

Oshkosh Public Library Board of Trustees

Agenda – May 30, 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>Recognition of Departing Board Member Dave Romond</u>		
<u>Consent Agenda:</u>	YES	111-115
1. Minutes of the Regular Meeting of April 25, 2024		
2. Vouchers Payable – \$ 299,069.58		
<u>Items Removed from Consent Agenda</u>		
<u>New Business</u>		
3. <u>Proposed changes to table of organization:</u> Consider amending the Oshkosh Public Library table of organization as per attached charts and memo. Action requested: Approve amended table of organization of the Oshkosh Public Library.	YES	116-118
4. <u>Proposed change to position description:</u> Consider updating the Youth Services Librarian position description related to item 3. See item “4” in memo for details. Action requested: Approve updated “Youth Services Librarian” job description.	YES	119-130
5. <u>Carryover Designation-</u> Director memo updates the status of the library’s carryover surplus from year-end FY2023 and proposes designating expenditure of carryover funds for specific purposes in 2024. Action requested: Approve the director’s proposed designations for carryover spending.	YES	131-132
6. <u>Endowment Fund Requests Round 3:</u> The library is working with an outside vendor (LibraryMarket) to comprehensively update the library’s website. Please see the attached email from former library director John Nichols supporting the use of the Nichols Technology Fund for this purpose. Action requested: Approve use of \$15,000 of the Nichols Technology Fund for the updating of the Oshkosh Public Library website.	YES	133-134
<u>Informational Items</u>	NO	135-147
7. Revenues		
8. Expenditures		
9. Library Highlights		
10. Monthly Statistics		
11. Donations		
12. Personnel Changes		
13. Endowment Revenue and Expense Reports		
14. Resolution		
<u>Library Director’s Report</u>	NO	148

Trustee Reports and Comments

NO

Adjournment

Next Meeting Scheduled: June 27, 2024 at 4 p.m.

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
April 25, 2024

The April 25, 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: Bill Bracken, Susan Fojtik, Lindsey Mugerauer, Barry Perlman, David Rucker and Amber Shemanski.

Absent: Kim Brown, Larry Lautenschlager, Christine Melms-Simon, David Romond and Tony Kneepkens, Adjunct Board Member.

Also Present: Darryl Eschete, Library Director; Lisa Voss, Assistant Director for Library Development; Marcy Cannon, Winnefox Library System Business Manager; Tracie Schlaak, Winnefox Library System Administrative Specialist; Laura McDonald, Marketing Coordinator and Neal Matherne, Curator of Education at the Oshkosh Public Museum.

Public Comments: None

Consent Agenda Items

- Minutes of the Regular Meeting held on March 28, 2024
- April 2024 vouchers payable totaling \$394,366.92

Motion to approve the consent agenda as presented.

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

New Business

- Proposed change in library hours: Consider amending the operating hours of the Oshkosh Public Library to open at 9 a.m., Monday through Friday.

Motion to approve the proposed changes to the library hours.

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

- Updates to Patron Behavior Policy - Consider adopting an updated Patron Behavior Policy, superseding that which is currently in effect.

Motion to approve the changes as proposed to the Patron Behavior Policy.

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

- Endowment Fund Requests Round 2: The library would like to purchase a pop-up tent to be used during outdoor outreach events.

Motion to approve the Endowment Fund Request for a new Pop-up tent.

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

Library Director's Report

In addition to the director's report in the board packet, the director informed the board of a couple of items:

- Darryl met with John Nichols and told him about the new website project and a request to use \$15,000 from the Nichols Tech Endowment Fund. John Nichols approved that request.

- The change to the new Library hours and Patron Behavior Policy will start on Tuesday, May 28, 2024.

Trustee Reports and Comments

- Barry Perlman requested that new city council members tour the library.
- Bill Bracken suggested we ask the mayor to add a city council member to the library board, either appointed by him or at our request.

Adjournment

Motion to adjourn at 4:40 PM.

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

Respectfully,

A handwritten signature in cursive script that reads "Darryl Eschete". The signature is written in black ink and extends across the width of the page.

Darryl Eschete, Secretary
Tracie Schlaak – Recorder

**Oshkosh Public Library
Vouchers Payable
May 2024**

Name	Memo	Paid Amount	Totals
Revolving Expenses			
6310 · Life Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Life Ins	\$367.17	
Total 6310 · Life Insurance			\$367.17
6308 · Dental Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Dental Ins	\$1,349.54	
Total 6308 · Dental Insurance			\$1,349.54
6306 · Health Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Health Ins	\$33,539.52	
Total 6306 · Health Insurance			\$33,539.52
6304 · Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Employer's share of WI Retire	\$11,097.79	
Total 6304 · Wisconsin Retirement Fund			\$11,097.79
6302 · FICA - Employers Share			
City of Oshkosh - Revolving Charges	Employer's share of FICA	\$12,798.46	
Total 6302 · FICA - Employers Share			\$12,798.46
6104 · Overtime			
City of Oshkosh - Revolving charges	Overtime	\$3,996.61	
Total 6104 · Overtime			\$3,996.61
6102 · Regular Pay			
City of Oshkosh - Revolving Charges	Regular pay	\$169,712.26	
Total 6102 · Regular Pay			<u>\$169,712.26</u>
Total Revolving Expenses			<u>\$232,861.35</u>
Contracted Services			
6412 · Contractual Agreement Payments			
Winnefox Library System	Contractual Services - May 20	\$13,257.91	
Total 6412 · Contractual Agreement Payments			\$13,257.91
6415 · Subscription/Licensing Contract			
NMT Partners LLC	Web hosting	\$150.00	
Springshare LLC	LibAnswers Platform	\$1,220.00	
Winnefox Library System	Prime membership	\$139.00	
Total 6415 · Subscription/Licensing Contract			\$1,509.00
6416 · Prevent Maintenance Contracts			
Gordon Flesch Co, Inc	Copier maint	\$37.56	
Gordon Flesch Co, Inc	Copier Maint	\$37.74	
Gordon Flesch Co, Inc	Copier maint	\$6.09	
Gordon Flesch Co, Inc	Copier maint	\$352.22	
Jack's Maintenance Service	Exterior cleaning	\$1,500.00	
Jack's Maintenance Service	Monthly cleaning	\$4,546.00	
Johnson Controls Security Solutions	Fire alarm and sprinkler servic	\$4,676.37	
Winnefox Library System	Xerox Contract	\$115.96	
Total 6416 · Prevent Maintenance Contracts			\$11,271.94
6417 · 3rd Party Contracted Services			
Beez Electric, Inc	Replaced light fixtures	\$513.50	
Beez Electric, Inc	Electrical work	\$518.22	
Gartman Mechanical Services	Repairs to steam boiler	\$720.00	
Gartman Mechanical Services	Plumbing services	\$216.00	
GFL Environmental	Waste disposal	\$700.90	
House Of Flowers	Landscaping	\$574.95	
K and C Pest Control	Inside pest control	\$175.00	
K and C Pest Control	Inside pest control	\$295.00	
Quill Creative LLC	Visual Identity progress	\$1,000.00	

**Oshkosh Public Library
Vouchers Payable
May 2024**

Name	Memo	Paid Amount	Totals
Unique Management Services, Inc	Collection services	\$422.30	
Winnefox Library System	Collection services	\$270.60	
Total 6417 · 3rd Party Contracted Services			\$5,406.47
6411 · Advertising/Postage/Print			
DPI	Read to a dog posters	\$56.00	
Winnefox Library System	Printing services	\$331.52	
Total 6411 · Advertising/Postage/Print			\$387.52
Total Contracted Services			<u>\$31,832.84</u>
Employee Development & Allowance			
6421 · Employee Training/Development			
MasterCard - RP	Virtual training	\$100.00	
Ripon Public Library	Reimbursement for training	\$404.78	
Ruth Percey	Reimbursement for training	\$1,874.50	
Sarah Read	Reimbursement for training	\$139.23	
Total 6421 · Employee Training/Development			\$2,518.51
6422 · Professional License/Membership			
Bongers, Joe	Kiwanis lunches	\$80.52	
Total 6422 · Professional License/Membership			\$80.52
6423 · Employee Allowance/Reimbursement			
Toland, Sandy	Mileage reimbursement	\$130.87	
Winnefox Library System	OPL van usage	\$0.67	
Total 6423 · Employee Allowance/Reimbursement			\$131.54
Total Employee Development & Allowance			<u>\$2,730.57</u>
Fixed Costs			
6450 · Insurance Expense			
City of Oshkosh - Revolving Charges	McClone Agency	\$130.00	
Total 6450 · Insurance Expense			\$130.00
6454 · Telephone/Internet			
City of Oshkosh - Revolving Charges	Telephone	\$78.93	
MasterCard - RP	Pay phone charge	\$25.00	
Winnefox Library System	US Cellular	\$34.34	
Total 6454 · Telephone/Internet			\$138.27
6455 · Utilities Expense			
City of Oshkosh - Revolving Charges	Utilities expenses	\$7,219.65	
Constellation	Gas services	\$1,721.43	
Total 6455 · Utilities Expense			\$8,941.08
Total Fixed Costs			<u>\$9,209.35</u>
Supplies			
6520 · Office Supplies			
Brodart Co.	Inspirational labels	\$22.62	
Kapco Kent Adhesive Products	Easy book covers	\$547.80	
MasterCard - RP	Sleeve City DVD cases	\$190.94	
MasterCard - RP	Amazon office supplies	\$150.89	
MasterCard - RP	Amazon office supplies	\$194.33	
MasterCard - RP	Sleeve City - DVD cases	\$137.72	
MasterCard - RP	Amazon office supplies	\$460.77	
MasterCard - RP	Amazon office supplies	\$30.00	
MasterCard - RP	Amazon office supplies	\$15.74	
Staples	Staples office supplies	\$860.76	
Winnefox Library System	Amazon office supplies	\$40.07	
Winnefox Library System	Staples office supplies	\$28.16	
Winnefox Library System	Staples office supplies	\$237.04	

**Oshkosh Public Library
Vouchers Payable
May 2024**

Name	Memo	Paid Amount	Totals
Winnefox Library System	Staples office supplies	\$227.41	
Winnefox Library System	Staples supplies	\$28.80	
Winnefox Library System	Printshop supplies	\$9.00	
Winnefox Library System	Thermal receipt paper	\$5.88	
Winnefox Library System	Staples Supplies	\$5.99	
Total 6520 · Office Supplies			\$3,193.92
6524 · Specialty Supplies			
Baker & Taylor	Library Materials	\$2,073.25	
Baker & Taylor	Library Materials	\$2,815.06	
Cengage Learning	Library Materials	\$396.76	
Cengage Learning	Library Materials	\$155.53	
Ingram	Library Materials	\$95.46	
Ingram	Library Materials	\$169.81	
MasterCard - MD	Library materials	\$5,076.83	
MasterCard - RP	Amazon library materials	\$21.68	
Midwest Tape	Library Materials	\$118.46	
Midwest Tape-Hoopla	Library Materials	\$4,602.81	
Total 6524 · Specialty Supplies			\$15,525.65
6529 · Non-Inventory Supplies			
Beez Electric, Inc	Replaced light fixtures	\$119.76	
Central Stores-City	Paper products	\$771.70	
Fly Me Flag	3 flags	\$360.00	
Gartman Mechanical Services	Repairs to steam boiler	\$283.19	
Gartman Mechanical Services	plumbing services	\$39.50	
Jack's Maintenance Service	Cleaning supplies	\$283.78	
Kitz & Pfeil	Maintenance supplies	\$163.45	
MasterCard - MB	Craft supplies	\$71.91	
MasterCard - MB	West End pizza - book club	\$64.94	
MasterCard - MB	West End pizza- book club	\$129.88	
MasterCard - RP	Amazon - grabbers	\$65.98	
MasterCard - RP	Amazon craft supplies	\$90.11	
MasterCard - RP	Program supplies	\$68.92	
MasterCard - RP	Amazon craft supplies	\$402.41	
MasterCard - RP	Amazon craft supplies	\$90.11	
NeherElectricSupply, Inc	Lighting fixtures	\$412.20	
Winnefox Library System	Switch from CDW	\$16.91	
Winnefox Library System	Cleaning supplies	\$7.49	
Winnefox Library System	Keys	\$8.37	
Winnefox Library System	Lamp for Marcy	\$15.19	
Winnefox Library System	Book club supplies	\$5.99	
Winnefox Library System	Artfest supplies	\$26.43	
Winnefox Library System	Pick n Save supplies	\$29.41	
Total 6529 · Non-Inventory Supplies			\$3,527.63
Total Supplies			\$22,247.20
Rental Expense			
6443 · Lease Expense			
Great America	Copier lease	\$188.27	
Total 6443 · Lease Expense			\$188.27
Total Rental Expense			\$188.27
Total Vouchers Payable			\$299,069.58



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: May 30, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
SUBJECT: Proposed Changes to Library Table of Organization

I ask the Board to vote to make the changes to the Library Table of Organization outlined below. These changes will make the library organization more efficient and the distribution of decision-making authority and departmental mission much clearer. Pending this body's approval, all changes would become effective Monday, June 3, 2024.

1. Rename library departments thus: "Children's and Family Outreach Services" renamed to "Youth Services;" "First Floor Public Services" to "Circulation" "Information Services" to "Adult Services." Some employee titles will be changed to reflect this.
2. Re-assign Lisa Voss and Ruth Percey to Department Head roles, eliminating the dual Assistant Director schema, with a concomitant adjustment of salary for both. Lisa Voss's title going forward will be Head of Library Development, Ruth Percey's title will be Head of Circulation.

FY 2024 Budgetary Impact: a savings of \$4750.00

3. Reclassify the $\frac{3}{4}$ time/0.75 FTE (30 hours per week) position held by First Floor Public Service Operations Manager Kim Hoffman to full time, with a change of title to "Public Service Operations Coordinator."

FY 2024 Budgetary Impact: increase of \$8905.00

4. Move the librarian position currently in FFPS/Circulation (but whose duties formerly concentrated on Young Adult/Teen service) to Youth Services and refocus that position's job description to reflect more generalized service to young patrons.

Total Budgetary Impact of Resolution:

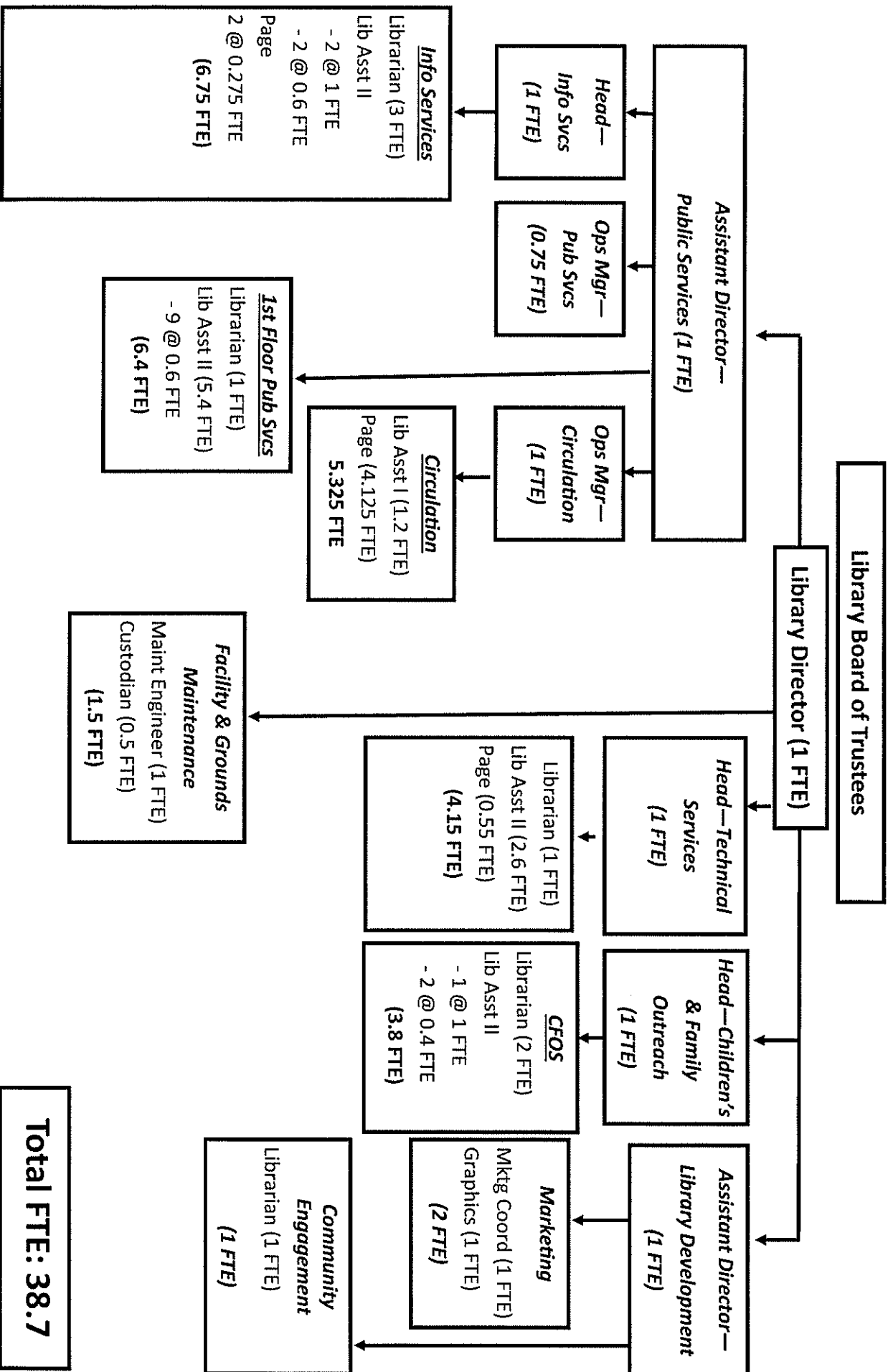
FY 2024: \$4155.00—This amount will be offset completely and in excess by \$17,810 in unspent personnel funds related to two full-time vacancies between April and August of 2024.

Projected FY 2025: Estimated at **\$8000**, accounting for expected cost of living adjustments and new hires starting at earlier steps in the pay plan/salary matrix.

"A Library in Every Life"

Oshkosh Public Library

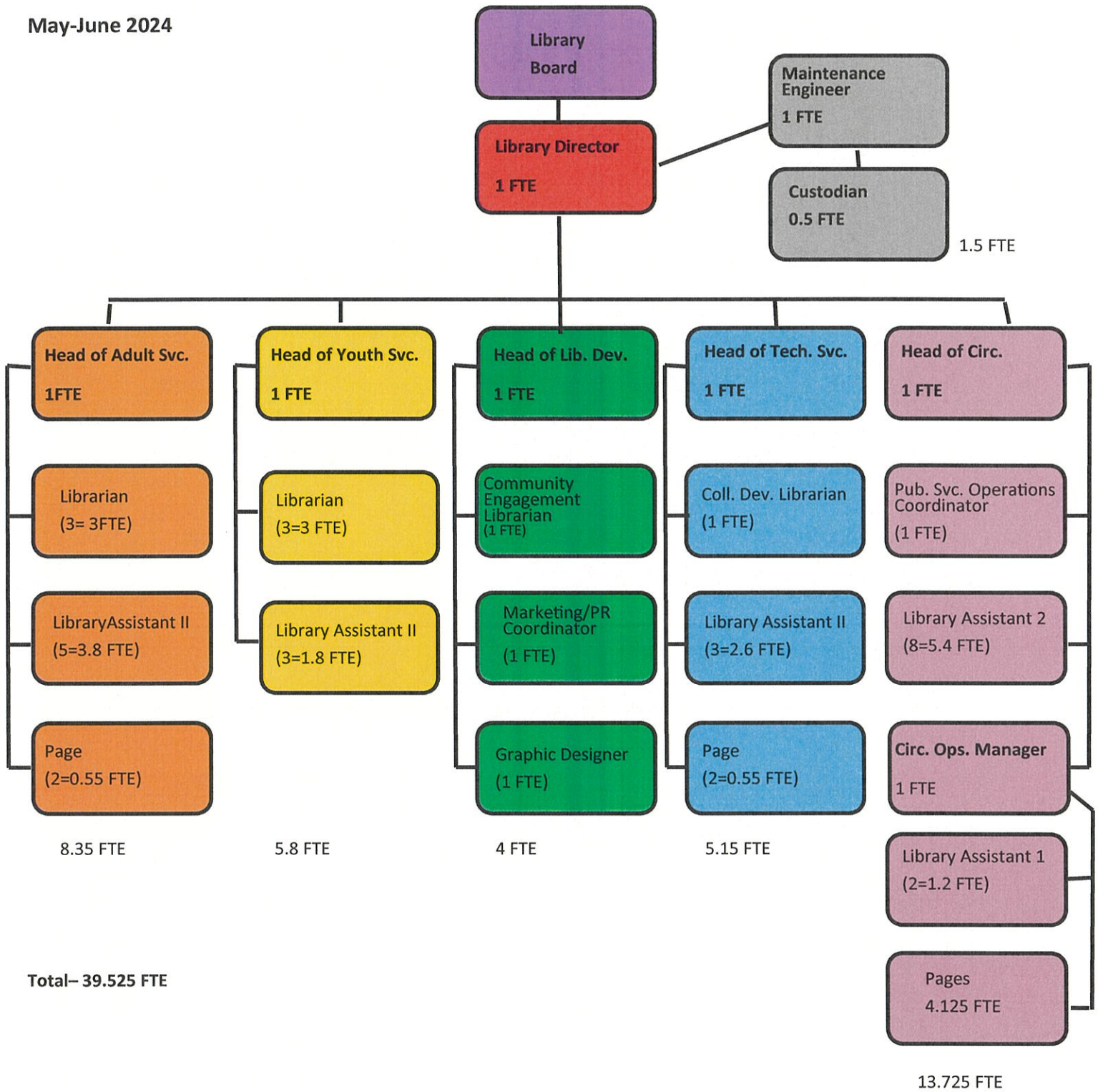
Table of Organization—Proposed 9-28-2023; Effective 9-29-2023



Total FTE: 38.7

Proposed for Vote—

May-June 2024



**Oshkosh Public Library
Position Description**

Position: ~~Children's~~Youth Services Librarian

Classification: Librarian

Department: ~~Children and Family Outreach~~Youth Services

Date: ~~June 2024~~May 2024

GENERAL PURPOSE

This position provides professional librarian services to meet the developing literary needs and other informational needs of children aged birth through 18 ~~and their~~as well as the caregivers, teachers and other adults who work with them.- Some supervisory, advisory and administrative responsibilities are performed.

Supervisor: _____ Head of ~~Children and Family Outreach~~Youth Services

Salary Matrix Level: ~~F~~ _____ D

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility	Performance Standard
Planning, coordinating and presentation of literacy and educational programs	
<ul style="list-style-type: none"> • Design research-based literacy and other educational programs and services to target a broad demographic range of youth and families. • Coordinate<u>Within a collaborative environment, develop ideas for public programs that align with community needs and library strategic goals.</u> • <u>Meets deadlines to coordinate</u> presenters, space, calendars, materials, publicity, and other resources needed to provide programs. • <u>Evaluate programs with the goal of continuously improving quality and attendee satisfaction.</u> 	<ul style="list-style-type: none"> • Youth and families will be engaged in high quality literacy and learning experiences. Families will be inspired to make literacy and learning a ubiquitous part of their children's growth.
<ul style="list-style-type: none"> • Serve on library-wide Programming Team • Develop ideas for public program proposals from a wide range of sources that are aligned with community needs and library strategic goals. 	<ul style="list-style-type: none"> • Consistently attends meetings and contributes in a constructive and collegial spirit. • Well-developed proposals are submitted according to deadlines set by Program Team leaders.

<ul style="list-style-type: none"> • Work with set program cycle deadlines to submit descriptions, supporting materials, etc. • Evaluate public programs with the goal of improving quality and attendee satisfaction. 	<ul style="list-style-type: none"> • Program evaluation is completed; results reported.
Duty/Responsibility	Performance Standards
Collection Development	
<ul style="list-style-type: none"> • Develop existing collections to ensure a depth and breadth of subjects and interests that meet the needs of a diverse community of children, teens and their families. This includes shaping collections by requesting supplemental materials to round out the titles ordered by the library selector, as well as deselection of outdated and undesirable items. <u>materials selection and deselection.</u> 	<ul style="list-style-type: none"> • Patrons find an attractive, relevant collection of library materials for <u>youth/young people</u> and their families.
<ul style="list-style-type: none"> • Request replacements for high demand items in a timely manner. 	<ul style="list-style-type: none"> • Decisions as to whether to replace an item/s are made on a regular basis after items have been reported missing, damaged, withdrawn, etc.
Duty/Responsibility	Performance Standard
Reader's Advisory and Reference Service	
<ul style="list-style-type: none"> • <u>Keep Reader's Advisory Services current and relevant by implementing engaging/responsive ways to browse and connect with our collections. For example: Displays, bookmark bibliographies, in-person and virtual book talks, Staff Picks, Staff Favorites, Book Bundles, Educator Collections, Etc.</u> • <u>Serve as a staff advisor to co-workers and on projects that require these skills and knowledge.</u> 	<ul style="list-style-type: none"> • <u>Patrons will receive current, relevant information for their personal, academic and professional needs.</u> • <u>Co-workers will receive current, relevant content for bibliographies and other projects or inquiries regarding youth materials.</u>
Duty/Responsibility	Performance Standards
Management of projects and staff <u>Participate in Departmental Outreach</u>	
<ul style="list-style-type: none"> • Plan, coordinate, delegate and/or execute departmental projects such as: Materials deselection, assistance with some elements of programs; • This position may exercise direct supervision of <u>Conduct library tours and</u> 	<ul style="list-style-type: none"> • Projects are completed in a timely manner, and employees or volunteers who are assisting receive clear instructions regarding their part in the project. • Project updates are provided to supervisor as needed or

Inserted Cells

<ul style="list-style-type: none"> instruct groups and individuals on the use of the library. As requested, visit schools and other agencies or events to perform outreach activities. Present to other library professionals and educators as opportunities arise and department employees or volunteers scheduling allows. 	<ul style="list-style-type: none"> requested. Visiting groups will have a basic understanding of the layout and organization of materials and collections as well as library services offered. Staff and customers of other agencies in the Oshkosh area gain a higher awareness and understanding of the library's services, programs, and mission.
Duty/Responsibility	Performance Standards
Administrative Duties	
<ul style="list-style-type: none"> Report/Summarize outcomes of programs as requested 	<ul style="list-style-type: none"> Reports are provided to the appropriate individuals, committees, or other audiences.
<ul style="list-style-type: none"> Report/Summarize outcomes of programs as requested. When requested, attend or needed, take part in both departmental and constructively participate in library-wide team or planning meetings. 	<ul style="list-style-type: none"> Reports are provided to the appropriate individuals, committees, or other audiences. Attend and constructively participate in team or planning meetings.
Duty/Responsibility	Performance Standard
Reader's Advisory and Reference Service	
<ul style="list-style-type: none"> Provide professional level reader's advisory and reference service to patrons 	<ul style="list-style-type: none"> Patrons will receive current, expert knowledge of materials that met their informational needs.
<ul style="list-style-type: none"> Use expertise to serve as advisor for these services to coworkers and to projects requiring this skill and knowledge 	<ul style="list-style-type: none"> Co-workers and other staff will receive current, expert content for bibliographies and other projects or inquiries regarding youth materials.
Duty/Responsibility	Performance Standards
Participate in Departmental Outreach	
<ul style="list-style-type: none"> Conduct library tours and instruct groups and individuals on the use of the library. 	<ul style="list-style-type: none"> Visiting groups will have a basic understanding of the layout and organization of materials and collections.
<ul style="list-style-type: none"> As requested, visit schools and other agencies or events to perform outreach activities. 	<ul style="list-style-type: none"> Staff and customers of other agencies in the Oshkosh area gain a higher awareness and understanding of the library's services, programs, and mission.
<ul style="list-style-type: none"> Present to other Library and Education professionals as opportunities arise and department scheduling allows. 	<ul style="list-style-type: none"> Attendees gain new knowledge. OPL Youth staff widens professional network.

Duty/Responsibility	Performance Standard
General Departmental and Library Operations	
<ul style="list-style-type: none"> • Fill in for some Handle extra duties occasionally when department manager is or other staff are on vacation, ill, etc. For example: Serve as main contact for patron inquiries, incidents, and questions from other library departments and staff which cannot wait until the department manager or other staff returns. • Assist with building security including disabling and enabling alarms; following lost child procedures; following proper procedures for handling biohazardous waste and blood borne pathogens; assist with keeping entrances and interior footpaths free of snow and ice. • Cover Youth Services public service desk as needed. • Actively teach and positively enforce expected library behaviors. When necessary, involve other staff and/or law enforcement in handling patron behavior issues. 	<ul style="list-style-type: none"> • Time-sensitive issues and emergencies are responded to in a timely manner.
<ul style="list-style-type: none"> • Assist with building security, including: disabling and enabling alarms, lost children, following proper procedures for handling biohazardous waste and blood borne pathogens, assist with keeping entrances free of snow and ice. 	<ul style="list-style-type: none"> • The health and/or safety of staff or patrons is not compromised while they are visiting or working in the library
<ul style="list-style-type: none"> • Cover CFOS public service desk as needed. 	<ul style="list-style-type: none"> • Service provided to internal and external customers is consistently accurate and timely.
<ul style="list-style-type: none"> • Actively teach expected behaviors to patrons using positive interactions. When necessary, enforce library policies and rules. 	<ul style="list-style-type: none"> • The health and/or safety of staff or patrons is not compromised while they are visiting or working in the library • Service provided to internal and external customers is consistently accurate and timely. • Children and families enjoy using the library and also understand expected behavior in the library. Staff members regularly seek opportunities to teach expected behavior. Library policies enforced as appropriate.

Duty/Responsibility	Performance Standards
Professional Development	
<ul style="list-style-type: none"> Participate in continuing education activities to keep knowledge of children's services and library trends current. 	<ul style="list-style-type: none"> Personal and professional development goals are set in the annual performance review with the director/department supervisor, and progress is tracked in meeting/meetings throughout the year. Select educational activities to gain new knowledge to apply to OPL services.
Duty/Responsibility	
Other Duties as Assigned	
<ul style="list-style-type: none"> Intermittent/occasional extraordinary tasks are undertaken as assigned or necessary. 	<ul style="list-style-type: none"> Such tasks are undertaken with a willingness to learn and spirit of helpfulness.

- [Other Duties As Assigned](#)

KNOWLEDGE, SKILLS AND ABILITIES

[Ability to work collaboratively and professionally with people of diverse backgrounds and personalities.](#)

Commitment to helping children and families become lifelong learners.

Knowledge of children's literature.

[OPL Youth staff widens professional network and develops professional skills.](#) Knowledge of child development.

Knowledge of current practices and trends in librarianship, especially [with regard to regarding](#) the organization of library materials, and programming for children and families.

Knowledge of online public access catalogs (OPACs).

Excellent verbal and written communication skills, including public speaking.

Ability to prioritize tasks during fluctuating workflow.

Ability to be flexible about learning and teaching new ways to do things, including technology

Proficiency with computer applications including: word processing, spreadsheets, presentation programs, email, internet navigation, content management software for websites and internal blogs, online library catalogs, and other digital resources.

Knowledge of a variety of technologies used in libraries.

REQUIRED EDUCATION AND/OR EXPERIENCE

Master's degree in library science from ~~an ALA-accredited a~~ library school [accredited by the American Library Association or equivalent accrediting body](#).

Experience working as a librarian in a library or other information-based agency.

TOOLS AND EQUIPMENT USED

Personal computers, printers, photocopy machines, telephone, projectors, CD ~~player~~[players](#), other computer-related equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. ~~Reasonable~~[The library will make every effort to provide reasonable workplace accommodations](#) ~~may be made to enable individuals~~[needed for candidates](#) with ~~disabilities to perform the essential functions~~[differing physical abilities](#).

While performing the duties of this job, the employee is frequently required to stand [or walk](#) for up to eight hours; talk and hear; use hands to dial, handle, or feel, objects or controls; ~~and~~ reach with hands or arms. The employee is required to kneel, walk, stand, bend, twist, push and pull. ~~Job requires~~[The duties of this position require](#) employee to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is moderate. Most work is indoors with occasional work performed outside such as monitoring a booth at a community event or presenting an outreach program.

Minimal travel may be required for performing outreach programs, site visits, and professional development activities.

~~Employee~~[Employees](#) may be called upon to clean up ~~blood-borne~~[bloodborne](#) pathogens and bodily fluids.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; job related tests may be required. ~~Finalists may be asked to participate in psychometric testing.~~

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

Oshkosh Public Library Position Description

Position: Youth Services Librarian

Classification: Librarian

Department: Youth Services

Date: May 2024

GENERAL PURPOSE

This position provides professional librarian services to meet the developing literary needs and other informational needs of children aged birth through 18 as well as the caregivers, teachers and other adults who work with them. Some supervisory, advisory and administrative responsibilities are performed.

Supervisor Head of Youth Services

Salary Matrix Level D

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility	Performance Standard
Planning, coordinating and presentation of literacy and educational programs	
<ul style="list-style-type: none"> • Within a collaborative environment, develop ideas for public programs that align with community needs and library strategic goals. • Meets deadlines to coordinate presenters, space, calendars, materials, publicity, and other resources needed to provide programs. • Evaluate programs with the goal of continuously improving quality and attendee satisfaction. 	<ul style="list-style-type: none"> • Youth and families will be engaged in high quality literacy and learning experiences. Families will be inspired to make literacy and learning a ubiquitous part of their children’s growth.
Duty/Responsibility	
Performance Standards	
Collection Development	
<ul style="list-style-type: none"> • Develop collections to ensure a depth and breadth of subjects and interests that meet the needs of a diverse community of children, teens and their families. This includes materials selection and deselection. 	<ul style="list-style-type: none"> • Patrons find an attractive, relevant collection of library materials for young people and their families.

<ul style="list-style-type: none"> Request replacements for high demand items in a timely manner. 	<ul style="list-style-type: none"> Decisions as to whether to replace an item/s are made on a regular basis after items have been reported missing, damaged, withdrawn, etc.
Duty/Responsibility	Performance Standard
Reader's Advisory and Reference Service	
<ul style="list-style-type: none"> Keep Reader's Advisory Services current and relevant by implementing engaging/responsive ways to browse and connect with our collections. For example: Displays, bookmark bibliographies, in-person and virtual book talks, Staff Picks, Staff Favorites, Book Bundles, Educator Collections, Etc. Serve as a staff advisor to co-workers and on projects that require these skills and knowledge. 	<ul style="list-style-type: none"> Patrons will receive current, relevant information for their personal, academic and professional needs. Co-workers will receive current, relevant content for bibliographies and other projects or inquiries regarding youth materials.
Duty/Responsibility	Performance Standards
Participate in Departmental Outreach	
<ul style="list-style-type: none"> Conduct library tours and instruct groups and individuals on the use of the library. As requested, visit schools and other agencies or events to perform outreach activities. Present to other library professionals and educators as opportunities arise and department scheduling allows. 	<ul style="list-style-type: none"> Visiting groups will have a basic understanding of the layout and organization of materials and collections as well as library services offered. Staff and customers of other agencies in the Oshkosh area gain a higher awareness and understanding of the library's services, programs, and mission.
Duty/Responsibility	Performance Standards
Administrative Duties	
<ul style="list-style-type: none"> Report/Summarize outcomes of programs as requested. When requested or needed, take part in both departmental and library-wide team or planning meetings. 	<ul style="list-style-type: none"> Reports are provided to the appropriate individuals, committees, or other audiences. Attend and constructively participate in team or planning meetings.
Duty/Responsibility	Performance Standard
General Departmental and Library Operations	
<ul style="list-style-type: none"> Handle extra duties occasionally when department manager or other staff are 	<ul style="list-style-type: none"> Time-sensitive issues and emergencies are responded to in a timely manner.

<p>on vacation, ill, etc. For example: Serve as a contact for patron inquiries, incidents, and questions from other library departments and staff which cannot wait until the department manager or other staff returns.</p> <ul style="list-style-type: none"> • Assist with building security including disabling and enabling alarms; following lost child procedures; following proper procedures for handling biohazardous waste and blood borne pathogens; assist with keeping entrances and interior footpaths free of snow and ice. • Cover Youth Services public service desk as needed. • Actively teach and positively enforce expected library behaviors. When necessary, involve other staff and/or law enforcement in handling patron behavior issues. 	<ul style="list-style-type: none"> • The health and/or safety of staff or patrons is not compromised while they are visiting or working in the library. • Service provided to internal and external customers is consistently accurate and timely. • Children and families enjoy using the library and also understand expected behavior in the library. Staff members regularly seek opportunities to teach expected behavior. Library policies enforced as appropriate.
Duty/Responsibility	Performance Standards
Professional Development	
<ul style="list-style-type: none"> • Participate in continuing education activities to keep knowledge of children's services and library trends current. 	<ul style="list-style-type: none"> • Personal and professional development goals are set in the annual performance review with the department supervisor, and progress is tracked in meetings throughout the year. • Select educational activities to gain new knowledge to apply to OPL services.
Duty/Responsibility	Performance Standards
Other Duties as Assigned	
<ul style="list-style-type: none"> • Intermittent/occasional extraordinary tasks are undertaken as assigned or necessary. 	<ul style="list-style-type: none"> • Such tasks are undertaken with a willingness to learn and spirit of helpfulness.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work collaboratively and professionally with people of diverse backgrounds and personalities.

Commitment to helping children and families become lifelong learners.

Knowledge of children's literature.

OPL Youth staff widens professional network and develops professional skills. Knowledge of child development.

Knowledge of current practices and trends in librarianship, especially regarding the organization of library materials, and programming for children and families.

Knowledge of online public access catalogs (OPACs).

Excellent verbal and written communication skills, including public speaking.

Ability to prioritize tasks during fluctuating workflow.

Ability to be flexible about learning and teaching new ways to do things, including technology.

Proficiency with computer applications including: word processing, spreadsheets, presentation programs, email, internet navigation, content management software for websites and internal blogs, online library catalogs, and other digital resources.

Knowledge of a variety of technologies used in libraries.

REQUIRED EDUCATION AND/OR EXPERIENCE

Master's degree in library science from a library school accredited by the American Library Association or equivalent accrediting body.

Experience working as a librarian in a library or other information-based agency.

TOOLS AND EQUIPMENT USED

Personal computers, printers, photocopy machines, telephone, projectors, CD players, other computer-related equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The library will make every effort to provide reasonable workplace accommodations needed for candidates with differing physical abilities.

While performing the duties of this job, the employee is frequently required to stand or walk for up to eight hours; talk and hear; use hands to dial, handle, or feel, objects or controls; reach with hands or arms. The employee is required to kneel, walk, stand, bend, twist, push and pull. The duties of this position require employee to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is moderate. Most work is indoors with occasional work performed outside such as monitoring a booth at a community event or presenting an outreach program.

Minimal travel may be required for performing outreach programs, site visits, and professional development activities.

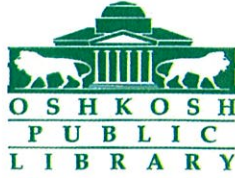
Employees may be called upon to clean up bloodborne pathogens and bodily fluids.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; job related tests may be required. Finalists may be asked to participate in psychometric testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: May 30, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete
RE: Carryover Fund Designation

The library ended 2023 with \$228,657.69 in the undesignated fund balance with the City of Oshkosh. The undesignated fund balance is also referred to as “carryover funds,” since the amount represents fund surpluses “carried over” from past years’ budgets. Please see the table below for detail of the fund balance calculation:

2022-2023 Carryover	\$146,480.35
2023 Revenues	\$3,927,188.53
2023 Revenues + Carryover	\$4,073,668.88
2023 Expenditures	\$3,845,011.19
2023-2024 Carryover	\$228,657.69

As part of a practice initiated in response to an unpublished 2006 opinion letter from the Wisconsin Department of Justice that stated that “a library board may not maintain unexpended monies as generic funds on hand,” the library board has since 2009 designated portions of the carryover surplus funds to be used for specific purposes.

My recommendations for designating the uses of the library’s carryover surplus in 2023 are below:

1. I recommend that the board designate up to \$20,000 to spend on library materials. Keeping pace with demand for electronic content has been a particular challenge in 2024 and this amount should allow for mid-year adjustments to content accounts.
2. I recommend that the library board designate up to \$25,000 of the undesignated fund balance to cover previously unbudgeted costs in support of the ongoing consultant-led rebranding projects, specifically related to

promotional merchandise, outreach efforts and rebranding-related visual upgrades in the building.

3. I recommend that the library board designate up to \$60,000 of the undesignated fund balance to cover previously unbudgeted improvement, maintenance and/or repair projects for the library building. This would include:
 - The creation of a semi-enclosed lounge on the first floor, so that eating and drinking in the building might be allowable as it can be confined to that space. There is a possibility that savings from ARPA projects currently in process may allow for this, but given the uncertainty on that point, I would like to proceed with the project pending further clarity from the City.
 - The installation of ADA-compliant automated door openers in the restrooms on the lower/basement level and second floor.
 - The replacement of carpet on the third floor of the Waters Building; the carpet is original to the 1993 renovation.

“Connecting People with Information”

Oshkosh Public Library
Approved 2024 Endowment Fund Expenditures - Round Three

Funds for Library Excellence	Average Asset Value 2021-2023	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	Round 2 Proposed	Round 3 Proposed	All Rounds Total	Available For Projects
OverDrive eBooks / eAudiobooks				\$ 21,568				
Collection Improvement	\$ 860,305	3 YR Q3 BAL 2021-2023	\$ 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 2021-2023	\$ 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 2021-2023	\$ 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 2021-2023	\$ 43,699	\$ 31,300	\$ 175		\$ 31,475	\$ 12,224
Young Authors Program				\$ 1,000				
Malnar Fund	\$ 26,811	3 YR Q3 BAL 2021-2022	\$ 1,341	\$ 1,000			\$ 1,000	\$ 341
Website redesign						\$ 15,000		
Nichols Digital Development	\$ 69,141	3 YR Q3 BAL 2021-2022	\$ 3,457					\$ (11,543)
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	

From: John Nichols <johnvnichols@earthlink.net>
Sent: Sunday, April 28, 2024 7:56 PM
To: Darryl Eschete <eschete@oshkoshpubliclibrary.org>
Subject: Re: Meeting of Last Friday

Darryl,

I enjoyed our meeting and conversation this past week and look forward to more at your pleasure. Thank you for the description of the project to overhaul the Oshkosh Public Library website. The improvements you propose making sound exciting and definitely needed.

To that end, I think it wholly appropriate to use \$15,000 as you described, from the fund for technology initiatives set up in honor of my service to the community by Ted Leyhe at my retirement. I look forward to seeing the finished product!

And lunch for a follow-up conversation sounds good. Just let me know when you're ready. Take care and again, welcome to Oshkosh! Let me know if you need anything else?

John Nichols
Sent from my iPad

Oshkosh Public Library
Statement of Revenue
April 2024
33% of the year

<u>REVENUE</u>	BUDGET	APRIL	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
City of Oshkosh					
Grants and Aids					
Winnebago County	959,036.00	748,722.80	748,722.80	78.07%	(210,313.20)
Other County Aid (Fond du Lac, Green Lake & Waushara)		48,523.00	48,523.00	0.00%	48,523.00
Winnefox Library System	174,353.22		43,588.23	25.00%	(130,764.99)
Total Grants and Aids	1,133,389.22	797,245.80	840,834.03	74.19%	(292,555.19)
Other Inflow					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	973.11	3,442.13	38.25%	(5,557.87)
Miscellaneous		49.86	217.98	0.00%	217.98
Meeting Room	2,000.00	370.00	1,382.10	69.11%	(617.90)
Photocopies	10,000.00	1,703.25	5,427.92	54.28%	(4,572.08)
Sales Tax Payable		136.26	469.64	0.00%	469.64
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	3,232.48	10,939.77	52.09%	(10,060.23)
Total Revenue Submitted to City of Oshkosh	1,154,389.22	800,478.28	851,773.80	73.79%	(302,615.42)
TOTAL REVENUE	1,154,389.22	802,023.28	858,318.80	74.35%	(296,070.42)
Oshkosh Transit System					
Monthly Bus Passes	0.00	735.00	3,395.00	0.00%	3,395.00
Quarterly Bus Passes	0.00	810.00	3,150.00	0.00%	3,150.00
Total Receipts to Oshkosh Transit System	0.00	1,545.00	6,545.00	0.00	6,545.00

City of Oshkosh Levy 2,876,500.00

Oshkosh Public Library
Statement of Expenditures
May 2024
42% of the year

	2024	APRIL	MAY	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	EXPENSES	ANNUAL	BALANCE
				TO DATE	BUDGET	
Revolving Expenses						
6102 Regular Pay	2,329,354.00	261,543.90	169,712.26	940,530.15	40.38	1,388,823.85
6104 Overtime Pay	20,000.00	2,139.75	3,996.61	16,628.29	83.14	3,371.71
6302 FICA - Employers Share	184,755.00	19,943.92	12,798.46	71,090.35	38.48	113,664.65
6304 Wisconsin Retirement Fund	154,104.00	16,837.97	11,097.79	60,542.78	39.29	93,561.22
6306 Health Insurance	351,041.00	32,678.44	33,539.52	163,368.56	46.54	187,672.44
6308 Dental Insurance	18,661.00	1,319.78	1,349.54	6,430.86	34.46	12,230.14
6310 Life Insurance	5,847.00	380.87	367.17	1,923.25	32.89	3,923.75
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	387.52	5,321.19	22.64	18,178.81
6412 Contractual Agreement Payments	315,400.00	13,257.91	13,257.91	222,610.27	70.58	92,789.73
6413 Contractual Employment	0.00			0.00	0.00	0.00
6415 Subscription/Licensing Contracts	5,000.00	3,637.88	1,509.00	6,358.88	127.18	-1,358.88
6416 Prevent Maintenance Contracts	16,600.00	5,431.64	11,271.94	44,601.60	268.68	-28,001.60
6417 Third Party Contracted Services	50,000.00	4,657.25	5,406.47	22,206.68	44.41	27,793.32
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	2,518.51	3,220.32	53.67	2,779.68
6422 Professional License/Membership Dues/Bonds	5,000.00	20.00	80.52	194.37	3.89	4,805.63
6423 Employee Allowance/Reimbursement	800.00	29.94	131.54	352.01	44.00	447.99
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	188.27	1,281.60	18.31	5,718.40
Fixed Costs						
6450 Insurance Expense	28,300.00	5,769.79	130.00	17,569.37	62.08	10,730.63
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	138.27	1,040.05	29.72	2,459.95
6455 Utilities Expense	83,000.00	7,315.02	8,941.08	46,593.07	56.14	36,406.93
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	3,193.92	9,661.95	45.79	11,438.05
6524 Inventory/Supplies	273,000.00	13,952.00	15,525.65	60,556.35	22.18	212,443.65
6529 Non-Inventory Supplies	34,000.00	2,525.53	3,527.63	15,932.18	46.86	18,067.82
6550 Minor Equipment	0.00			0.00		
Total Other Expenditures	3,945,862.00	397,509.80	299,069.58	1,728,958.13	43.82	2,216,903.87

Oshkosh Public Library Highlights May 2024

1. OPL is now offering card clinics for employees at two of 4Imprint's Oshkosh offices. Community Engagement Librarian Sandy is at 4Imprint's offices in Downtown Oshkosh and at their west-side distribution center one afternoon a month to issue and renew library cards; answer questions about library services; and listen to concerns, ideas and general observations of employees that the library could possibly address. To sweeten the deal, 4Imprint is even offering OPL-branded swag to encourage their employees to engage with the library during the card clinics.
2. A collection of original comics and art featuring a home-grown superhero is currently on display at OPL. The display features Augmento, a superhero created in the 1970s by UWO students including artist Bill Bukowski and future Marvel Comics legend Mark Gruenwald. The history behind Augmento and his creators, as well as original comics, are on display on the library's second floor.
3. Children in grades K-12 are invited to bring in original art to display throughout the summer in the library's lower level. Students are encouraged to create art with an adventure theme. Inspired by the success of other student art exhibits at OPL every spring, the display will also brighten up the library environment and give kids a chance to create and share their talents with the community.
4. The library partnered with River East Neighborhood Association for their annual birdhouse painting event on May 4. You could feel the promise of spring under the Dome as participants painted 41 birdhouses to take home for their feathered friends.
5. OPL contributed to the annual celebration of Star Wars Day on May 4 by sponsoring the film *The Empire Strikes Back* at the Time Community Theater. Nearly 150 people came together to enjoy arguably the most beloved of the Star Wars films at a reduced ticket price courtesy of the OPL sponsorship.
6. The library was once again a stop on the BikeOsh route on May 11. The annual event takes cyclists on a route around the city to check in at locations of interest and earn chances to win prizes. Event organizers report that 100 people participated in this year's event.
7. Regular community engagement activities not only extend OPL's reach to individuals but also lead to new opportunities to support organizations with library services and resources.
 - a. When the activities coordinator at Gabriel's Villa needed information to help generate interest among residents in birding, Community Engagement Librarian Sandy developed and presented a talk identifying the 20 most common birds in Wisconsin.

- b. The annual Spring Fling at Carmel Residence included a band to entertain residents. Asked if the library had instruments available for the event, Sandy worked with Children’s Librarian Kallie to provide a bin of shakers, tambourines and other rhythm instruments so residents could sit in with the band!
8. The Lakefly Writers Conference was held May 2-3 at the Oshkosh Convention Center, with 107 paid registrants and more than a dozen volunteers. The first annual Lakefly Book Fair was held in conjunction with the conference; the fair featured more than 50 authors and was attended by conference attendees and approximately 45 members of the public, mostly from Oshkosh. Friday evening, approximately 46 attendees dined at four Oshkosh restaurants, and more than 40 people stayed overnight at the Oshkosh Premiere Hotel and Fairfield Inn. Another highlight was the Lakefly After Hours open mic held here at the library. The event had an audience of 44, including people from the Oshkosh community.
9. A partnership with Oshkosh North High School has helped to make the library more accessible to students and staff. Volunteers are available to deliver requested materials and bring returns back to the library on a weekly basis. This model will be used to begin offering this service to Lourdes Academy Middle School during the 2024-25 school year.
10. A program on the Early History of Oshkosh Truck drew 18 people to learn about how the iconic Oshkosh company got its start. Tim Wright, historian, memorabilia collector and known online as Mr. Oshkosh “Historian of Oshkosh Trucks” was the presenter. Wright previously brought a collection of his Oshkosh Truck memorabilia to display at the library.
11. Local History Librarian Michael presented his talk on the Athearn Hotel to a group of 30 people from the Oshkosh Public Museum Auxiliary on May 10. This is Michael’s most popular presentation and several people in the audience were seeing it for the second time (who knew local history librarians had groupies?). Other local history presentations available to community groups focus on Manufacturers of Oshkosh; Steins (an upscale boutique); Terrell’s Island, the 20th Century Club; Railroads of Oshkosh; and the Washington Avenue Historic District.

MONTHLY REPORT
Oshkosh Public Library
April 2024

CIRCULATION	April 2024	April 2023	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	14,284	13,920	3%	56,115	57,167	-1.8%
Book-Juvenile	14,681	13,063	12%	56,079	56,261	-0.3%
Book-YA/Teen	1,214	1,286	-6%	4,888	5,526	-11.5%
CD-Adult	950	1,082	-12%	4,469	4,902	-8.8%
CD-Juvenile	68	87	-22%	299	368	-18.8%
CD-Book-Adult	475	536	-11%	1,886	2,248	-16.1%
CD-Book-Juvenile	184	175	5%	604	801	-24.6%
CD-Book-YA/Teen	14	6	133%	54	49	10.2%
DVD-Adult	6,304	5,646	12%	23,431	24,235	-3.3%
DVD-Juvenile	1,174	1,114	5%	4,495	4,809	-6.5%
Game-Adult	686	633	8%	2,702	2,745	-1.6%
Game-Juvenile	236	211	12%	926	831	11.4%
Magazine-Adult	448	467	-4%	1,646	1,907	-13.7%
Magazine-Juvenile	13	11	18%	64	45	42.2%
Magazine-YA/Teen	0	0	0%	13	1	1200.0%
Other-Adult	283	245	16%	825	949	-13.1%
Other-Juvenile	138	146	-5%	575	605	-5.0%
Other-YA/Teen	3	6	-50%	23	25	-8.0%
Total Adult	23,430	22,529	4%	91,074	94,153	-3.3%
Total Juvenile	16,494	14,807	11%	63,042	63,720	-1.1%
Total YA/Teen	1,231	1,298	-5%	4,978	5,601	-11.1%
SUB TOTAL	41,155	38,634	7%	159,094	163,474	-2.7%
Digital Book Formats						
OverDrive E-Books	5,120	4,751	8%	21,314	19,908	7.1%
Hoopla E-Books	382	465	-18%	1,810	1,908	-5.1%
E-BOOKS SUB TOTAL	5,502	5,216	5%	23,124	21,816	6.0%
Audiobook Formats						
OverDrive Audiobooks	5,234	4,004	31%	20,302	16,604	22.3%
Hoopla Audiobooks	1,323	1,230	8%	5,716	4,693	21.8%
AUDIOBOOKS SUB TOTAL	6,557	5,234	25%	26,018	21,297	22.2%
Tumblebooks	10	0	0%	13	17	-23.5%
DIGITAL BOOKS SUB TOTAL	10	0	0%	13	17	-23.5%
Digital Media						
Hoopla Music	41	78	-47%	164	237	-30.8%
Hoopla Video	198	179	11%	875	776	12.8%
DIGITAL MEDIA SUB TOTAL	239	257	-7%	1,039	1,013	2.6%
DIGITAL CONTENT SUB TOTAL	12,308	10,707	15%	50,194	44,143	13.7%
TOTAL CIRCULATION	53,463	49,341	8%	209,288	207,617	0.8%
PHYSICAL MATERIALS						
% AV Materials Circulated	25%	25%	0%	24%	25%	-2.6%
% Print Materials Circulated	75%	75%	0%	76%	75%	0.9%
% Adult Materials Circulated	60%	62%	-3%	57%	58%	-0.6%
% Youth Materials Circulated	40%	38%	5%	43%	42%	0.8%
Average Circulation Per Hour	175.9	171.3	3%	179.5	180.2	-0.4%

MONTHLY REPORT
Oshkosh Public Library
April 2024

MISCELLANEOUS	April 2024	April 2023	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	20,975	19,143	10%	80,109	71,728	11.7%
Average Daily Traffic	699	660	6%	685	624	9.8%
Meetings Held	106	120	-12%	399	392	1.8%
New Card Registrations	206	181	14%	891	808	10.3%
Self-check % of Checkout	47.4%	49.3%	-4%	46.9%	49.6%	-5.3%
Volunteer Hours Worked	97	97	1%	370	368	0.7%
Teacher Packs	3	5	-40%	13	16	-18.8%
ELECTRONIC RESOURCES						
	April 2024	April 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	16,829	16,338	3%	71,526	71,142	0.5%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	31	43	-28%	134	211	-36.5%
Mango Languages	65	25	160%	249	181	37.6%
Newsbank	53	0	0%	0	0	0.0%
Reference Solutions	80	67	19%	335	354	-5.4%
Value Line	129	0	0%	0	0	0.0%
SUB-TOTAL	358	135	165%	1,434	746	92.2%
LOCAL DATABASE SESSIONS						
1957 Address Change	39	59	-34%	111	183	-39.3%
City Directories	90	217	-59%	283	547	-48.3%
Digital Collections	45	54	-17%	262	832	-68.5%
Local History Books	38	6	533%	95	90	5.6%
Oshkosh Facts, Firsts, and FAQ	2	3	-33%	13	8	62.5%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	190	207	-8%	697	830	-16.0%
Riverside Cemetery Index	11	11	0%	43	49	-12.2%
UWDC - Atlases & Histories	0	0	0%	1	4	-75.0%
SUB-TOTAL	415	557	-25%	1,505	2,543	-40.8%
TOTAL ELECTRONIC RESOURCE SESSIONS	773	17,030	-95%	57,636	74,431	-22.6%
PUBLIC COMPUTER USE						
	April 2024	April 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Access	7,530	6003	25%	28526	23331	22.3%
Public Computer Use						
Adult	1,658	1507	10%	6546	5935	10.3%
Youth	156	204	-24%	534	685	-22.0%
TOTAL USE	1814	1711	6%	7080	6620	6.9%
QUESTIONS ANSWERED						
	April 2023	April 2024	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	915	1,108	-17%	3,299	4,484	-26.4%
Youth Department						
Reference	191	236	-19%	919	1,005	-8.6%
TOTAL QUESTIONS ANSWERED	1,106	1,344	-18%	4,218	5,489	-23.2%
PROGRAMS						
	April 2023	April 2024	% Change	YTD 2024	YTD 2023	% Change
Programs Given						
Adult	8	21	-62%	56	66	-15.2%
Teen	5	2	150%	14	10	40.0%
Youth	44	27	63%	126	113	11.5%
Roving Reader	6	10	-40%	46	31	48.4%
TOTAL	63	60	5%	242	220	10.0%

MONTHLY REPORT
Oshkosh Public Library
 April 2024

Program Attendance						
Adult	85	240	-65%	529	864	-38.8%
Teen	15	67	-78%	158	324	-51.2%
Youth	885	951	-7%	3,395	4,160	-18.4%
TOTAL	985	1258	-22%	4,082	5,348	-23.7%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: May 22, 2024
SUBJECT: April 2024 Donations

Donations given at the register	\$ 15.71
Total Donations	\$ 15.71

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: May 22, 2024
SUBJECT: April 2024 Personnel Changes

Maggie Mueller – Librarian resigned on 4/12/24 after 8 years of service.

Michaela Campbell – Page in FFPS resigned on 4/18/24 after 3 years of service.

Lindsay Reuer – Children’s Librarian resigned on 4/26/24 after almost 3 years of service.

**Oshkosh Public Library
Donation, Endowment and Gift Account Register
as of April 30, 2024**

Oshkosh Area Community Foundation	Beginning Balance	April Additions	April Deductions	Ending Balance	Fund Balance
Collection Improvement Funds					
Archer	2,704.00	1.73	109.13	2,730.26	
Audio Visual	36,990.01	23.62	1,492.69	37,349.32	
General Collection Improvement	1,267,972.66	750.93	47,451.71	1,187,290.44	
Gruenwald	4,038.68	2.58	163.01	4,077.92	
Hilton II	18,132.47	11.58	731.71	18,308.59	
Hoxtel	25,815.67	17.02	1,075.72	26,915.08	
Jackson	2,406.86	1.54	97.16	2,430.21	
Kelsh	4,103.07	2.62	165.58	4,142.92	
Kenney	14,668.05	9.37	591.90	14,810.52	
Rasmussen	51,726.42	0.00	2,086.49	52,205.77	
Rojahn	4,343.33	2.77	175.29	4,385.47	
Schuster	257,222.30	164.27	10,380.11	259,720.30	
Steiger	15,491.19	10.16	642.05	16,064.52	
Zellmer	126,850.56	81.01	5,119.02	128,082.40	
					1,758,513.72
Development and Support Funds					
General Development & Support	653,606.35	843.51	26,793.28	670,617.45	
					670,617.45
Facility Improvement Funds					
General Facility Improvement	1,764,530.41	1,126.86	71,206.85	1,781,666.63	
					1,781,666.63
Programming Support Funds					
General Development & Support	1,178,101.95	752.61	47,558.02	1,189,949.29	
Malnar	29,197.20	18.65	1,178.27	29,480.74	
					1,219,430.03
Technology Funds					
General Technology	1,173,656.56	749.52	47,362.35	1,185,054.57	
Nichols	75,096.43	47.96	3,030.50	75,825.73	
					1,260,880.30
Oshkosh Area Community Foundation Funds Total Balance					<u><u>\$6,691,108.13</u></u>

West Pointe Bank	Beginning Balance	April Additions	April Deductions	Ending Balance
Debit Card xx3234	10.00			10.00
Debit Card xx0685	126,702.04	7,338.99	12,084.79	122,825.81
				<u><u>122,835.81</u></u>

**Oshkosh Public Library
Donation, Endowment and Gift Expense Report
as of April 30, 2024**

	<u>2024 Budget</u>	<u>Additional Allocations</u>	<u>April Expenses</u>	<u>Net Exp To Date</u>	<u>% of Budget</u>	<u>Remaining 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			15.65	8.69%	164.35
F&A Rojahn	130.00			0.00	0.00%	130.00
G Hilton II	775.00		34.12	150.72	19.45%	624.28
Gruenwald	160.00			0.00	0.00%	160.00
Hoxtel	1,100.00		25.84	195.22	17.75%	904.78
Jackson	100.00			33.47	33.47%	66.53
M Rasmussen	1,710.00		78.99	78.99	4.62%	1,631.01
S Zellmer	5,635.00			786.05	13.95%	4,848.95
Schuster	11,480.00		1,513.36	2,626.33	22.88%	8,853.67
Steiger	660.00			55.96	8.48%	604.04
Total	316,598.00	0.00	1,652.31			
Library Development and Support						
General Development and Support	0.00	0.00		4,080.00	n/a	-4,080.00
Sponsor WALC Spelling Bee Team	360.00			0.00	0.00%	360.00
Staff Development Day	3,000.00		277.55	1,340.24	44.67%	1,659.76
Wisconsin City Library Collaborative	1,800.00			1,800.00	100.00%	0.00
Total	5,160.00	0.00	277.55			
Library Facility Improvement						
General Facility Improvement	0.00	0.00		0.00	n/a	0.00
Architectural Consultant	50,000.00			0.00	0.00%	50,000.00
Total	50,000.00	0.00	0.00			
OPL Memorial						
A Johnson	173.95			34.83	20.02%	139.12
Drzy	14.07			0.00	0.00%	14.07
General OPL Memorial - Other		2,650.65	165.24	472.39	n/a	2,178.26
1000 Book Reading Challenge	0.00	3,000.00		723.14	24.10%	2,276.86
Children's Programs	0.00	1,000.00		0.00	n/a	1,000.00
Summer Reading	0.00			0.00	n/a	0.00
Oshkosh Herald - Summer Reading Challenge Prizes	0.00	1,750.00		0.00	0.00%	1,750.00
Hansen - Summer Reading		6,000.00	3,223.84	3,223.84	53.73%	2,776.16
G Kenny	645.00		332.50	332.50	51.55%	312.50
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
K Morton - new books		450.00		0.00	0.00%	450.00
Kaprelian	11.38			0.00	0.00%	11.38
M Herzing	935.55			0.00	0.00%	935.55
M. Osborn	0.00	1,457.01		0.00	n/a	1,457.01
Mainwaring	979.28	577.00		147.58	9.48%	1,408.70
Meilahn	1,869.19			58.38	3.12%	1,810.81
T Young	242.74		12.48	12.48	5.14%	230.26
W Zemke	52.45			16.80	32.03%	35.65
S Voss	38.47			0.00	0.00%	38.47
Sendele - Ebooks or High Hopes		5,000.00		0.00	0.00%	5,000.00
Total	9,657.85	21,884.66	3,734.06			
Library Programming Support						
General Programming Support	0.00	400.00		0.00	n/a	400.00

Oshkosh Public Library
Donation, Endowment and Gift Expense Report
as of April 30, 2024

	<u>2024</u> <u>Budget</u>	<u>Additional</u> <u>Allocations</u>	<u>April</u> <u>Expenses</u>	<u>Net Exp</u> <u>To Date</u>	<u>% of</u> <u>Budget</u>	<u>Remaining</u> <u>Balance</u>
Book Clubs Books - Elementary	2,500.00		104.12	1,388.07	55.52%	1,111.93
Book Clubs Books - Teens	2,500.00		23.82	1,479.91	59.20%	1,020.09
Book Clubs Books - Tweens	2,500.00		209.77	1,471.51	58.86%	1,028.49
Book Clubs Books - Young Adults	2,500.00		168.30	1,884.89	75.40%	615.11
Freedom to Read Program Support	2,000.00			0.00	0.00%	2,000.00
Lakefly 2024 Conference OPL Support	8,000.00			0.00	0.00%	8,000.00
Pop Up Tent for Outreach		175.00		0.00	0.00%	175.00
Reading Prizes - Adults Books	2,500.00			0.00	0.00%	2,500.00
Reading Prizes - Elementary Books	3,800.00			116.95	3.08%	3,683.05
Reading Prizes - Teens Books	2,500.00			51.10	2.04%	2,448.90
Reading Prizes - Tweens Books	2,500.00			0.00	0.00%	2,500.00
Total	31,300.00	575.00	506.01			
Library Technology						
General Technology	0.00			0.00	n/a	0.00
J Nichols - Technology	2,400.00			0.00	0.00%	2,400.00
Total	2,400.00	0.00	0.00			

OSHKOSH PUBLIC LIBRARY
RESOLUTION OF THE BOARD OF TRUSTEES

May 30, 2024

WHEREAS, Dave Romond has served on the Oshkosh Public Library Board of Trustees from April 2015 to May 31, 2024 with distinction; and

WHEREAS, during Dave's tenure, he has often been in the forefront with commitment and leadership; and

WHEREAS, Dave made himself available for many meetings and committed as much time as was needed to help realize the fine library facility and service program the community enjoys today;

THEREFORE, BE IT RESOLVED, it is the unanimous "sense of the Board" that we express our appreciation to Dave Romond for his exemplary service to the community as a member of the Board of Trustees of Oshkosh Public Library. The Library is better as a result of his service.

Resolution approved unanimously by the Library Board this 30th day of May 2024.

Bill Bracken, President
Oshkosh Public Library
Board of Trustees

Darryl Eschete, Director
Oshkosh Public Library

Library Director's Report

May 2024

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

- On Wednesday, May 1, I met with some members of the former Friends of the Oshkosh Public Library to discuss the history of the organization and to discuss ideas for its re-formation and ways to make membership attractive to those in the community looking to volunteer and fundraise.
- On Friday, May 3, I met with City Finance Director Julie Calmes to discuss various matters, including endowment money related to the library held by the City and the need for the City to have access to means for monitoring how the library spends donated money for reporting and compliance purposes.
- On various days throughout the month, I and other staff met with vendors related to our ARPA-funded projects, specifically the white noise suppression system and digital signage. The white noise project is moving quickly; as of May 20, I have signed a quote/work order with IAV-WAV, an audio-visual contractor. That install is expected to begin in June. Lisa Voss and her team have been taking part in meetings and walk-throughs with a reputable digital signage vendor and we await their final quote.
- Mr. David Green began as half-time custodian on May 6 and has performed as per expectations and beyond thus far.
- On May 20, I did the last of several training sessions with staff at both management and line level related to group work projects mentioned in April's report. I will give progress reports to this body at intervals.
- In May, I worked on the CIP budget and, after discussion with Public Works, all of this department's capital improvement requests have been accepted by them; this includes funding for new elevators in the library, a waterless fire suppression system in a data closet, a new accordion fire door for the main stairs and new carpeting for the third floor. The library's scheduled CIP review meeting with City administration is June 4.
- By the time of this meeting, the library will have operated for two days under the 9am open time and new behavior policy. I will be prepared to report on early outcomes.
- Library staff continue to work on the website upgrade project and thus far the project is on schedule. Public feedback has been part of this process.
- Work to replace the library's rubber membrane roof begins in early June (it has been pushed back a couple of times) and is expected to take about a week, with some noise but otherwise no serious disruptions are expected.

Respectfully Submitted,

Darryl Eschete