

Oshkosh Public Library Board of Trustees
Agenda – June 27, 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	151-154
1. Minutes of the Regular Meeting of May 30, 2024		
2. Vouchers Payable – \$289,882.98		
<u>Items Removed from Consent Agenda</u>		
<u>New Business</u>		
3. <u>Exception to Pay Plan Related to Reorganization:</u> Consider affirming vote for exceptions to the library’s pay plan related to the voluntary demotion of two salaried employees discussed at the May 30, 2024 regular meeting of the Board of Trustees. Action requested: Approve exception to pay plan.	YES	155
4. <u>Updates to Library Employee Handbook-</u> Consider adopting updated wording to Library Employee Handbook regarding sick leave conversion for those approaching retirement. Action requested: Approve updated wording to Section 217 of library employee handbook.	YES	156
5. <u>Endowment Fund Requests Round 4-</u> The Youth Services department is requesting \$3,000 from the Collection Improvement Fund to create a collection of approximately 60 Wonderbooks and/or Vox books. Please see the attached funding request. Action requested: Approve use of \$3,000 of the Collection Improvement Fund for the purchase of Wonderbooks and/or Vox books.	YES	157-158
<u>Informational Items</u>	NO	159-169
6. Revenues		
7. Expenditures		
8. Library Highlights		
9. Report on 2024 Lakefly Conference (Ruth Percey)		
10. Monthly Statistics		
11. Donations		
12. Personnel Changes		
<u>Library Director’s Report</u>	NO	170-171
<u>Hicks-Donated Bust of George Washington Previously Housed at Washington Elementary School:</u> Informational memorandum regarding a meeting between Oshkosh Public Library, City of Oshkosh and Oshkosh Area School District regarding the movement and future placement of historically noteworthy bust.		

Trustee Reports and Comments

NO

Adjournment

Next Meeting Scheduled: July 25, 2024 at 4 p.m.

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
May 30, 2024

The May 30, 2024, Oshkosh Public Library Board of Trustees meeting was held in the Oshkosh Public Library meeting room and called to order at 4:00 PM by President, Bill Bracken.

Present: Bill Bracken, Kim Brown, Susan Fojtik, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, Barry Perlman, David Romond, Tony Kneepkens, Adjunct Board Member and Amber Shemanski.

Absent: David Rucker.

Also Present: Darryl Eschete, Library Director; Lisa Voss, Assistant Director for Library Development; Ruth Percey, Assistant Director for Public Services, Marcy Cannon, Winnefox Library System Business Manager; Tracie Schlaak, Winnefox Library System Administrative Specialist and Laura McDonald, Marketing Coordinator.

Public Comments: None

Recognition of Departing Board Member

- David Romond was recognized for 9 years of service on the Oshkosh Public Library Board.

Consent Agenda Items

- Minutes of the Regular Meeting held on April 25, 2024
- May 2024 vouchers payable totaling \$299,069.58

Motion to approve the consent agenda as presented.

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

Kim Brown arrived at 4:15 PM.

New Business

- Proposed changes to table of organization: Consider amending the Oshkosh Public Library table of organization as presented.

Motion to approve the proposed changes to the Oshkosh Public Library table of organization.

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

- Proposed changes to the Youth Services Librarian position description: Consider updating the Youth Services Librarian position description related to proposed changes to table of organization.

Motion to approve the "Youth Services Librarian" position as presented.

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

- Carryover Designation: Consider approving director's proposed designation of carryover funds from year-end 2023 for specific purposes in 2024.

Motion to approve the director's proposed designations of carryover funds from year-end 2023.

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

- Endowment Fund Requests Round 3: Consider John Nichols presented email in support of director's request to use \$15,000 of the Nichols Technology Fund to update the Oshkosh Public Library website.

Motion to use \$15,000 of the Nichols Technology Fund for the updating of the Oshkosh Public Library website.

Motion: Mugerauer; **Second:** Brown; **Vote:** Unanimous.

Trustee Reports and Comments

The Oshkosh Public Library board officially welcomed Tony Kneepkens, Adjunct Board Member to the board as a new member replacing David Romond.

Adjournment

Motion to adjourn at 4:50 PM.

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

Respectfully,

A handwritten signature in cursive script, reading "Darryl M. Eschete", with a long horizontal line extending to the right.

Darryl Eschete, Secretary
Tracie Schlaak – Recorder

**Oshkosh Public Library
Vouchers Payable
June 2024
50% of the year**

Name	Memo	Paid Amount	Totals
Revolving Expenses			
Life Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Life Ins	\$414.12	
Total Life Insurance			\$414.12
Dental Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Dental Ins	\$644.60	
Dental Insurance			\$644.60
Health Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Health Ins	\$33,539.52	
Health Insurance			\$33,539.52
Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Employer's share of WI Retirement	\$10,652.16	
Wisconsin Retirement Fund			\$10,652.16
FICA - Employers Share			
City of Oshkosh - Revolving Charges	Employer's share of FICA	\$12,539.84	
FICA - Employers Share			\$12,539.84
Overtime			
City of Oshkosh - Revolving Charges	Overtime	\$3,724.74	
Overtime			\$3,724.74
Regular Pay			
City of Oshkosh - Revolving Charges	Regular pay	\$166,080.28	
Total Regular Pay			<u>\$166,080.28</u>
Total Revolving Expenses			<u>\$227,595.26</u>
Contracted Services			
Contractual Agreement Payments			
Winnefox Library System	Contractual services-June 2024	\$13,257.91	
Total Contractual Agreement Payments			\$13,257.91
Prevent Maintenance Contracts			
Gordon Flesch Co, Inc	Copier maintenance	\$42.27	
Gordon Flesch Co, Inc	Yearly copier maintenance	\$735.00	
Gordon Flesch Co, Inc	Copier maintenance	\$14.95	
Gordon Flesch Co, Inc	copier maint	\$2.12	
Jack's Maintenance Service	Janitorial Service	\$4,546.00	
Oshkosh Fire & Police Equipment, Inc	inspection	\$437.00	
Spring-Green Lawn Care	Landscaping	\$87.05	
Spring-Green Lawn Care	Landscaping	\$285.65	
Total Prevent Maintenance Contracts			\$6,150.04
3rd Party Contracted Services			
Accu-Com	System Installation - Keyscan Single door access system installed per quote	\$2,600.00	
Gartman Mechanical Services	Services on May 9	\$1,080.00	
Gartman Mechanical Services	Services on May 21	\$288.00	
Gartman Mechanical Services	Plumbing services	\$144.00	
GFL Environmental	Waste disposal	\$763.98	
Unique Management Services, Inc	Placements	\$803.40	
3rd Party Contracted Services			\$5,679.38
Advertising/Postage/Print			
DPI	Printing	\$54.50	
MasterCard - RP	Facebook	\$5.72	
Northeast Wisconsin Chinese Association	Mural	\$1,000.00	
Thryv	Advertising	\$107.90	
Thryv	Advertising	\$215.80	
Winnefox Library System	Printing	\$242.02	
YourMembership.com, Inc	ALA advertising	\$324.00	
Total Advertising/Postage/Print			<u>\$1,949.94</u>
Total Contracted Services			<u>\$27,037.27</u>
Employee Development & Allowance			
Employee Allowance/Reimbursement			
Schell, Kallie	Mileage	\$80.13	
Toland, Sandy	Mileage reimbursement	\$126.42	
Winnefox Library System	Van use	\$2.68	
Total Employee Development & Allowance			<u>\$209.23</u>

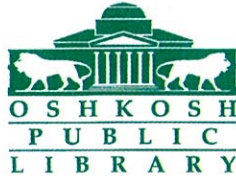
Oshkosh Public Library

Vouchers Payable

June 2024

50% of the year
Memo

Name		Paid Amount	Totals
Fixed Costs			
Insurance Expense			
City of Oshkosh - Revolving Charges	Insurance	\$130.00	
Total Insurance Expense			\$130.00
Telephone/Internet			
MasterCard - RP	Pay Phone	\$25.00	
Winnefox Library System	Telephone	\$34.24	
Total Telephone/Internet			\$59.24
6455 - Utilities Expense			
City of Oshkosh - Revolving Charges	Utilities	\$7,193.72	
Constellation	Gas Service	\$812.98	
Total Utilities Expense			\$8,006.70
Total Fixed Costs			\$8,195.94
Supplies			
Office Supplies			
MasterCard - RP	Office Supplies	\$353.25	
MasterCard - RP	Office Supplies	\$34.92	
Staples	Office Supplies	\$2.53	
Staples	Office supplies	\$228.89	
Staples	Office supplies	\$186.89	
Staples	Office supplies	\$23.61	
Staples	Office Supplies	\$25.32	
Staples	Office Supplies	\$57.98	
Staples	Office supplies	\$22.77	
Winnefox Library System	Office Supplies	\$482.50	
Total Office Supplies			\$1,418.66
Specialty Supplies			
Baker & Taylor	Library materials	\$6,119.38	
Cengage Learning	Library materials	\$857.33	
EBSCO	Library materials	\$4,381.95	
Ingram	Library materials	\$358.98	
masterCard - MD	Library materials	\$572.85	
Midwest Tape	Library materials	\$412.30	
midwest Tape - Hoopla	Library materials	\$4,656.82	
Value Line Publishing LLC	Library materials	\$4,305.00	
Total Specialty Supplies			\$21,664.61
Facility Supplies			
Beez Electric, Inc	Wafer lights	\$317.98	
Gartman Mechanical Services	Supplies	\$848.99	
Gartman Mechanical Services	Supplies	\$114.90	
Jack's Maintenance Service	maintenance supplies	\$70.65	
Kitz & Pfeil	maintenance supplies	\$37.75	
MasterCard - RP	maintenance supplies	\$133.46	
MasterCard - RP	maintenance supplies	\$518.24	
NeherElectricSupply, Inc	Light bulbs	\$837.60	
Oshkosh Fire & Police Equipment, Inc	Fire Extinguishers	\$57.00	
Pingry-Caswell	Cleaning supplies	\$273.20	
Winnefox Library System	Various supplies	\$42.03	
Total - Facility Supplies			\$3,251.80
Total Supplies			\$26,335.07
Program Support			
MasterCard - MB	Plaster for STEAM program	\$8.73	
MasterCard - MB	Pizza for book clubs	\$129.60	
MasterCard - MB	Pizza for book clubs	\$64.80	
MasterCard - ST	Items for Community Engagement	\$58.98	
Winnefox Library System	Food for book club	\$59.83	
Total Program Support			\$321.94
Rental Expense			
Lease Expense			
Great America Financial Services	Copier lease	\$188.27	
Total Lease Expense			\$188.27
Total Vouchers Payable			\$ 289,882.98



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: June 27, 2024

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

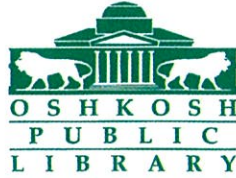
SUBJECT: Exception to Pay Plan Related to Reorganization

Upon further review and in the interest of following the library handbook--specifically Section 109(8) regarding exceptions to the pay plan-- I thought it best to explain further and put again to vote the change of status and salary of Head of Library Development Lisa Voss and Head of Circulation Ruth Percey approved by this body at the May meeting.

As per the section of the handbook covering "voluntary demotion," Ms. Voss and Ms. Percey would be limited, without an exception made, to the highest salary in the "H" salary grade, equivalent to \$41.47 hourly.

As per their background, administrative understanding of the department and expected role as director designees in my absence or stead, the 5% differential (both Ms. Percey and Voss would continue at 105% of salary grade "H" or \$43.36 hourly) approved by this body last month is appropriate and I ask the Board to affirm the approval of the exception.

"A Library in Every Life"



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM & REQUEST FOR BOARD ACTION

DATE: June 27, 2024

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

SUBJECT: Library Handbook Language RE: Unused Sick Accumulation at Retirement

The Library's employee handbook, (**Section 217, Subsection 6, paragraph B, page 50**) states the following :

"Employees planning to retire may choose to have their entire sick leave payout placed into their 457 account prior to retirement (subject to IRS contribution limits and rules, regulations and requirements of the 457 plan). In such case, an employee who has achieved WRS retirement eligibility will be required to place one-third of their accumulated sick leave payout (based on sick leave balance as of date of election up to 600 hours) into their 457 account for no more than three (3) separate years. The sick leave will be paid at employee's pay rate in effect at the time the deposit is made."

Benefits administrators in City HR/Payroll have discussed this with me and state that this should be changed to read (key differences highlighted):

"Employees planning to retire may choose to have their entire sick leave payout placed into their 457 account prior to retirement (subject to IRS contribution limits and rules, regulations and requirements of the 457 plan). In such case, an employee who has achieved WRS retirement eligibility will be required to place one-third of their accumulated sick leave payout (based on sick leave balance as of date of election up to 1200 hours) into their 457 account for no more than three (3) separate years. The sick leave will be paid at one-half the employee's pay rate in effect at the time the deposit is made. Employees receiving a WRS annuity during employment with the City of Oshkosh are not eligible for either payout option."

I ask the Board to move and vote on this matter as outlined.

"A Library in Every Life"

Oshkosh Public Library
Approved 2024 Endowment Fund Expenditures - Round Four

Funds for Library Excellence	Average Asset Value 2021-2023	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	Round 2 Proposed	Round 3 Proposed	Round 4 Proposed	All Rounds Total	Available For Projects
Wonderbooks/VoxBooks							\$ 3,000.00		
OverDrive eBooks / eAudiobooks				\$ 21,568					
Collection Improvement	\$ 860,305	3 YR Q3 BAL 2021-2023	\$ 43,015	\$ 21,568			\$ 3,000.00	\$ 24,568	\$ 18,447
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	

Funding Request

Additional trust funds are available for departments to create new collections and improve established collections, outside of what the annual materials budget can support. Please fill out this form and give to the Collection Development and Acquisitions Librarian.

Collection Project Title	Wonderbook/Vox Book – New Collection
Date	6-17-24
Project Lead	Marie Boleman
Amount requested	\$3,000.00
Collection Area (Adult, Youth, Teen, other)	Youth
Description of collection addition or improvement	<p>The youth department is requesting \$3,000 from the Collection Improvement Fund to create a collection of approximately 60 Wonderbooks and/or Vox books. Wonderbooks and Vox Books are print books with a built-in audio player so that people can read along with audio player. This money will help build the starter collection and funding for future growth will come from the regular materials budget, endowments intended for audiobooks, and donations intended for literacy and/or youth materials.</p>
Describe the intended goals and benefits of the addition or improvement	<p>There are libraries within the Winnefox System who have added Wonderbooks/Vox Books to their collections with great success and Oshkosh patrons often ask for them at our service desks. Wonderbooks and Vox Books give children the opportunity to independently read on their own while improving their reading skills. Additionally, Wonderbooks have a learning mode, that users can switch to for additional literacy learning.</p>
Approved by	

**Oshkosh Public Library
Statement of Revenue**

May 2024

41.7% of the year

REVENUE	BUDGET	MAY	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
City of Oshkosh					
Grants and Aids					
Winnebago County	959,036.00		748,722.80	78.07%	(210,313.20)
Other County Aid (Fond du Lac, Green Lake & Waushara)			48,523.00	0.00%	48,523.00
Winnefox Library System	174,353.22	29,058.82	72,647.05	41.67%	(101,706.17)
Total Grants and Aids	1,133,389.22	29,058.82	869,892.85	76.75%	(263,496.37)
Other Inflow					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	1,280.14	4,722.27	52.47%	(4,277.73)
Miscellaneous		46.15	264.13	0.00%	264.13
Meeting Room	2,000.00	420.00	1,802.10	90.11%	(197.90)
Photocopies	10,000.00	1,681.76	7,109.68	71.10%	(2,890.32)
Sales Tax Payable		132.28	601.92	0.00%	601.92
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	3,560.33	14,500.10	69.05%	(6,499.90)
Total Revenue Submitted to City of Oshkosh	1,154,389.22	32,619.15	884,392.95	76.61%	(269,996.27)
TOTAL REVENUE	1,154,389.22	33,714.15	892,032.95	77.27%	(262,356.27)
Oshkosh Transit System					
Monthly Bus Passes	0.00	915.00	4,310.00	0.00%	4,310.00
Quarterly Bus Passes	0.00	180.00	3,330.00	0.00%	3,330.00
Total Receipts to Oshkosh Transit System	0.00	1,095.00	7,640.00	0.00	7,640.00

City of Oshkosh Levy 2,876,500.00

Oshkosh Public Library
Statement of Expenditures
June 2024
50% of the year

	2024	JUNE	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,329,354.00	166,080.28	1,106,610.43	47.51	1,222,743.57
6104 Overtime Pay	20,000.00	3,724.74	20,353.03	101.77	-353.03
6302 FICA - Employers Share	184,755.00	12,539.84	83,630.19	45.27	101,124.81
6304 Wisconsin Retirement Fund	154,104.00	10,652.16	71,194.94	46.20	82,909.06
6306 Health Insurance	351,041.00	33,539.52	196,908.08	56.09	154,132.92
6308 Dental Insurance	18,661.00	644.60	7,075.46	37.92	11,585.54
6310 Life Insurance	5,847.00	414.12	2,337.37	39.98	3,509.63
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	1,949.94	7,271.13	30.94	16,228.87
6412 Contractual Agreement Payments	315,400.00	13,257.91	235,868.18	74.78	79,531.82
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	5,000.00		6,358.88	127.18	-1,358.88
6416 Prevent Maintenance Contracts	16,600.00	6,150.04	50,751.64	305.73	-34,151.64
6417 Third Party Contracted Services	50,000.00	5,679.38	27,886.06	55.77	22,113.94
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00		3,220.32	53.67	2,779.68
6422 Professional License/Membership Dues/Bonds	5,000.00		194.37	3.89	4,805.63
6423 Employee Allowance/Reimbursement	800.00	209.23	561.24	70.16	238.76
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	1,469.87	21.00	5,530.13
Fixed Costs					
6450 Insurance Expense	28,300.00	130.00	17,699.37	62.54	10,600.63
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	59.24	1,099.29	31.41	2,400.71
6455 Utilities Expense	83,000.00	8,006.70	54,599.77	65.78	28,400.23
Other - Finance Only Accounts					
6465 Bank Fees	0.00		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	1,418.66	11,080.61	52.51	10,019.39
6524 Inventory/Supplies	273,000.00	21,664.61	82,220.96	30.12	190,779.04
6529 Non-Inventory Supplies	34,000.00	3,634.99	19,567.17	57.55	14,432.83
6550 Minor Equipment	0.00		0.00		
Total Other Expenditures	3,945,862.00	289,944.23	2,018,902.36	51.17	1,926,959.64

Oshkosh Public Library Highlights June 2024

1. The library is alive with art, crafts and music this summer, with programs for all ages and a wide array of interests.
 - a. Thirty kids created a whimsical frog canvas during the first of three Paint Along with Miss Katie programs. It was fun to see the different creative interpretations of the same image come to life as the kids painted! The young artists will paint an airplane in July and a unicorn in August.
 - b. Several stitchers brought projects to the library to enjoy a little crafty camaraderie under the Dome for the first session of Stitch Together. There were a variety of projects including knitting, loom knitting and needle punch. Stitch Together happens monthly.
 - c. Kids in grades 3-5 dove into drawing for the first session of Art Adventures. Local art teachers are leading the programs, which introduce participants to a variety of studio art media and techniques. Future sessions will focus on making books and collage and mosaic art.
 - d. Better Poetry, Better Life offered writers the opportunity to create works with impact. Led by two accomplished local writers, participants discussed techniques, created a poetry “toolbox” and put this fresh knowledge to work writing their own poems.
 - e. The V3NTO Brass Trio performed a free concert under the Dome on June 13. The accomplished group appeared under the Dome courtesy of the Green Lake Festival of Music.

More live music and art programs are scheduled throughout the summer, culminating in Art After Hours on Sat., Aug. 3. This special event under the Dome for ages 16 and older will feature a community art display, opportunities to create art, henna designs and refreshments.

2. Readers of all ages are logging their minutes for fun and prizes in OPL’s annual Summer Reading Challenge. Three weeks into the program there are 886 kids signed up, 145 teens and 257 adults.
3. OPL has been out in the community in force since spring, promoting a summer of fun at the library. On June 1 the library had a booth at the Oshkosh Farmers Market and at the Oshkosh Comic and Toy Show. Staff also have visited countless Oshkosh classrooms, the Boys & Girls Club, YMCA, June Dairy Day at the Leach Amphitheater, Free Laundry & Literacy Day and are providing ongoing literacy programming for the Winnebago Area Literacy Council’s Women & Children English Class at St. Andrew’s Church.
4. Local brewing historian and blogger Lee Reiherzer returned to the library on June 4 with the presentation, 175 Years of Brewing History. A popular figure among local history and beer buffs, Reiherzer covered Winnebago County’s brewing history, from the early breweries established by German immigrants to today’s craft breweries. The 65 people attending the program under the

Dome soaked up the hoppy history lesson, sharing stories, memories and plenty of laughs. The program was sponsored by the Winnebago County Historical and Archaeological Society.

5. The Zoomobile from the NEW Zoo & Adventure Park returned to the library on June 13 with a few furry, scaley, shell-covered friends in tow. About 100 people attended and learned about the lives and habitats of a rat, a tarantula, a lizard and a tortoise.
6. The chicks have hatched at the library! Kids have been learning about the life cycle of chickens as part of the ChickQuest program, presented over three sessions by Winnebago County 4-H. This live learning opportunity began with eggs nestled in a small incubator and ended with the excitement of chicks hatching in the library's lower level!
7. AniManga Club is a weekly gathering of teens at the library who are interested in anime and manga. The first session brought 15 teens to the library to sample these popular forms of Japanese animation and graphic novels, eat snacks and hang out.
8. Support from several community sponsors is adding luster to OPL's summer library experience.
 - a. A donation from the Donald Hansen fund of the Oshkosh Area Community Foundation is helping to fund programs for all ages; Reading Challenge incentives and prizes; a special end-of-summer event and a guest speaker.
 - b. A donation from Winnebago Community Credit Union is funding two special children's events: Zoomobile and Climb Theater.
 - c. The GFWC-Oshkosh Women's Arts Club is providing funding for the Art Adventures series for children in grades 3-5.
 - d. The Oshkosh Herald provided funds to purchase prize books for children participating in the Summer Reading Challenge.

Many thanks to these generous sponsors for their support of literacy and learning in Oshkosh!

Writing Contests

Prior to the conference, we offer writing contests which open mid-January and close at the end of February. Cash prizes are awarded in each category; \$100 for first place, \$75 for second, and \$50 for third and the winning entries are compiled into a Contest booklet and the pdf is posted on the Lakefly website.

The contests drew 124 entries from around the state. The winning entries can be viewed at <https://lakeflywriters.org/wp-content/uploads/2024/05/2024-Lakefly-Winners.pdf>

Conference

The Lakefly Writers Conference was held May 3-4 at the Oshkosh Convention Center. Total registration was 148 and included 28 speakers, 15 volunteers and 17 vendors. Approximately 42 people spent the night, with the majority staying at the Oshkosh Waterfront Premiere, but also Fairfield Inn.

This is on par with 2023, despite a 12% increase in the registration fee. Of those who took a survey at the end of the conference, 98% felt the fee was justified by the quality of the conference; 58% of attendees have previously attended and 42% were first-timers.

Groups included members of the North Fond du Lac Writers Club and the Waukesha Area Writers Club.

Speakers

Per a condition of a Wisconsin Arts Board/Oshkosh Foundation grant, eight of our speakers had to be in the Foundation's service area (Winnebago and Green Lake counties, and the city of Ripon).

Holly Day, a prolific freelance writer from Minnesota, was the keynote speaker. In addition to the keynote, we offered 20 break-out sessions. Notable speakers included USA Today bestselling mystery writer Beth Amos (writes as Annelise Ryan); graphic novelist Shaun Harris; inspirational writer Carmen Leal, children's author Kate Penndorf, young adult author Nicholas Chiarkas, and Bram Stoker nominee Sarah Read.

Add-ons

This year we offered five add-ons. Four were free: pitch sessions; website coaching; social media for beginners; and writing coaching sessions. For an extra \$85 fee, conference attendees could book a session with a make-up artist and professional photographer and get five digital headshots to be used on book jackets, websites, etc.

Dinner

Many people come to the conference alone and are from out-of-town, so on Friday evening, we offered a choice of four downtown restaurants where we had advanced reservations; 45 people signed up and were escorted by a volunteer to their chosen restaurant.

Open Mic

On Friday evening from 7 to 9 p.m., we held Lakefly After Hours open mic under the Dome of the Oshkosh Public Library. The event was free and open to the public. Refreshments included OshPop Lakefly Crunch flavored popcorn, which was popular. Approximately 20 people read and a total of 44 people attended.

Lakefly Book Fair

In past years, we've had the Lakefly Marketplace for conference attendees to buy/sell amongst themselves. To increase vendors' customer base and see if there is community interest in a book fair, in 2024 we replaced the

Marketplace with the Lakefly Book Fair. While adjacent to the conference, the event was promoted as its own entity and open to the public from 9 a.m. to 4 p.m. Saturday, May 4th.

The book fair had an availability of 50 tables; two were unsold.

Prior to the event, authors signed up for a 30-minute meet/greet with the public. The completed schedule was promoted in advance to highlight the book fair authors, and aid readers who could then know what time to come to get an autograph, etc.

Forty-four community members attended the book fair.

Financial

Revenue

Registration Fees	8397.41
Oshkosh Foundation/Wisconsin Arts Board Grant	750
HenshelHaus donation	150
Endowment Funds (\$8000 allocated)	<u>4067.92</u>
	13,365.33

Expenses

Writing Contest Awards	675.00
Speakers	4192.89
Winnefox Print Services	115.50
Office supplies (name tags, labels)	109.74
Park N Print	755.75
Lakely Website url renewal for 10 years	231.70
Two refunds	190.00
Door Prizes	224.72
OshPop	184.50
Oshkosh Convention Center	<u>6685.53</u>
	13,365.33

For comparison, the total cost of the 2023 conference was \$13,789.97, and was funded with \$7251.08 from the endowment fund.

Surveys

We conducted two short online surveys at the conclusion of the conference, one for the conference and one for the book fair. The questions were designed to identify further cost-saving measures, improve the book fair, and get a general feel for planning future events.

Two of the biggest expenses are the keynote speaker and formal lunch. Survey results showed that 54.9% felt that a keynote speaker “was essential to my conference experience” and 62.7% indicated that the formal lunch “was essential to my conference experience.”

Regarding the book fair, 54% of conference attendees felt the book fair “greatly enhanced my conference experience.” Only 23% of book fair vendors felt the adjacent conference “greatly enhanced my book fair experience,” yet 38% said their sales were better than expected, while 53% felt their sales were what they expected.

The survey results indicate we are hitting all the high notes, and 98% felt the fee was justified by the quality of the conference. Almost all comments were positive; the exceptions were a request for more signage and things related to the facility, like room temperature.

2025

The 2025 conference is scheduled for May 2 and 3. The Planning Committee will begin their work in September of this year; it is our intention to recruit more volunteers and create three committees to oversee the writing contests, book fair and conference.

Respectfully submitted by Ruth Percey

06.19.2024

MONTHLY REPORT
Oshkosh Public Library
May 2024

CIRCULATION	May 2024	May 2023	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	13,449	14,233	-6%	69,564	71,400	-3%
Book-Juvenile	12,947	12,688	2%	69,026	68,949	0%
Book-YA/Teen	1,369	1,446	-5%	6,257	6,972	-10%
CD-Adult	900	1,116	-19%	5,369	6,018	-11%
CD-Juvenile	94	74	27%	393	442	-11%
CD-Book-Adult	440	577	-24%	2,326	2,825	-18%
CD-Book-Juvenile	160	206	-22%	764	1,007	-24%
CD-Book-YA/Teen	9	5	80%	63	54	17%
DVD-Adult	5,897	5,513	7%	29,328	29,748	-1%
DVD-Juvenile	1,011	1,125	-10%	5,506	5,934	-7%
Game-Adult	572	577	-1%	3,274	3,322	-1%
Game-Juvenile	191	161	19%	1,117	992	13%
Magazine-Adult	438	515	-15%	2,084	2,422	-14%
Magazine-Juvenile	9	1	800%	73	46	59%
Magazine-YA/Teen	0	0	0%	13	1	1200%
Other-Adult	294	236	25%	1,119	1,185	-6%
Other-Juvenile	116	162	-28%	691	767	-10%
Other-YA/Teen	4	5	-20%	27	30	-10%
Total Adult	21,990	22,767	-3%	113,064	116,920	-3%
Total Juvenile	14,528	14,417	1%	77,570	78,137	-1%
Total YA/Teen	1,382	1,456	-5%	6,360	7,057	-10%
SUB TOTAL	37,900	38,640	-2%	196,994	202,114	-3%
Digital Book Formats						
OverDrive E-Books	5,029	5,042	0%	26,343	24,950	6%
Hoopla E-Books	411	493	-17%	2,221	2,401	-7%
E-BOOKS SUB TOTAL	5,440	5,535		28,564	27,351	4%
Audiobook Formats						
OverDrive Audiobooks	5,257	4,269	23%	25,559	20,873	22%
Hoopla Audiobooks	1,325	1,313	1%	7,041	6,006	17%
AUDIOBOOKS SUB TOTAL	6,582	5,582	18%	32,600	26,879	21%
Tumblebooks - Disc 2024	0	4	-100%	13	21	-38%
DIGITAL BOOKS SUB TOTAL	0	4	-100%	13	21	-38%
Digital Media						
Hoopla Music	35	51	-31%	199	288	-31%
Hoopla Video	187	196	-5%	1,062	972	9%
DIGITAL MEDIA SUB TOTAL	222	247	-10%	1,261	1,260	0%
DIGITAL CONTENT SUB TOTAL	12,244	11,368	8%	62,438	55,511	12%
TOTAL CIRCULATION	50,144	50,008	0%	259,432	257,625	1%

PHYSICAL MATERIALS	May 2024	May 2023	% Change	YTD 2024	YTD 2023	% Change
% AV Materials Circulated	24%	24%	1%	24%	25%	-2%
% Print Materials Circulated	76%	76%	0%	76%	75%	1%
% Adult Materials Circulated	62%	63%	-2%	57%	58%	-1%
% Youth Materials Circulated	38%	37%	3%	43%	42%	1%
Average Circulation Per Hour	168.27	168.9	0%	177.2	177.9	0%

MISCELLANEOUS	May 2024	May 2023	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	17,834	18,613	-4%	97,943	90,341	8%
Average Daily Traffic	615	642	-4%	671	627	7%
Meetings Held	97	97	0%	496	489	1%
New Card Registrations	231	259	-11%	1,122	1,067	5%
Self-check % of Checkout	46.3%	49.5%	-6%	46.8%	49.5%	-6%
Volunteer Hours Worked	109	95	15%	479	463	4%
Teacher Packs	2	4	-50%	15	20	-25%

MONTHLY REPORT
Oshkosh Public Library
May 2024

ELECTRONIC RESOURCES	May 2024	May 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	17,761	16,101	10%	89,287	87,243	2.3%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	31	34	-9%	165	245	-32.7%
Mango Languages	120	35	243%	369	216	70.8%
Newsbank	251	0	0%	479	0	0.0%
Reference Solutions	74	76	-3%	409	430	-4.9%
ValueLine	123	0	0%	0	0	0.0%
SUB-TOTAL	599	145	313.1%	2,033	891	128.2%
LOCAL DATABASE SESSIONS						
1957 Address Change	37	31	19%	148	214	-30.8%
City Directories	80	137	-42%	363	684	-46.9%
Digital Collections	74	56	32%	336	888	-62.2%
Local History Books	33	8	313%	128	98	30.6%
Oshkosh Facts, Firsts, and FAQ	2	3	-33%	15	11	36.4%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	176	218	-19%	873	1,048	-16.7%
Riverside Cemetery Index	11	10	10%	54	59	-8.5%
UWDC - Atlases & Histories	0	2	-100%	1	6	-83.3%
SUB-TOTAL	413	465		1,918	3,008	-36.2%
TOTAL ELECTRONIC RESOURCE SESSIONS	18,773	16,711	12%	93,238	91,142	2.3%

PUBLIC COMPUTER USE	May 2024	May 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Access	6,583	6757	-3%	35109	30088	16.7%
Public Computer Use						
Adult	1,681	1700	-1%	8227	7635	7.8%
Youth	154	191	-19%	688	876	-21.5%
TOTAL USE	1835	1891	-3%	8915	8511	4.7%

QUESTIONS ANSWERED	May 2024	May 2023	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	90	1,048	-91%	3,389	5,532	-39%
Youth Department						
Reference	225	235	-4%	1,144	1,240	-8%
TOTAL QUESTIONS ANSWERED	315	1,283	-75%	4,533	6,772	-33%

PROGRAMS	May 2024	May 2023	% Change	YTD 2024	YTD 2023	% Change
Programs Given						
Adult	9	12	-25%	65	78	-17%
Teen	0	4	-100%	14	14	0%
Youth	40	30	33%	166	143	16%
Roving Reader	24	10	140%	70	41	71%
TOTAL	73	56	30%	315	276	14%

Program Attendance	May 2024	May 2023	% Change	YTD 2024	YTD 2023	% Change
Adult	99	213	-54%	628	1,077	-42%
Teen	0	161	-100%	158	485	-67%
Youth	1679	2548	-34%	5,074	6,708	-24%
TOTAL	1778	2922	-39%	5,860	8,270	-29%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: June 18, 2024
SUBJECT: May 2024 Donations

Oshkosh Garden Club – in appreciation for Michael McArthur’s presentation	\$ 50.00
Janette Kuhnz – in memory of her mother, Audrey Koch	\$ 600.00
Mrs. Marin – in memory of Audrey Koch	\$ 15.00
Paul & Janet Carsten – in memory of Anne Hintz	\$ 50.00
Donations given at the register	\$ 37.90
<hr/>	
Total Donations	\$ 752.90

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: June 18, 2024
SUBJECT: May 2024 Personnel Changes

David Green – New Custodian hired on 5/7/24

Emily Boettcher – New Page in Circulation hired on 5/8/24

Alyssa Rates – New Page in Circulation hired on 5/13/24

Library Director's Report

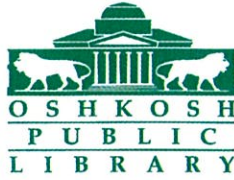
June 2024

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

- **CIP**--On Tuesday, June 4, I met with City Manager Rohloff, Finance Director Julie Calmes and others to discuss the CIP budget for coming years. Our requests: elevator upgrades, a new emergency fire door in the main stairwell, new carpet on the third floor of the Waters building and a waterless fire suppression system in the library's main data/server closet were all accepted as facilities upgrades for funding in coming fiscal years.
- **Re-branding**—I have had several meetings in June with the Library Development team on a comprehensive plan to launch OPL's new brand. A group of managers and other staff are being introduced to key concepts to prepare them to serve as ambassadors who will champion the brand with both staff and the public. Trustees will receive additional information before launch and will have the opportunity to provide support in their roles as library advocates.
- **ARPA Projects**--The ARPA-funded white noise system installation has, due to family circumstances among the install team, been pushed back to July. Lisa Voss and I have been discussing the digital signage project with a lead vendor and are awaiting an updated quote. Staff have been identifying library furniture that can be reupholstered rather than replaced, and we have used some of the ARPA money for this project pending the selection of new furnishings to replace others.
- **Recruitment**—As of this writing (June 20), Head of Youth Services Marie Boleman, Head of Adult Services Joe Bongers and Youth Services Librarian Kallie Schell have been interviewing and/or scheduling interviews with candidates for two youth service librarian positions. Staff have reported strong candidates and good interviews and expect a good hire to come from the process.
- **Staff Team Projects**—Staff has been working on project teams—improved file findability in shared drives (led by Operations Coordinator Kim Hoffman), website overhaul team (led by Marketing Coordinator Laura McDonald), internal communication (led by Youth Services librarian Kallie Schell), workplace engagement and satisfaction (led by Technical Services Assistant Sandy Abler), collection development (led by Collection Development Librarian Margie Dorn). These employees and those they have recruited to be involved are making rapid progress and have been seen to be putting Quality Management training to ideal use and their efforts are commendable.
- **Recent Policy Changes**—The updated patron behavior policy has resulted in a precipitous drop in reported/recorded issues with patron behavior in the building and staff reports no negative comments regarding the hours change.
- **Roof Replacement**--Work to replace the library's rubber membrane roof continues, albeit somewhat behind the original schedule; updates have been sent to this body via email as I receive them.
- **Mid-Year Evaluations**—360-degree feedback surveys were distributed to library staff for the purposes of evaluating the performance of supervisors; by the time of this meeting, all managers will have had the feedback digested and shared along with suggestions and strategies for improvement as needed.
- **World Music Day**—On June 21, the library will be partnering with Heid Music (a relationship developed by Community Engagement Librarian Sandra Toland) on a series of musical presentations. I will be demonstrating the harmonica and leading a brief group lesson on that day.

Respectfully Submitted,

Darryl Eschete



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: June 27, 2024
TO: Oshkosh Public Library Board
FROM: Darryl Eschete, Library Director
SUBJECT: Hicks-Donated Bronze Bust at Washington Elementary

On Wednesday, June 12, Board President Bracken and I met with:

- Anna Cannizzo, interim director of the Oshkosh Public Museum
- Julie Conrad-Peters, Assistant Superintendent of Operations for Oshkosh Area Schools
- Mark Lyons, Planning Services Manager for City of Oshkosh Community Development

During this meeting we discussed the bronze bust of George Washington formerly located at the base of the flagpole outside of Washington Elementary School at 929 Winnebago Ave. This bust was one of the bronze works donated by Colonel John Hicks to the City of Oshkosh early in the last century, a collection the management and care of which is under the Library Board's purview. Since the sale of the school, the bust has been removed from the site by the school district and is currently housed in a district maintenance shop.

As per Ms. Cannizzo, Public Museum staff will coordinate with the school district to take custody of the bust and suitably store it and assess its condition. She stated that this may involve the construction of special apparatus to ensure its safe storage. If the bust needs any sort of extraordinary care or cleaning, Ms. Cannizzo stated that she would let me know so that the Library Board might approve use of money from the Hicks fund set aside for care of the public sculpture in the Hicks collection.

Mr. Lyons relayed that the Stevens Park Neighborhood Association has expressed interest in finding a new home for the bust for public display in that neighborhood and that his department is recommending they apply for Great Neighborhood funding to determine, design and implement a new location for the bust. Mr. Lyons stated that he will make clear to the association that the neighborhood will not have the final say in where it goes as the City needs to continue to be the final decision maker as the bust is an asset of the City under the authority of the Library Board, but that the input of that Association will be given due weight.

I will continue to keep the Board apprised as the bust moves towards a new location.

"A Library in Every Life"