	US Cellular 2/8/24 - 3/7/24	\$34.15
Total 6454 · Telephone/Internet		<u>\$371.64</u>
6455 · Utilities Expense		
City of Oshkosh - Revolving Charges	Utility expense	\$7,315.02
Total 6455 · Utilities Expense		<u>\$7,315.02</u>
Total Fixed Costs		<u>\$13,456.45</u>
Inventory Supplies		
6520 · Office Supplies		
General Book Covers	Book Covers	\$170.00
Kapco Kent Adhesive Products	Easy Cover Book covers	\$301.40
MasterCard - RP	Labels, Laminating puches, toner	\$342.04
MasterCard - RP	Office supplies	\$124.89
Staples	Office Supplies	\$747.60
Winnefox Library System	Office Supplies	\$620.24
Total 6520 · Office Supplies		<u>\$2,306.17</u>
6524 · Specialty Supplies		
Baker & Taylor	Library Materials	\$7,609.60
Cengage Learning	Library materials	\$415.68
Ingram	Library Materials	\$402.96
masterCard - MD	Library materials	\$971.71
Midwest Tape	Library materials	\$33.73
Midwest Tape - Hoopla	Hoopla services	\$4,418.32
New England Historic Genealogical Soc	Library materials	\$100.00
Total 6524 · Specialty Supplies		<u>\$13,952.00</u>
6529 · Non-Inventory Supplies		
Jack's Maintenance Service	Cleaning supplies	\$130.47
M.V. Klinger Painting Co. Inc.	Repair and paint outdoor trash cans	\$345.35
masterCard - MD	Pizza for Teen Book Club	\$215.05
MasterCard - RP	Technology supplies	\$20.98
MasterCard - RP	Maintenance supplies	\$193.16
MasterCard - RP	Craft supplies-teens	\$23.56
MasterCard - RP	Craft supplies - children/teen	\$255.45
MasterCard - RP	Program supplies	\$47.04
MasterCard - RP	Program supplies	\$28.54
MasterCard - RP	Craft supplies-adults	\$30.44
MasterCard - RP	Program supplies	\$196.89
Packerland Glass	clear plat glass w/polished edges	\$101.40
Winnefox Library System	Tech supplies	\$154.51
Winnefox Library System	Cleaning supply	\$7.49
Winnefox Library System	Supplies from Pick n Save	\$57.27
Winnefox Library System	Suplies for Book Club	\$37.94
Winnefox Library System	Supplies from Pick n Save	\$203.19
Winnefox Library System	Pick n Save Supplies	\$8.99
Winnefox Library System	Prizes from various businesses	\$467.81
Total 6529 · Non-Inventory Supplies		<u>\$2,525.53</u>
Total Inventory Supplies		<u>\$18,783.70</u>

Oshkosh Public Library
 Vouchers Payable
 April 2024

Name	Memo	Paid Amount
Other - Finance Only Accounts		
6465 · Bank Fees		
City of Oshkosh - Revolving Charges	Bank Fees	\$442.37
Total 6465 · Bank Fees		<u>\$442.37</u>
Total Other - Finance Only Accounts		<u>\$442.37</u>
Rental Expense		
6443 · Lease Expense		
Great America Financial Services	Copier lease	\$188.27
Total 6443 · Lease Expense		<u>\$188.27</u>
Total Rental Expense		<u>\$188.27</u>
Total Vouchers Payable		<u><u>\$394,366.92</u></u>

1. Other Winnefox/Nearby Library Hours

Neenah:

Monday through Thursday: 9:00 a.m. – 9:00 p.m.

Friday: 9:00 a.m. – 6:00 p.m.

Saturday: 10:00 a.m. – 4:00 p.m.

Sunday: 12:00 p.m. – 4:00 p.m.

Winneconne:

Monday: 9:00 a.m. - 4:30 p.m.

Tuesday: 9:00 a.m. - 4:30 p.m.

Wednesday: 9:00 a.m. - 6:00 p.m.

Thursday: 9:00 a.m. - 4:30 p.m.

Friday: 9:00 a.m. - 4:30 p.m.

Saturday: 9:00 a.m. - 12:00 p.m.

Fond du Lac:

Monday to Thursday: 9:00 a.m. - 8:00 p.m.

Friday: 9:00 a.m. - 6:00 p.m.

Saturday: 9:00 a.m. - 4:00 p.m.

Sunday: 12:00 p.m. - 4:00 p.m.

Appleton*:

Monday to Thursday: 9:00 a.m. to 9:00 p.m.

Friday: 9:00 a.m. to 6:00 p.m.

Saturday: 9:00 a.m. to 5:00 p.m.

Sunday: 12:00 p.m. to 5:00 p.m.

Menasha:

Monday to Thursday: 8:30 a.m. to 8:30 p.m.

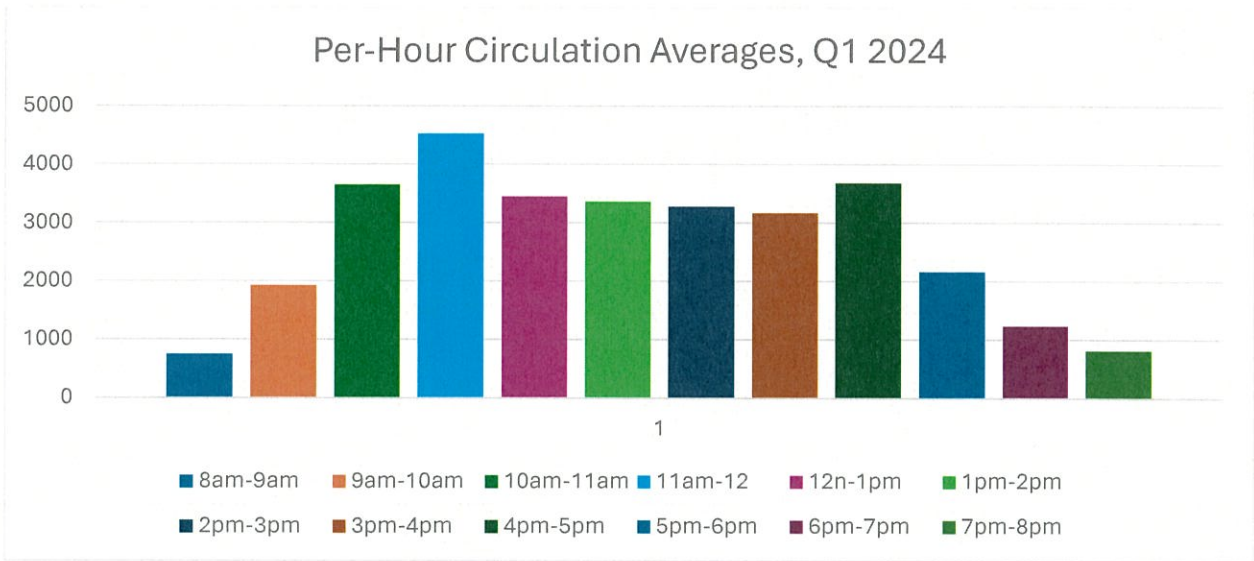
Friday: 8:30 a.m. to 6:00 p.m.

Saturday: 8:30 a.m. to 4:30 p.m.

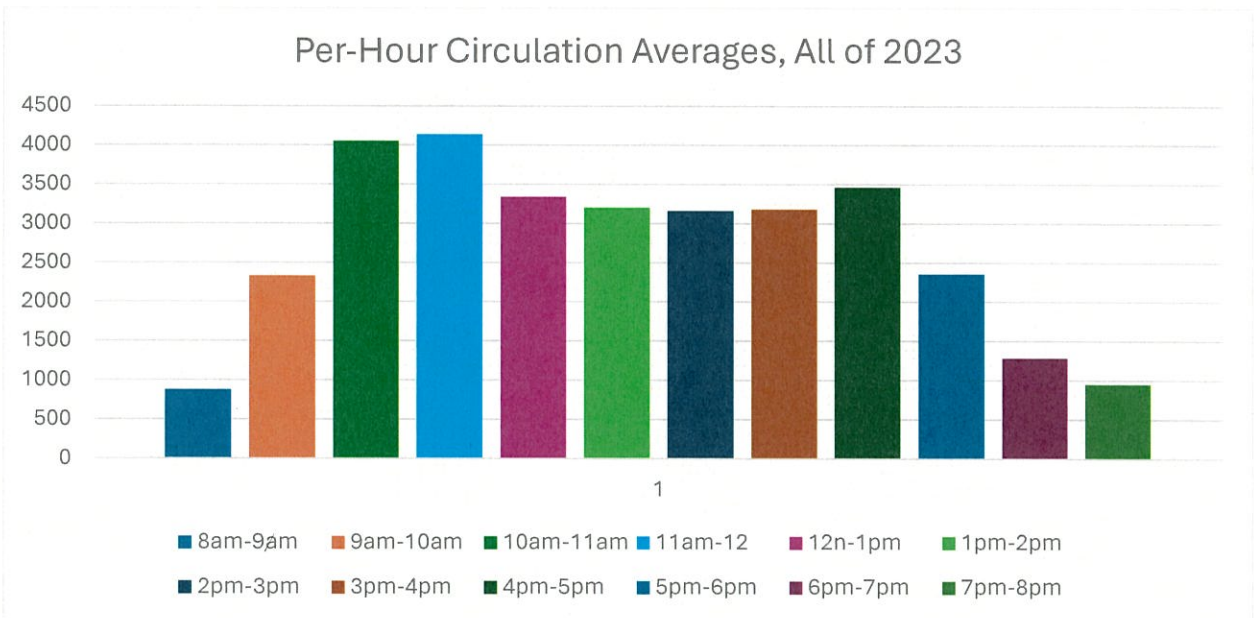
Sunday: 1:00 p.m. to 5:00 p.m.

*Not a Winnefox library

2. Oshkosh Circulation by Hour

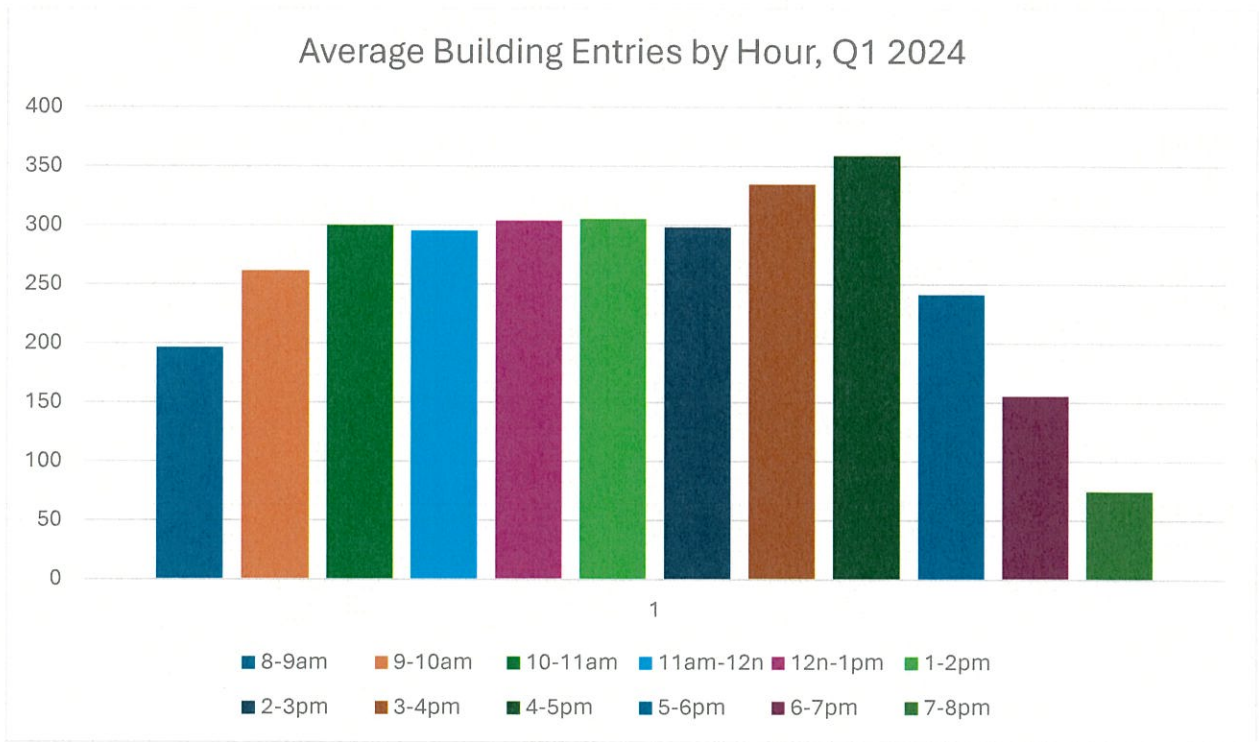


8am-9am	9am-10am	10am-11a	11am-12	12n-1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm
752	1926	3652	4525.667	3448	3362.333	3278.333	3174	3683.667	2166	1235.333	817



8am-9am	9am-10am	10am-11a	11am-12	12n-1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm
878.0833	2333.25	4053.417	4137.5	3340.833	3202.333	3163.5	3184.083	3463	2354.167	1287.083	952.25

3. Oshkosh Building Entries by Hour



8-9am	9-10am	10-11am	11am-12n	12n-1pm	1-2pm	2-3pm	3-4pm	4-5pm	5-6pm	6-7pm	7-8pm
196.5333	261.2	300.0667	295.3333	303.6	305.4667	298.4	334.5333	358.7333	241.3333	155.3333	74.58333

Please note as you consider the per-hour statistics that the library is not open until 8pm all days of the week.

LIBRARY RULES OF BEHAVIOR

The Oshkosh Public Library welcomes everyone to use its building and collections. The Rules of Behavior are designed to ensure the safety of, and respect for, all people who seek to use these resources.

To meet these goals the following conduct, behavior and acts are prohibited in the building:

1. Rowdy or unsafe activity.
2. Loud noises, loud talking or inappropriate language.
3. Not wearing shoes or a shirt.
4. Blocking any entrance or fire exit.
5. Bringing pets into the building.
6. Leaving children under the age of 8 unattended without direct supervision.
7. The use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes.
8. Possessing alcoholic beverages.
9. Sleeping.
10. Panhandling, or selling goods or services.
11. Unauthorized distribution of materials or gathering signatures for petitions.
12. Leaving the library with library materials that have not been checked out.
13. Damaging library materials, equipment, furniture, facilities or property.
14. Inappropriate public display of affection.

Illegal activities will be reported to the police.

Written By:	Jeff Gilderson-Duwe
Approved By:	Library Board
Amended/Modified:	10/11/02, 1/22/13, 6/26/23
Date:	07/24/96

LIBRARY RULES OF BEHAVIOR – EXTERIOR

The Oshkosh Public Library welcomes everyone to visit its building and grounds. The Rules of Behavior are designed to ensure the safety of, and respect for, all people who come to the Library.

To meet these goals the following conduct, behavior and acts are prohibited on the Library grounds:

1. Rowdy or unsafe activity.
2. Blocking any entrance or fire exit.
3. Locking bicycles, other vehicles or equipment to structures other than the bicycle racks provided.
4. Riding or using skateboards, scooters or other wheeled sports equipment on Library sidewalks, parking lot or driveways in such a way as to risk the safety of pedestrians or vehicle operators, or to risk damage to the Library's building, equipment or infrastructure.
5. Leaving pets unattended.
6. Leaving children under the age of 8 unattended without direct supervision.
7. The use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes.
8. Loitering in the Library's trash receptacle enclosure.

Staff will ask persons behaving in these unsafe and/or disrespectful ways to cease doing so. If the behaviors do not cease, the police will be called.

Illegal activities will be reported to the police.

Written By:	Jeff Gilderson-Duwe
Approved By:	Library Board
Amended/Modified:	6/29/2023
Date:	12/18/2014

Proposed Behavior Policy updates
From: Director Darryl Eschete
To: Oshkosh Public Library Board of Trustees
4.19.2024

Those visiting the Oshkosh Public Library are expected and presumed to be engaged in the productive use of the library's resources. This includes reading, studying, researching, attending programs and utilizing library resources. Patrons have the right to use the library undisturbed and library employees have the right to work without undue interference.

Please note: Adult patrons in the children's or teen areas who are not retrieving children's or teen materials nor are caregivers for a child or teen may be asked to relocate to other areas of the library.

The library will not tolerate bullying in any library space, gathering or program and staff will do all they reasonably can to create a safe space for all library users, regardless of an individual's actual or perceived age, color, creed/denomination, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes/appearance, level of physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, housing status or familial status. For this policy's purposes, bullying is defined as the unwanted, aggressive use of physical, social or mental/intellectual power to control, harm or humiliate another person in a damaging, repetitive or pervasive manner. This policy is written with the presumption that all library users and employees should be free of any threat of harm, invasion of property, or gross indignity. To protect these rights for all persons, the Oshkosh Public Library Board of Trustees, pursuant to authority granted in City of Oshkosh City Code 2-49, has approved the following rules.

Those who come upon the library grounds or enter the library building will be expected to refrain from any conduct which would be understood to disturb or interfere with the legitimate use of the library or interfere with the library's right to maintain a clean, pleasant, and safe facility.

No person shall:

1. Refuse to follow reasonable directives or instructions from a library staff member.
2. Willfully and purposely expose patrons and/or staff to images or language in such a way that a reasonable observer would consider the behavior sexual harassment.
3. Use the Internet in any way contrary to the Internet Access Policy of the Oshkosh Public Library.
4. Behave in a disorderly, loud, or boisterous manner, including fighting, rough play, running, shouting or use of foul or offensive language. Wis. Stat. 947.01
5. Engage in lengthy conversations (including conversations on cellular phones) in the library, unless taking part in a library event or program. **Conversations in the library building should not be easily heard by those not directly involved in them. Six feet is a rule of thumb staff uses to assess noise—if your conversation can be heard six or more feet away, please lower your voice or take your conversation outside/elsewhere.**
6. Use any audio, personal communication or computing device in a manner that is disturbing to other patrons. Cell phone ringers should be set to silent or vibrate and device speakers muted or headphones used. **No device used in the library building should be heard by someone not using the device. Six feet is a rule of thumb staff uses to assess noise—if your device can be**

Proposed Behavior Policy updates

From: Director Darryl Eschete

To: Oshkosh Public Library Board of Trustees

4.19.2024

heard six or more feet away, please turn it down, use headphones or earbuds or take it outside/elsewhere.

7. Willfully annoy, harass, attempt to intimidate or threaten other patrons or library staff.
8. Consume food or beverages within the library building unless food is contained within sealable snack bags or closable, portable bottles. Open plates or dishes, as well as large meals, are prohibited, unless allowed in a particular area or for a particular library activity.
9. Litter or leave discarded material or trash anywhere in the building or grounds; garbage cans or trash receptacles are available for use.
10. Bring large bags, backpacks, bedrolls, buggies or carts into the library. **All belongings brought into the library must fit in bags or other modes of transport that can be carried completely on one's person and fit under a single standard wooden chair of the sort found in the building.**

Wheeled carts will be allowed if they are for:

- transporting equipment for library programs and/or library materials;
- transporting small children (prams/strollers);
- transportation of the mobility-challenged (wheelchairs/walkers/motorized scooters).

If other exceptions are requested, the request must be made directly to the library director.

11. Leave packages, backpacks or personal belongings unattended. Personal property must be within sight of the owner at all times. The library assumes no responsibility for the security of belongings left unattended. However, belongings left unattended for a long time or abandoned will be collected by staff and, if not claimed within two weeks, disposed of or, in cases of suspected higher value, referred to the Oshkosh Police Department.
12. Ignore or fail to proactively manage the behavior of children accompanied into the library.
13. Consume or possess alcoholic beverages in the building or on the grounds unless the Oshkosh Public Library Board of Trustees has previously reviewed and approved of an event or function at the library where alcoholic beverages will be provided. The consumption or possession of alcoholic beverages shall be limited to that provided to those in attendance at the approved library event or function and shall be confined to a designated area within the library during the event or function.
14. Possess, consume, buy or sell any drug or controlled substance in the building or on the grounds, except when taking a medication prescribed to the user.
15. Be detectably intoxicated or in a state of chemically altered awareness while in the library building or on grounds.
16. Use tobacco in the library building or on library grounds. This includes the smoking, displaying, or visible carrying of any kind of pipe, cigar, cigarette, or any other smoking equipment; using

Proposed Behavior Policy updates

From: Director Darryl Eschete

To: Oshkosh Public Library Board of Trustees

4.19.2024

any electronic device that simulates smoking (“vaping”); rolling tobacco; or using smokefree oral tobacco products. Library property is a tobacco-free and electronic cigarette-free environment.

17. Solicit funds, “panhandle,” or engage in commercial activity (i.e., sales or service for pay) in the building or on the grounds unless previously authorized by library administration.
18. Possess, brandish or use weapons of any kind, including but not limited to, guns, knives, machetes, stun guns, or any other device designed as a weapon and capable of producing death or great bodily harm as per Wis. Stat. 939.22(10). Staff concerned about the safety of approaching an armed patron may refer the matter directly to the Oshkosh Police Department without warning.
19. Bring any machinery or equipment operated with fuel burning or electrical motors, including heavy machinery, chain saws, portable generators, pumps, and powered backpack devices unless as part of a library program under staff or other qualified supervision.
20. Interfere with another person’s passage within the library or on library grounds or block any entrances, exits or aisles.
21. Deface or destroy library property.
22. Relocate or rearrange library furniture beyond repositioning existing seating around tables or use library furniture in ways other than intended by design. Chairs are to be used by one person at a time except in cases of a parents or caregivers holding small children on their laps.
23. Sleep in the library or exhibit the appearance of sleep.
24. Remain in the library or attempt to remain in the library after regular closing hours unless taking part in an after-hours program or by other prior arrangement with library administration.
25. Interfere with patrons' use of the library through poor bodily hygiene which is so offensive as to constitute a nuisance or through excessive use of perfume, cologne or alcohol.
26. Be in any state of inappropriate undress, including the wearing of sheer or ripped clothing that exposes any part of the body mentioned in Wis. Stat. 944.20. Shoes must be worn in the building in all seasons of the year, unless removing shoes is part of a library event or program.
27. Bring animals into the library building except for service animals or service-animals-in-training as defined by Title II and Title III of The Americans with Disabilities Act, Wis. Stat. 106.52(1)(fm), and the 2005 Wisconsin Act 354 unless as part of an approved program or event pre-approved by library staff and administration. **Emotional support animals are not permitted in the Oshkosh Public Library.**
28. Leave pets unattended on library grounds.
29. Use sports equipment, skates, skateboards, or scooters in the library. Sports equipment carried into the building should be checked in at the circulation desk on the first floor.

Proposed Behavior Policy updates

From: Director Darryl Eschete

To: Oshkosh Public Library Board of Trustees

4.19.2024

30. Leave bicycles unattended on the grounds. Bike racks are available on the library grounds and locks may be checked out at the circulation desk.
31. Campaign, leaflet, petition, interview or survey patrons or staff or attempt to do so in the building. This would include approaching patrons or staff to give unsolicited gifts. Such activities can take place on the grounds provided they are not a hindrance to the safe passage of automobile or foot traffic.
32. Engage in sexual activity of any kind, including inappropriate displays of romantic affection.
33. Enter or attempt to enter any area of the building or grounds marked as restricted or for staff only.
34. Use bathrooms for unreasonable or unintended purposes such as bathing, laundering, or washing dishes.
35. Remain in library bathrooms for extended periods of time. Patrons lingering in library restroom facilities will be subject to periodic checks. In the event of prolonged occupancy raising concerns for individual welfare, emergency medical services (EMS) may be summoned as a precautionary measure.

Any patron violating any of these policies will have the matter clearly brought to their attention for correction **ONE TIME**. If the infraction is repeated during a library visit, they will be asked to leave the library for the remainder of the business day. Those who refuse to leave will be referred to the Oshkosh Police Department for removal/escorting off of the premises and subsequently placed on a notice of no-trespass for **one month**. Returning within that one month will result in a notice of no trespass for **one year**. Violating the no-trespass notice again in that time period will result in an **indefinite ban**.

In cases where a patron repeatedly violates the same policy on separate occasions, library staff reserve the right to ask the individual to leave the premises immediately and may issue a notice of no-trespass without prior warning. Such actions will be at the discretion of library staff and administration, considering the severity and frequency of the violations.

All illegal activity witnessed or reported will be referred to the Oshkosh Police Department immediately and in detail, including the identities and likenesses of those involved, if known and available.

Patrons engaging in illegal, violent or threatening behavior towards staff or other patrons will be placed on an order of no trespass of indefinite length subject to Library Board review prior to readmittance.

Oshkosh Public Library
Approved 2024 Endowment Fund Expenditures - Round Two

Funds for Library Excellence	Average Asset Value 2021-2023	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	Round 2 Proposed	All Rounds Total	Available For Projects
OverDrive eBooks / eAudiobooks				\$ 21,568			
Collection Improvement	\$ 860,305	3 YR Q3 BAL 2020-2022	\$ 43,015	\$ 21,568		\$ 21,568	\$ 21,447
Architectural Consultant Fees for Facility Use Planning				\$ 50,000			
Facility Improvement	\$ 1,424,450	3 YR Q3 BAL 2020-2022	\$ 71,222	\$ 50,000		\$ 50,000	\$ 21,222
John V Nichols Professional Library Education Scholarship				\$ 2,400			
Sponsor Literacy Council Spelling Bee Team (up to 8 people)				\$ 360			
Staff Development Day				\$ 3,000			
Wisconsin City Library Collaborative				\$ 1,800			
Library Development	\$ 1,006,021	3 YR Q3 BAL 2020-2022	\$ 50,301	\$ 7,560		\$ 7,560	\$ 42,741
Freedom to Read Program Support - September 2024				\$ 2,000			
Reading Challenge Prizes - Adults (Books)				\$ 2,500			
Reading Challenge Prizes - Elementary (Books)				\$ 3,800			
Reading Challenge Prizes - Tweens (Books)				\$ 2,500			
Reading Challenge Prizes - Teens (Books)				\$ 2,500			
Book Club Books - Elementary				\$ 2,500			
Book Club Books - Tweens				\$ 2,500			
Book Club Books - Teens				\$ 2,500			
Book Club Books - Young Adults				\$ 2,500			
Lakefly Writer's Conference - 2024				\$ 8,000			
Pop-up tent for outreach					\$ 175		
Programming	\$ 873,976	3 YR Q3 BAL 2020-2022	\$ 43,699	\$ 31,300	\$ 175	\$ 31,475	\$ 12,224
Young Authors Program				\$ 1,000			
Malnar Fund	\$ 26,811	3 YR Q3 BAL 2020-2022	\$ 1,341	\$ 1,000		\$ 1,000	\$ 341
Restricted Collection Funds							
Archer	\$ 2,390	Changing South	\$ 120	\$ 100			
Gruenewald	\$ 3,570	Progressivism	\$ 179	\$ 160			
Hilton II	\$ 16,415	Biographies	\$ 821	\$ 775			
Hoxtel	\$ 22,341	Audiobooks	\$ 1,117	\$ 1,100			
Jackson	\$ 2,128	Children's	\$ 106	\$ 100			
Kelsh	\$ 3,684	Various NF topics	\$ 184	\$ 180			
Kenny	\$ 13,013	Audiobooks, Biographies	\$ 651	\$ 645			
Rasmussen, M	\$ 34,444	Genealogy	\$ 1,722	\$ 1,710			
Rojahn, F&A	\$ 2,721	Audiobooks	\$ 136	\$ 130			
Schuster, J&H	\$ 229,979	Large Print, Audiobooks	\$ 11,499	\$ 11,480			
Steiger, W	\$ 13,283	Children's	\$ 664	\$ 660			
Zellmer, S	\$ 112,796	Genealogy	\$ 5,640	\$ 5,635			
		3 YR Q3 BAL 2020-2022	\$ 25,050	\$ 22,675		\$ 22,675	
Total Proposed Trust Fund Expenditures				\$ 134,103		\$ 134,103	

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

March 2024

25% of the year

<u>REVENUE</u>	BUDGET	MARCH	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
City of Oshkosh					
Grants and Aids					
Winnebago County	959,036.00		0.00	0.00%	(959,036.00)
Other County Aid (Fond du Lac, Green Lake & Waushara)			0.00	0.00%	0.00
Winnefox Library System	174,353.22		43,588.23	25.00%	(130,764.99)
Total Grants and Aids	1,133,389.22	0.00	43,588.23	3.85%	(1,089,800.99)
Other Inflow					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	953.90	2,469.02	27.43%	(6,530.98)
Miscellaneous		63.41	168.12	0.00%	168.12
Meeting Room	2,000.00	125.00	1,012.10	50.61%	(987.90)
Photocopies	10,000.00	1,341.43	3,724.67	37.25%	(6,275.33)
Sales Tax Payable		117.96	333.38	0.00%	333.38
Library Material Reimb. (refund)			0.00	0.00%	0.00
Meeting Room Rental Reimb (refund)			0.00	0.00%	0.00
Postage Reimbursement (refund)			0.00	0.00%	0.00
Total Other Inflow	21,000.00	2,601.70	7,707.29	36.70%	(13,292.71)
Total Revenue Submitted to City of Oshkosh	1,154,389.22	2,601.70	51,295.52	4.44%	(1,103,093.70)
TOTAL REVENUE	1,154,389.22	4,791.70	56,295.52	4.88%	(1,098,093.70)
Oshkosh Transit System					
Monthly Bus Passes	0.00	840.00	2,660.00	0.00%	2,660.00
Quarterly Bus Passes	0.00	1,350.00	2,340.00	0.00%	2,340.00
Total Receipts to Oshkosh Transit System	0.00	2,190.00	5,000.00	0.00	5,000.00

City of Oshkosh Levy

2,876,500.00

Oshkosh Public Library
Statement of Expenditures
April 2024
33.33% of the year

	2024	APRIL	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,329,354.00	261,543.90	770,817.89	33.09	1,558,536.11
6104 Overtime Pay	20,000.00	2,139.75	12,631.68	63.16	7,368.32
6302 FICA - Employers Share	184,755.00	19,943.92	58,291.89	31.55	126,463.11
6304 Wisconsin Retirement Fund	154,104.00	16,837.97	49,444.99	32.09	104,659.01
6306 Health Insurance	351,041.00	32,678.44	129,829.04	36.98	221,211.96
6308 Dental Insurance	18,661.00	1,319.78	5,081.32	27.23	13,579.68
6310 Life Insurance	5,847.00	380.87	1,556.08	26.61	4,290.92
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	2,365.76	4,933.67	20.99	18,566.33
6412 Contractual Agreement Payments	315,400.00	13,257.91	209,352.36	66.38	106,047.64
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	5,000.00	3,637.88	4,849.88	97.00	150.12
6416 Prevent Maintenance Contracts	16,600.00	5,431.64	33,329.66	200.78	-16,729.66
6417 Third Party Contracted Services	50,000.00	4,657.25	16,800.21	33.60	33,199.79
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00	394.00	701.81	11.70	5,298.19
6422 Professional License/Membership Dues/Bonds	5,000.00	20.00	113.85	2.28	4,886.15
6423 Employee Allowance/Reimbursement	800.00	29.94	220.47	27.56	579.53
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	188.27	1,093.33	15.62	5,906.67
Fixed Costs					
6450 Insurance Expense	28,300.00	5,769.79	17,439.37	61.62	10,860.63
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	371.64	901.78	25.77	2,598.22
6455 Utilities Expense	83,000.00	7,315.02	37,651.99	45.36	45,348.01
Other - Finance Only Accounts					
6465 Bank Fees	0.00	442.37	1,044.00	0.00	-1,044.00
Fuel/Lubricants					
6519 Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
Inventory/Supplies					
6520 Office Supplies	21,100.00	2,306.17	6,468.03	30.65	14,631.97
6524 Inventory/Supplies	273,000.00	13,952.00	45,030.70	16.49	227,969.30
6529 Non-Inventory Supplies	34,000.00	2,525.53	12,404.55	36.48	21,595.45
6550 Minor Equipment	0.00		0.00		
Total Other Expenditures	3,945,862.00	397,509.80	1,429,888.55	36.24	2,515,973.45

Oshkosh Public Library Highlights April 2024

1. This year's LEGOMania Design Contest experienced a resurgence after a low-key 2023, with 54 entries submitted by kids ages 3-17. Imagination led the way with creations that ranged from star fighters to go-carts; from a crowded mall to the temple of Atlantis. More than 130 people viewed the entries on March 29, when awards were given out to contest winners. As a special treat, John Cujak of Westfield brought his amazing working model of beloved Star Wars character R2D2, which he created using a 3D printer. It was inspiring for the young LEGO builders and fun for all to watch the beeping, whirling droid put through its paces to familiar Star Wars music. Many thanks to Cujak and event sponsors Oshkosh Corporation and House of Heroes Comics + Games.
2. Local history librarian Michael McArthur spoke to the Oshkosh Garden Club during its regular meeting on April 11, sharing stories about the parks in Oshkosh. In addition to the establishment of the parks he focused on the impact of Dutch Elm Disease and the Emerald Ash Borer.
3. Library Director Darryl Eschete shared his vision for OPL and offered community members the opportunity to share their perspectives, opinions and aspirations for the library in two public appearances during April. On April 5 he spoke to 30 members of the Oshkosh Mid-Morning Kiwanis about the ways that the stature of a library reflects on its community, inviting them to visit and share their impressions and ideas.

During An Evening with the Library Director at Caramel Crisp Corner on April 16, he spoke about the past, present and future of the library and engaged in conversations with community members about their impressions and experiences with OPL. Attendees also were invited to fill out a survey following the event, which lays a solid foundation for future community engagements.

4. Community engagement librarian Sandy Toland made connections in early April when she presented a talk at Bella Vista about library resource for low-vision patrons and participated in Greater Oshkosh Healthy Neighborhoods' Spring Rally, which featured workshops and speakers aimed at strengthening neighborhoods.
5. OPL was the perfect backdrop for a Sunday morning photo shoot with the Oshkosh Photography Group. Photographers captured the beauty of the library's architecture and images of the building in repose during the "before hours" session. Some of the photos can be viewed on the Oshkosh Photography Group's public Facebook group.

6. Two family-friendly movies drew nearly 60 people to the library during Spring Break. Kids happily munched on free popcorn while watching fan favorites Clifford the Big Red Dog and Paw Patrol with family and friends.
7. Library book clubs for kids and teens continue to draw enthusiastic young readers from kindergarten through high school with lively discussions, engaging activities and snacks to fuel the conversation and camaraderie. Attendance at April's Elementary, Tween, Teen and Young Adult clubs totaled 61. The Teen and YA groups combined this month and were led by guest facilitator, Library Director Darryl Eschete.
8. The Lakefly Writers Conference has received a \$150 donation for this year's event from HenschelHaus Publishing, Inc., in Milwaukee. The popular conference will be held May 3-4 at the Oshkosh Convention Center.
9. The spring election brought 346 voters to the library. Good coordination with the City Clerk's Office, adequate space and parking, and a welcoming atmosphere for voters when they are here continue to make OPL a desirable polling place.

MONTHLY REPORT
Oshkosh Public Library
March 2024

CIRCULATION	Mar 2024	Mar 2023	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	14,189	15,217	-7%	41,831	43,247	-3%
Book-Juvenile	14,786	16,022	-8%	41,398	43,198	-4%
Book-YA/Teen	1,196	1,555	-23%	3,674	4,240	-13%
CD-Adult	1,184	1,120	6%	3,519	3,820	-8%
CD-Juvenile	89	134	-34%	231	281	-18%
CD-Book-Adult	475	601	-21%	1,411	1,712	-18%
CD-Book-Juvenile	161	239	-33%	420	626	-33%
CD-Book-YA/Teen	10	21	-52%	40	43	-7%
DVD-Adult	6,119	6,306	-3%	17,127	18,589	-8%
DVD-Juvenile	1,216	1,312	-7%	3,321	3,695	-10%
Game-Adult	754	773	-2%	2,016	2,112	-5%
Game-Juvenile	222	232	-4%	690	620	11%
Magazine-Adult	403	538	-25%	1,198	1,440	-17%
Magazine-Juvenile	7	17	-59%	51	34	50%
Magazine-YA/Teen	7	1	600%	13	1	1200%
Other-Adult	197	276	-29%	542	704	-23%
Other-Juvenile	135	165	-18%	437	459	-5%
Other-YA/Teen	8	9	-11%	20	19	5%
Total Adult	23,321	24,831	-6%	67,644	71,624	-6%
Total Juvenile	16,616	18,121	-8%	46,548	48,913	-5%
Total YA/Teen	1,221	1,586	-23%	3,747	4,303	-13%
SUB TOTAL	41,158	44,538	-8%	117,939	124,840	-6%
Digital Book Formats						
OverDrive E-Books	5,470	5,249	4%	16,194	15,157	7%
Hoopla E-Books	381	509	-25%	1,428	1,443	-1%
E-BOOKS SUB TOTAL	5,851	5,758	2%	17,622	16,600	6%
Audiobook Formats						
OverDrive Audiobooks	5,254	4,308	22%	15,068	12,600	20%
Hoopla Audiobooks	1,257	1,165	8%	4,393	3,463	27%
AUDIOBOOKS SUB TOTAL	6,511	5,473	19%	19,461	16,063	21%
Tumblebooks	1	17	-94%	3	17	-82%
DIGITAL BOOKS SUB TOTAL	1	17	-94%	3	17	-82%
Digital Media						
Hoopla Music	37	74	-50%	123	159	-23%
Hoopla Video	173	181	-4%	677	597	13%
DIGITAL MEDIA SUB TOTAL	210	255	-18%	800	756	6%
DIGITAL CONTENT SUB TOTAL	12,573	11,503	9%	37,886	33,436	13%
TOTAL CIRCULATION	53,731	56,041	-4%	155,825	158,276	-2%

PHYSICAL MATERIALS	Mar 2024	Mar 2023	% Change	YTD 2024	YTD 2023	% Change
% AV Materials Circulated	25%	24%	3%	24%	25%	-3%
% Print Materials Circulated	75%	76%	-1%	76%	75%	1%
% Adult Materials Circulated	60%	59%	1%	57%	57%	0%
% Youth Materials Circulated	40%	41%	-1%	43%	43%	0%
Average Circulation Per Hour	186.6	178.5	5%	180.8	183.2	-1%

MONTHLY REPORT
Oshkosh Public Library
March 2024

MISCELLANEOUS	Mar 2024	Mar 2023	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	19,917	19,326	3%	59,134	52,585	12%
Average Daily Traffic	687	623	10%	680	611	11%
Meetings Held	95	118	-19%	293	272	8%
New Card Registrations	238	230	3%	685	627	9%
Self-check % of Checkout	44.0%	50.1%	-12%	46.8%	49.6%	-6%
Volunteer Hours Worked	95	97	-2%	273	271	1%
Teacher Packs	4	2	100%	10	11	-9%

ELECTRONIC RESOURCES	Mar 2024	Mar 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	17,725	18,701	-5%	54,697	54,804	-0.2%
SUBSCRIPTION DATABASE SESSIONS						
* =new tracking						
Ancestry	29	46	-37%	103	168	-38.7%
Mango Languages	54	31	74%	184	156	17.9%
*Newsbank	7	0	0%	29	0	0.0%
*Oshkosh Northwestern - Proquest	27	0	0%	69	0	0.0%
Reference Solutions	116	63	84%	255	287	-11.1%
*Value Line	14	0	0%	0	0	0.0%
SUB-TOTAL	247	140		673	611	10.1%
LOCAL DATABASE SESSIONS						
1957 Address Change	34	44	-23%	72	124	-41.9%
City Directories	75	92	-18%	193	330	-41.5%
Digital Collections	65	229	-72%	217	778	-72.1%
Local History Books	19	25	-24%	57	84	-32.1%
Oshkosh Facts, Firsts, and FAQ	5	3	67%	11	5	120.0%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	196	230	-15%	507	623	-18.6%
Riverside Cemetery Index	10	21	-52%	32	38	-15.8%
UWDC - Atlases & Histories	0	1	-100%	1	4	-75.0%
SUB-TOTAL	404	645		1,090	1,986	-45.1%
TOTAL ELECTRONIC RESOURCE SESSIONS	18,376	19,486	-6%	56,460	57,401	-1.6%

PUBLIC COMPUTER USE	Mar 2024	Mar 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Access	7,018	6603	6%	20996	17328	21.2%
Public Computer Use						
Adult	1,587	1601	-1%	4888	4428	10.4%
Youth	137	196	-30%	378	481	-21.4%
TOTAL USE	1724	1797	-4%	5266	4909	7.3%

QUESTIONS ANSWERED	Mar 2024	Mar 2023	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	791	1,155	-32%	2,384	3,376	-29%
Youth Department						
Reference	288	320	-10%	728	769	-5%
TOTAL QUESTIONS ANSWERED	1,079	1,475	-27%	3,112	4,145	-25%

PROGRAMS	Mar 2024	Mar 2023	% Change	YTD 2024	YTD 2023	% Change
Programs Given						
Adult	10	21	-52%	48	45	7%
Teen	2	2	0%	9	8	13%
Youth	32	33	-3%	82	86	-5%
Roving Reader	17	12	42%	40	21	90%
TOTAL	61	68	-10%	179	160	12%
Program Attendance						
Adult	68	274	-75%	444	624	-29%
Teen	50	65	-23%	143	257	-44%
Youth	903	1027	-12%	2,510	3,209	-22%
TOTAL	1021	1366	-25%	3,097	4,090	-24%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: April 17, 2024
SUBJECT: March 2024 Donations

Oshkosh Herald – to be used for Summer Reading Challenge prize books for Summer Groups	\$1,750.00
Karen Morton in memory of Gloria Kroening	\$ 450.00
WI State Genealogical Society	\$ 300.00
Donations given at the register	\$ 47.40
<hr/>	
Total Donations	\$2,547.40

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: April 17, 2024
SUBJECT: March 2024 Personnel Changes

Emillie Rathsack – New Digital Services Librarian hired on 3/11/24.

Madysen Waller – New page in TECH services hired on 3/19/24.

**OPL Endowments Revenue Report
as of February 29, 2024**

Oshkosh Area Community Foundation	Beginning Balance	February Additions	February Deductions	Ending Balance	Fund Balance
Collection Improvement Funds					
Archer	2,704.00	71.60	0.91	2,741.93	
Audio Visual	36,990.01	979.37	12.45	37,508.62	
General Collection Improvement	1,267,972.66	32,210.23	92,494.69	1,192,355.65	
Gruenwald	4,038.68	106.95	1.36	4,095.33	
Hilton II	18,132.47	480.08	6.10	18,386.68	
Hoxtel	25,815.67	683.50	8.69	26,177.60	
Jackson	2,406.86	63.72	0.81	2,440.60	
Kelsh	4,103.07	108.62	1.38	4,160.59	
Kenney	14,668.05	388.35	4.94	14,873.68	
Rasmussen	51,726.42	1,347.21	17.41	52,428.52	
Rojahn	4,343.33	114.97	1.46	4,404.19	
Schuster	257,222.30	6,810.27	86.63	260,828.37	
Steiger	15,491.19	410.17	5.22	15,708.40	
Zellmer	126,850.56	3,358.51	42.72	128,628.89	
					1,764,739.05
Development and Support Funds					
General Development & Support	653,606.35	17,306.27	220.14	662,819.00	
					662,819.00
Facility Improvement Funds					
General Facility Improvement	1,764,530.41	46,717.98	594.25	1,789,267.68	
					1,789,267.68
Programming Support Funds					
General Development & Support	1,178,101.95	31,202.26	396.89	1,195,025.95	
Malnar	29,197.20	773.03	9.84	29,606.53	
					1,224,632.48
Technology Funds					
General Technology	1,173,656.56	31,073.90	395.25	1,190,110.28	
Nichols	75,096.43	1,988.27	25.29	76,149.23	
					1,266,259.51
Oshkosh Area Community Foundation Funds Total Balance					<u><u>\$6,707,717.72</u></u>

West Pointe Bank	Beginning Balance	February Additions	February Deductions	Ending Balance
Debit Card xx3234	10.00			10.00
Debit Card xx0685	126,712.04	6,471.37	4,123.95	136,711.84
West Pointe Bank Accounts Total Balance				<u><u>136,721.84</u></u>

**OPL Endowments Expenditure Report
March 2024**

	<u>2024 Budget</u>	<u>March Expenses</u>	<u>Net Exp To Date</u>	<u>% of Budget</u>	<u>Remaining Budget Balance</u>
Library Collection Improvement					
OverDrive eBooks	21,568.00		0.00	0.00%	21,568.00
General Collection Improvement	273,000.00		0.00	0.00%	273,000.00
<u>Restricted</u>					
Archer	100.00		0.00	0.00%	100.00
EW Kelsh	180.00		0.00	0.00%	180.00
F&A Rojahn	130.00		0.00	0.00%	130.00
G Hilton II	775.00	116.60	116.60	15.05%	658.40
G Kenny	645.00		0.00	0.00%	645.00
Gruenwald	160.00		0.00	0.00%	160.00
Hoxtel	1,100.00	169.38	169.38	15.40%	930.62
Jackson	100.00	33.47	33.47	33.47%	66.53
M Rasmussen	1,710.00		0.00	0.00%	1,710.00
S Zellmer	5,635.00	786.05	786.05	13.95%	4,848.95
Schuster	11,480.00	1,112.97	1,112.97	9.69%	10,367.03
Steiger	660.00	55.96	55.96	8.48%	604.04
Total	317,243.00	2,274.43			
Library Development and Support					
General Development and Support	0.00	4,080.00	4,080.00	#DIV/0!	-4,080.00
Sponsor WALC Spelling Bee Team	360.00		0.00	0.00%	360.00
Staff Development Day	3,000.00	1,062.69	1,062.69	35.42%	1,937.31
Wisconsin City Library Collaborative	1,800.00	1,800.00	1,800.00	100.00%	0.00
Total	5,160.00	6,942.69			
Library Facility Improvement					
General Facility Improvement	0.00		0.00	#DIV/0!	0.00
Architectural Consultant	50,000.00		0.00	0.00%	50,000.00
Total	50,000.00	0.00			
OPL Memorial					
General OPL Memorial					
1000 Books Reading Challenge	0.00	461.14	461.14	#DIV/0!	-461.14
General OPL Memorial - Other	0.00	307.15	307.15	#DIV/0!	-307.15
<u>Restricted</u>					
A Johnson	173.95	34.83	34.83	20.02%	139.12
Drzy	14.07		0.00	0.00%	14.07
Hansen - Summer Reading	6,000.00		0.00	0.00%	6,000.00
Janty					
K-12 Library Material	3,000.00		0.00	0.00%	3,000.00
Literacy Materials	1,695.77		0.00	0.00%	1,695.77
Kaprelian	11.38		0.00	0.00%	11.38
Kelsh	0.00	15.65	15.65	#DIV/0!	-15.65
M Herzing	935.55		0.00	0.00%	935.55
Mainwaring	979.28	147.58	147.58	15.07%	831.70
Meilahn	1,869.19	58.38	58.38	3.12%	1,810.81
S Voss	38.47		0.00	0.00%	38.47
T Young	242.74		0.00	0.00%	242.74
W Zemke	52.45	16.80	16.80	32.03%	35.65
Total	15,012.85	1,041.53			

**OPL Endowments Expenditure Report
March 2024**

	<u>2024 Budget</u>	<u>March Expenses</u>	<u>Net Exp To Date</u>	<u>% of Budget</u>	<u>Remaining Budget Balance</u>
Library Programming Support					
General Programming Support					
Book Clubs Books - Elementary	2,500.00	1,283.95	1,283.95	51.36%	1,216.05
Book Clubs Books - Teens	2,500.00	1,456.09	1,456.09	58.24%	1,043.91
Book Clubs Books - Tweens	2,500.00	1,261.74	1,261.74	50.47%	1,238.26
Book Clubs Books - Young Adults	2,500.00	1,716.59	1,716.59	68.66%	783.41
Freedom to Read Program Support	2,000.00		0.00	0.00%	2,000.00
OPL Support to 2024 Lakefly Conference	8,000.00		0.00	0.00%	8,000.00
Oshkosh Herald	1,750.00		0.00	0.00%	1,750.00
Reading Prizes - Adults Books	2,500.00		0.00	0.00%	2,500.00
Reading Prizes - Elementary Books	3,800.00	116.95	116.95	3.08%	3,683.05
Reading Prizes - Teens Books	2,500.00	51.10	51.10	2.04%	2,448.90
Reading Prizes - Tweens Books	2,500.00		0.00	0.00%	2,500.00
Total	33,050.00	5,886.42			
Library Technology					
General Technology	0.00		0.00	#DIV/0!	0.00
J Nichols - Technology	2,400.00		0.00	0.00%	2,400.00
Total	2,400.00	0.00			

Library Director's Report

April 2024

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

- On Tuesday, April 2, I met with Representative Lori Palmeri at the library and had a long discussion of library and community-related matters. She expressed her appreciation for the work of the Oshkosh Public Library staff and opined that the library is a community lifeline and noted specifically that the library, as it increases adult programming (I explained that this is my hope), should keep in mind and consider publicizing events as “sobriety friendly” in our community that, like so many, deals with addiction issues.
- On Friday, April 5, I spoke to the Kiwanis Club at the Wittman Regional Airport to generally positive reception and interesting conversation with the group, My appreciation to Lisa Voss and the Kiwanians for the introduction to speak.
- On Monday, April 8, LibraryMarket (a national concern that specializes in library website design and hosting) received our signed agreement for work on completely refurbishing the library's website. Work will begin soon and is expected, with staff schedules allowing, to take around 20 weeks from start to deliverable.
- On Friday April 12, Maintenance Engineer Randy Schneider and I interviewed several candidates for the half-time custodian position, selecting Mr. David Green of Oshkosh for the position. Mr. Green is scheduled to begin work on May 6.
- On Tuesday, April 16, I spoke at a “meet and greet” event at Caramel Crisp with 15-20 people in attendance. The feedback and discussions were generally positive and it was the sort of event which we plan to repeat periodically in order to maintain contact with and learn more about the needs and desires of the community vis-a-vis the library. Special recognition is due Laura McDonald, Kong Thao and Sandra Toland for their work on the publicity and execution of the event.
- On April 16, I met with representatives of a concern that specializes in large-area white noise systems and await their final quote.
- On Thursday, April 18, Lisa Voss and I met with representatives of a digital signage concern to review a highly regarded content management and distribution software. On the 29 of this month, I will do a building walk-through with representatives of that same concern regarding placement and cabling of signs.
- On April 4 and 17, I led facilitator training for staff members who will be tasked with leading workgroups on:
 - Employee Engagement and Workplace Satisfaction
 - Internal Communication
 - File Sharing and Searchability
 - Collection development

The group has been kind enough to allow me to refresh my training skills with them ahead of bringing the same training to the level of managers who supervise direct reports.

- As of this writing:
 - A meeting with City Manager Rohloff, Director of Admin Services John Fitzpatrick, President Bracken and myself is planned for Friday the 19 to discuss the relationship between the City and library;
 - A meeting with former director John Nichols has been scheduled for Friday the 19 to discuss possible use of the Nichols Technology fund for website refurbishment work mentioned above.

Respectfully Submitted,

Darryl Eschete