

Oshkosh Public Library Board of Trustees
Agenda – Thursday, August 29, 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	201-204
1. Minutes of the Special Meeting of August 2, 2024		
2. Vouchers Payable – \$299,346.75		
<u>Items Removed from Consent Agenda</u>		
<u>New Business</u>		
3. <u>Election of Library Board officers for 2024-2025:</u> Library bylaws call for election of officers (President and Vice-President) at the July regular meeting each year, which was deferred to a special meeting as a quorum was lacking. No slate is prepared as Nominating Committee was not appointed. Action requested: <i>Take nominations from the floor and hold the election for president and vice president.</i>	YES	
4. <u>Creation of full-time janitor/custodian position:</u> Consider approval of the creation of a Library Custodian position to give the library administration greater control of the expenses related to cleaning the building and the outcomes of the work related thereto. Action requested: <i>Approve position description and re-purposing of preventive maintenance contractual services budget for creation of custodian position.</i>	YES	205-208
5. <u>Reconsideration of reimbursed moving expenses for library director:</u> As per the stated agenda request of Board Trustee Perlman at the June 27, 2024 regular meeting of the library board, consider the relocation expense reimbursement for library director. Action requested: <i>Approve relocation reimbursement for library director at the “actual cost” tier outlined in the offer letter of November 16, 2023.</i>	YES	209
6. <u>Endowment request round 5:</u> Consider use of \$2000 of Library Development endowment funds for purchase of branded promotional items for staff, Board and stakeholders to support re-branding. Action requested: <i>Approve use of \$2000 of Library Development Endowment fund for purchase of promotional items.</i>	YES	210-211
<u>Informational Items</u>	NO	212-219
7. Revenues		
8. Expenditures		
9. Library Highlights		
10. Monthly Statistics		
11. Donations		
12. Personnel Changes		

Library Director's Report

13. Report on operations of the Oshkosh Public Library NO 220-221

Trustee Reports and Comments

NO

Closed Session

14. Move to enter closed session pursuant to Section 19.85(1)(c) YES
of the Wisconsin State Statutes in order to conduct an
evaluation of the performance of the Library Director.

Resume Open Session

YES

Adjournment

Next Meeting Scheduled: September 26, 2024 at 4 p.m.

MINUTES OF THE LIBRARY BOARD SPECIAL MEETING
Oshkosh Public Library
August 2, 2024

The August 2, 2024, Oshkosh Public Library Board of Trustees special meeting was held in the Oshkosh Public Library meeting room and called to order at 12:00 PM by President, Bill Bracken.

Present: Bill Bracken, Susan Fojtik, Tony Kneepkens, Lindsey Mugerauer, Barry Perlman and David Rucker.

Absent: Larry Lautenschlager, Kim Brown, Christine Melms-Simon and Amber Shemanski.

Also Present: Darryl Eschete, Library Director; Lisa Voss, Head of Library Development and Tracie Schlaak, Winnefox Library System Administrative Specialist.

Public Comments: None

Consent Agenda Items

- Minutes of the Regular Meeting held on June 27, 2024
- July 2024 vouchers payable totaling \$299,220.05

OK

Motion to approve the consent agenda as presented.

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

New Business

- Part-day Closure for staff training related to rebranding efforts: Board should consider a part-day closure of the Oshkosh Public Library on Friday, September 27, 2024, for staff and stakeholder training on the purposes and proper application of rebranded resources, with the library opening at 2 pm.

Motion to approve the part-day closure of the Oshkosh Public Library on Friday, September 27, 2024, for the purposes of staff training relating to re-branding.

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

Future Agenda Items

- Election of Library Board Officers

Adjournment

Motion to adjourn at 12:05 pm. .

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

Respectfully,



Darryl Eschete, Secretary
Tracie Schlaak – Recorder

**Oshkosh Public Library
Vouchers Payable
August 2024
67% of the year**

Name	Memo	Paid Amount	Totals
Revolving Expenses			
Life Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Life Insurance	\$414.12	
Total Life Insurance			\$414.12
Dental Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Dental Insurance	\$1,380.94	
Total Dental Insurance			\$1,380.94
Health Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Health Insurance	\$35,727.27	
Total Health Insurance			\$35,727.27
Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Employer's share of WI Retirements	\$10,529.46	
Total Wisconsin Retirement Fund			\$10,529.46
FICA - Employers Share			
City of Oshkosh - Revolving Charges	Employers share of FICA	\$12,670.44	
Total FICA - Employers Share			\$12,670.44
Overtime			
City of Oshkosh - Revolving Charges	Overtime	\$1,644.23	
Total Overtime			\$1,644.23
Regular Pay			
City of Oshkosh - Revolving Charges	Regular pay	\$170,480.30	
Total Regular Pay			\$170,480.30
Total Revolving Expenses			\$232,846.76
Contracted Services			
Contractual Agreement Payments			
WLS Contract Labor Services			
Winnefox Library System	August Contracted services	\$13,257.91	
Total Contractual Agreement Payments			\$13,257.91
Subscription/Licensing Contract			
MasterCard - MD	Annual Calendly Renewal	\$825.60	
NMT Partners LLC	ResCarta-Web Hosting	\$150.00	
Winnefox Library System	Minecraft license	\$10.08	
Total Subscription/Licensing Contract			\$985.68
Preventive Maintenance Contracts			
Gordon Flesch Co, Inc	Copier maint	\$103.99	
Gordon Flesch Co, Inc	Copier maintenance	\$307.60	
Jack's Maintenance Service	Light bulb replacements	\$95.00	
Jack's Maintenance Service	Monthly cleaning	\$4,546.00	
Landscape Solutions by Michael Kirst LLC	Landscaping services	\$650.00	
Otis	Elevator service	\$1,378.54	
Winnefox Library System	Xerox maint	\$115.96	
Winnefox Library System	Xerox maintenance	\$115.96	
Total Preventive Maintenance Contracts			\$7,313.05
3rd Party Contracted Services			
Beez Electric, Inc	Troubleshoot Lights	\$794.08	
Beez Electric, Inc	Troubleshoot main breaker in IT room	\$102.70	
Elm USA, Inc.	Labor to fix Self-check	\$80.00	
Energy Control & Design, Inc.	Maintenance of HVAC	\$2,094.12	
Fabick - JFTCO, INC	Labor to fix boiler	\$240.98	
GFL Environmental	Waste Disposal services	\$763.98	
Packerland Glass	Glass repair labor	\$95.00	
Quill Creative LLC	Website	\$285.00	
Renning, Lewis & Lacy	Charitable Status Application	\$35.00	
Unique Management Services, Inc	Collections	\$803.40	
Winnefox Library System	Substitute librarian staffing	\$120.00	
Winnefox Library System	Unique Management-placements	\$291.31	
Total 3rd Party Contracted Services			\$5,705.57
Advertising/Postage/Print			
MasterCard - RP	Facebook Ad	\$37.56	
MasterCard - RP	Facebook Ad	\$37.56	

Oshkosh Public Library
 Vouchers Payable
 August 2024
 67% of the year

Name	Memo	Paid Amount	Totals
Winnefox Library System	OPL Postage	\$425.29	
Winnefox Library System	Printing jobs	\$72.55	
Winnefox Library System	Printing jobs	\$121.46	
Total Advertising/Postage/Print			\$694.42
Total Contracted Services			\$27,956.63
Employee Development & Allowance			
Winnefox Library System	UW Madison - Conference Housing	\$86.70	
Winnefox Library System	2024 WLA Advocacy Membership	\$649.50	
Winnefox Library System	Winnefox van use	\$0.67	
Wisconsin Library Association	3 individual memberships	\$240.00	
Total Employee Development & Allowance			\$976.87
Fixed Costs			
City of Oshkosh - Revolving Charges	License & Permits	\$306.76	
City of Oshkosh - Revolving Charges	Century Link	\$2.88	
City of Oshkosh - Revolving Charges	Utilities Expense	\$12,016.22	
Constellation	Gas services	\$2,054.84	
MasterCard - RP	Elevator licenses	\$306.76	
MasterCard - RP	Pay phone	\$25.00	
Winnefox Library System	Cell phone charges	\$34.24	
Winnefox Library System	Phone bill	\$34.24	
Total Fixed Costs			\$14,780.94
Inventory Supplies			
Office Supplies			
MasterCard - RP	Office Supplies	\$35.34	
MasterCard - RP	Office supplies	\$99.35	
MasterCard - RP	Office supplies	\$3.71	
MasterCard - RP	Desk Converter	\$279.98	
MasterCard - RP	Office Supplies	\$47.98	
MasterCard - RP	Envelopes	\$23.99	
MasterCard - RP	Desk converters & flashdrives	\$310.97	
Staples	Office Supplies	\$1,377.56	
Winnefox Library System	Office supplies	\$324.15	
Winnefox Library System	paper from printshop	\$17.34	
Winnefox Library System	Distilled water	\$5.56	
Winnefox Library System	Office Supplies, storage bins	\$1,564.72	
Winnefox Library System	Paper from Winnefox Stock	\$25.56	
Total Office Supplies			\$4,116.21
Specialty Supplies			
Baker & Taylor	Library materials	\$5,973.55	
Cengage Learning	Library materials	\$30.39	
Early Morning Publications	Library materials	\$90.00	
Ingram	Library Materials	\$142.78	
MasterCard - MD	Library Materials	\$901.58	
MasterCard - MD	Library materials	\$899.93	
MasterCard - MD	Library Materials	\$627.20	
MasterCard - MD	Gannett-Milwaukee Journal	\$63.18	
MasterCard - MD	Library materials - Amazon	\$551.41	
MasterCard - MD	Library materials - Amazon	\$240.44	
Midwest Tape	Library Materials	\$434.79	
midwest Tape - Hoopla	Library materials	\$4,590.97	
Total Specialty Supplies			\$14,546.22

Oshkosh Public Library
 Vouchers Payable
 August 2024
 67% of the year

Name	Memo	Paid Amount	Totals
Non-Inventory Supplies			
Facility Supplies			
Elm USA, Inc.	Supplies to fix Self-check	\$715.17	
Fabick - JFTCO, INC	Parts to fix boiler	\$25.00	
Gaylord Archival	Boxes for archival storage	\$106.40	
Jack's Maintenance Service	Cleaning supplies	\$330.66	
Kitz & Pfeil	Maintenance supplies	\$42.00	
Kitz & Pfeil	Maintenance supplies	\$37.57	
Landscape Solutions by Michael Kirst LLC	Landscaping supplies	\$872.25	
MasterCard - RP	Maintenance supplies	\$46.98	
MasterCard - RP	Drill Bits	\$85.09	
MasterCard - RP	Garage Shelving	\$239.97	
MasterCard - RP	CFold towels	\$228.00	
MasterCard - RP	Garage shelving	\$359.96	
MasterCard - RP	Maintenance supplies	\$12.15	
MasterCard - RP	Maintenance supplies	\$90.65	
Packerland Glass	Glass	\$27.90	
Pingry-Caswell	Hand Soap	\$68.36	
Winnefox Library System	Cleaning supplies	\$7.49	
Winnefox Library System	Gas for mower	\$94.05	
Winnefox Library System	Miscellaneous	\$18.47	
Total Facility Supplies			\$3,408.12
Total Supplies			\$37,828.36
Program Support			
MasterCard - MB	Children's programming supplies	\$42.48	
MasterCard - RP	Children's programming	\$42.55	
MasterCard - RP	Program supplies	\$170.51	
MasterCard - RP	Puzzles - children's programming	\$53.31	
MasterCard - RP	Puzzles - Teen programming	\$53.31	
MasterCard - RP	Program supplies	\$22.98	
MasterCard - RP	Puzzles - Adult programming	\$53.30	
MasterCard - RP	Pizza for book clubs	\$107.68	
MasterCard - ST	Barnes and Noble - Contest prizes	\$73.94	
Winnefox Library System	Wonder Lab	\$9.98	
Winnefox Library System	Steam Take and Make supplies	\$24.23	
Winnefox Library System	Elem Book Club Food	\$20.47	
Winnefox Library System	Book Clubs supplies	\$40.26	
Total Program Support			\$715.00
Total Vouchers Payable			\$715.00
			<u>\$299,346.75</u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM & REQUEST FOR BOARD ACTION

DATE: August 29, 2024
TO: Oshkosh Public Library Board
FROM: Darryl Eschete, Library Director
SUBJECT: Library Custodian Position

I propose a transition from our existing external cleaning service to employing a full-time, in-house custodian. This proposal comes after careful consideration of our library's unique needs and the desire to enhance our facility's cleanliness and maintenance.

Over time, it has become evident that our current cleaning requirements demand a more tailored approach than what we are presently receiving by outsourcing. Without a major increase in cost, we could:

- **Better Ensure Consistent Quality**-- By hiring our own custodian, we can ensure consistent and high-quality cleaning standards that align more perfectly with the library's needs.
- **Increase Flexibility**-- An in-house custodian would provide the flexibility to address immediate cleaning needs and adjust schedules as necessary, ensuring that our library remains in optimal condition at all times.
- **Enhance Accountability**-- Direct employment would enable better supervision and accountability, ensuring that our cleaning standards are met consistently.

Attached find a position description created with the assistance of City of Oshkosh Human Resources Generalist Danielle Hoeper. Also, in a July 17 discussion with Human Resources Manager Michelle Behnke, she and I discussed estimates of the total annual cost of the position and, depending on the level of health benefits that might be selected, the cost of the position is estimated in a wide range between \$48,000 per year (no benefits) to \$73,000 (full family coverage), adding something of an element of uncertainty that is unavoidable. Our current annual contractual services costs for custodial service is \$60,000.

This position is to be included in my personnel budget requests for the 2025 fiscal year in coming weeks.

I ask the Board for a motion to approve the attached position description and re-allocation of the Third Party Contracted Services budget for the remainder of FY 2024.

"A Library in Every Life"

CITY OF OSHKOSH POSITION DESCRIPTION

Position: LIBRARY CUSTODIAN

FLSA Status: Non-Exempt

Department: Library

Division: General Services

Reports to: Library Director

Date: XXX

POSITION SUMMARY

This position involves responsibility for routine cleaning and upkeep of the Oshkosh Public Library's halls, stairwells, public areas, staff work areas, restrooms, storage areas, and offices in a clean, orderly, safe and sanitary manner. Work is subject to inspection for established standards and compliance under the general instruction of the Library Director, Maintenance Engineer and/or other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- **Interior Building Maintenance (85%):** Perform a variety of custodial/janitorial tasks including: Clean and sanitize restrooms and replenish supplies. Clean spills. Clean surfaces to include drinking fountains, mirrors, tables, countertops, cupboards, walls, fixtures, blinds, light fixtures, stainless steel, furniture, etc. Inspect and maintain assigned custodial equipment and small tools for proper operating condition. Collect and dispose of garbage and recycling. Clean windows, walls, metal and woodwork. Clean carpets, sweep, vacuum, mop, dust, dust mop, shampoo, strip, wax, polish and burnish floors. Assist in the set up and take down of meeting room needs as necessary. Maintain current skills and knowledge in the proper and safe techniques of building maintenance and material safety. Attend any training as required.
- **Building Security and Records (10%):** Maintain the security of buildings and areas and open/close, lock/unlock facilities as needed. Assist in accepting, delivering and storing materials delivered to buildings. Maintain daily records of work completed and communicate progress to Maintenance Coordinator. (5%)
- **Exterior Building and Grounds Maintenance (5%):** Perform limited exterior grounds work duties including picking up litter around building, on walkways and lawns, sweeping, cleaning cobwebs off the building, cleaning exterior glass, etc.
- Perform other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent.
- At least three (3) years of increasingly responsible related experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of best practices, equipment, materials, chemicals and supplies used in building cleaning and custodial work.
- Skill in operation of listed tools and equipment.
- Ability to be reliable and punctual
- Ability to work independently and to complete daily, weekly, monthly and seasonal activities according to a work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to effectively communicate, both orally and in writing.
- Ability to use equipment properly and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships.

In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position.

TOOLS AND EQUIPMENT USED

Floor burnisher/stripper, floor waxer, vacuum cleaner, shop vac, mop, broom, dust mop and dusting 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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, climb, walk, use hands to finger/handle/feel or operate objects, tools and controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must frequently lift and/or move up to 45 pounds and push and/or move up to 100 lbs. using a wheeled cart or dolly.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works with machinery. While work mainly occurs indoors, the employee may at times be required to work outdoors and is

occasionally exposed to extreme temperatures, wet and/or humid conditions, fumes or airborne particles, and toxic chemicals.

The employee is occasionally exposed to risk of loud noises.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, background check and job-related tests may be required.

The duties listed in this position description 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 work is similar, related or a logical assignment to the position.

The position 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 requirements of the job change.

DRAFT



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM & REQUEST FOR BOARD ACTION

DATE: August 29, 2024
TO: Oshkosh Public Library Board
FROM: Darryl Eschete, Library Director
SUBJECT: Director Moving Expenses

At the June 27 regular meeting of the library board, the question of relocation expenses for the new library director arose. Given the challenges of the local housing market, Trustee Perlman asked that a motion be brought before the board allowing for relocation expenses at the higher tier outlined in the offer letter of November 16, 2023. Quote:

“The Board is also prepared to offer reimbursement for your moving expenses up to \$10,000 or actual costs (whichever is less) if you move within Oshkosh city limits or the surrounding townships. Or, up to \$5000 or 50% of actual costs if you move outside the city limits or surrounding townships.”

With that background and acting at Trustee Perlman’s request, I ask for a motion that relocation expenses for the new library director be allocated at the higher tier outlined in the offer letter of November 16, 2023.

“A Library in Every Life”



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM & REQUEST FOR BOARD ACTION

DATE: August 29, 2024

TO: Oshkosh Public Library Board

FROM: Darryl Eschete, Library Director

SUBJECT: Endowment Request Round Five—Branded Materials

Trademarked materials, such as coffee cups, bags, and hats, are essential for a rebranding effort because they promote the library organization's identity, helping to establish a clear and unified message. This is especially important as the brand is launched, helping to introduce not only the new visual identity, but often serving as an entrée to conversations about the brand story and what it means to the library's future.

For Board members, staff, and stakeholders, these materials serve as tangible representations of the organization's new direction, reinforcing the branding goals and fostering alignment across all levels. Consistent branding in internal and external communications also builds trust and recognition, facilitating a smoother transition and ensuring that the new brand is embraced and understood by all key audiences.

I ask the Board for a motion to approve the use of \$2000 of Library Development endowment funds for the purpose of purchasing materials related to the re-branding effort.

"A Library in Every Life"

**Oshkosh Public Library
Approved 2024 Endowment Fund Expenditures - Round Five**

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	Round 5 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						
Promotional Items for brand launch							\$ 2,000.00			
Library Development	\$ 1,006,021	3 YR Q3 BAL 2021-2023	\$ 50,301	\$ 7,560			\$ 2,000		\$ 9,560	\$ 40,741
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, I&H	\$ 229,979	Large Print, Audiobooks	\$ 11,499	\$ 11,480						
Steiger, W	\$ 13,283	Children's	\$ 664	\$ 660						
Zellmer, S	\$ 112,796	Genealogy	\$ 5,640	\$ 5,635						
		3 YR Q3 BAL 2020-2022	\$ 25,050	\$ 22,675					\$ 22,675	
Total Proposed Trust Fund Expenditures				\$ 134,103					\$ 134,103	

**Oshkosh Public Library
Statement of Revenue**

July 2024

67% of the year

REVENUE

City of Oshkosh

Grants and Aids

Winnebago County
Other County Aid
(Fond du Lac, Green Lake & Waushara)

Winnefox Library System

Total Grants and Aids

Other Inflow

Graphic Design Contractual Revenues
Book Sales
Miscellaneous
Meeting Room
Photocopies
Sales Tax Payable
Library Material Reimb. (refund)
Meeting Room Rental Reimb (refund)
Postage Reimbursement (refund)

Total Other Inflow

Total Revenue Submitted to City of Oshkosh

TOTAL REVENUE

Oshkosh Transit System

Monthly Bus Passes
Quarterly Bus Passes

Total Receipts to Oshkosh Transit System

City of Oshkosh Levy

	BUDGET	JULY	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	116,235.28	66.67%	(58,117.94)
Total Grants and Aids	1,133,389.22	29,058.82	913,481.08	80.60%	(219,908.14)
Other Inflow					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	1,036.23	6,501.87	72.24%	(2,498.13)
Miscellaneous		64.02	641.73	0.00%	641.73
Meeting Room	2,000.00	325.00	2,347.10	117.36%	347.10
Photocopies	10,000.00	1,101.81	9,659.60	96.60%	(340.40)
Sales Tax Payable		110.12	837.30	0.00%	837.30
Library Material Reimb. (refund)			0.00	0.00%	0.00
Meeting Room Rental Reimb (refund)			0.00	0.00%	0.00
Postage Reimbursement (refund)			0.00	0.00%	0.00
Total Other Inflow	21,000.00	2,637.18	19,987.60	95.18%	(1,012.40)
Total Revenue Submitted to City of Oshkosh	1,154,389.22	31,696.00	933,468.68	80.86%	(220,920.54)
TOTAL REVENUE	1,154,389.22	33,616.00	945,253.68	81.88%	(209,135.54)
Oshkosh Transit System					
Monthly Bus Passes	0.00	735.00	5,880.00	0.00%	5,880.00
Quarterly Bus Passes	0.00	1,185.00	5,905.00	0.00%	5,905.00
Total Receipts to Oshkosh Transit System	0.00	1,920.00	11,785.00	0.00	11,785.00

2,876,500.00

Oshkosh Public Library
Statement of Expenditures
August 2024
67% of the year

	2024	AUGUST	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,329,354.00	170,480.30	1,442,109.40	61.91	887,244.60
6104 Overtime Pay	20,000.00	1,644.23	24,279.41	121.40	-4,279.41
6302 FICA - Employers Share	184,755.00	12,670.44	108,595.82	58.78	76,159.18
6304 Wisconsin Retirement Fund	154,104.00	10,529.46	92,243.01	59.86	61,860.99
6306 Health Insurance	351,041.00	35,727.27	268,800.17	76.57	82,240.83
6308 Dental Insurance	18,661.00	1,380.94	9,837.34	52.72	8,823.66
6310 Life Insurance	5,847.00	414.12	3,165.61	54.14	2,681.39
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	694.42	8,078.72	34.38	15,421.28
6412 Contractual Agreement Payments	315,400.00	13,257.91	262,384.00	83.19	53,016.00
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	5,000.00	985.68	7,608.44	152.17	-2,608.44
6416 Prevent Maintenance Contracts	16,600.00	7,313.05	72,691.34	437.90	-56,091.34
6417 Third Party Contracted Services	50,000.00	5,705.57	42,015.32	84.03	7,984.68
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00	86.70	3,482.02	58.03	2,517.98
6422 Professional License/Membership Dues/Bonds	5,000.00	889.50	1,165.39	23.31	3,834.61
6423 Employee Allowance/Reimbursement	800.00	0.67	928.37	116.05	-128.37
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		1,658.14	23.69	5,341.86
Fixed Costs					
6450 Insurance Expense	28,300.00		23,469.16	82.93	4,830.84
6451 Workers Comp Insurance	9,900.00		9,900.00	100.00	0.00
6452 Licenses and Permits	0.00	613.52	613.52	0.00	-613.52
6454 Telephone/Internet Expense	3,500.00	96.36	1,223.53	34.96	2,276.47
6455 Utilities Expense	83,000.00	14,071.06	76,667.92	92.37	6,332.08
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	4,116.21	15,408.49	73.03	5,691.51
6524 Specialty Supplies	273,000.00	14,546.22	113,093.03	41.43	159,906.97
6529 Non-Inventory Supplies	34,000.00	4,123.12	27,007.01	79.43	6,992.99
6550 Minor Equipment	0.00		0.00		
Total Other Expenditures	3,945,862.00	299,346.75	2,617,469.16	66.33	1,328,392.84

Oshkosh Public Library Highlights August 2024

1. An evening built around creativity and connection was embraced with enthusiasm on Aug. 3, when Oshkosh Public Library presented Art After Hours. A crowd of nearly 200 teens and adults admired community artwork, indulged in hands-on creative activities, sipped mocktails and sampled a variety of fun carnival-style treats and just enjoyed each other's company under the Dome. Feedback was clear: Oshkosh wants more experiences for adults that entertain, actively engage and build community. A cross-departmental team brought a full spectrum of insights, experiences and talents to the development of this end-of-summer event.
2. Several events leading up to Art After Hours offered community members opportunities to experience art in fun and whimsical ways and create a piece for the Aug. 3 event.
 - a. Twenty-five kids indulged their imaginations on July 30 when OPL offered Drop In & Create. The library pulled art supplies from all corners of the building to fuel the creativity of participants who took art wherever their inspiration led them.
 - b. A staff member who volunteers at Day by Day Shelter did a collage-making activity there and the collages were displayed at Art After Hours.
 - c. At Bad Art Night, adults started with donated thrift store art and made it their own – sometimes adding figures and other small touches and sometimes completely recreating the piece. And yes – it was as much fun as it sounds!
3. Staff were at the Aug. 3 Farmers Market, giving summer reading a boost, handing out Take & Make kits to promote the Art After Hours event and having conversations with people about the library and beyond.
4. An exotic pet surrender event at the library on Aug. 10 was a learning experience for those in attendance that resulted in seven animals being surrendered. Conducted by J&R Aquatic Rescue, in partnership with Pet Advocacy Network and the University of Wisconsin Sea Grant/Water Resources Institute, this type of event offers community members the opportunity to responsibly surrender exotic pets and connects with those who might want to adopt them.
5. Election day saw 569 people come in to vote at OPL. Staff help to make this a welcoming polling place for the City of Oshkosh, with friendly greetings, flexible accommodations and willing assistance with tasks such as printing voter registration papers. Libraries are a cornerstone of democracy and OPL is proud to support our community in exercising the right to vote.
6. When Oshkosh wants to know more, Oshkosh Public Library satisfies their curiosity. Community Engagement Librarian Sandy T. tapped into the world's Olympics obsession with a Paris Olympic Travelogue on July 16, delivered to a gathering of the Wisconsin Area Retired Teachers Association and repeated at Gabriel's Villa. While the rest of us were focused on medal counts,

Sandy added fascinating facts about Paris, past Olympics and other tidbits that only a seasoned librarian could unearth.

Another talk presented at Bella Vista recently focused on the History of Menominee Park. Developing talks based on community requests is making OPL a go-to resource for curious community groups thirsty for information and enrichment.

7. As planes filled the skies over Oshkosh on July 25, guest speaker Francis Gary Powers, Jr. gave a captivating talk under the Dome on the Cold War, its veterans, espionage, and his father, CIA U-2 pilot Gary Powers. Shot down over the Soviet Union in 1960, Gary Powers' story was immortalized in Steven Spielberg's 2015 Cold War thriller *Bridge of Spies*. Twenty-eight people attended the special program.
8. Author and comedian Kelli Dunham elicited laughter and tears in a performance under the Dome on Aug. 16. Taking the audience through her journey of turmoil and loss, *Second Helping: Two Dead Lovers, Dead Funny*, was described by one person as "a master class about giving and receiving help." Twenty-eight people attended the performance, which Dunham followed up with a *Sober Scribes* writing workshop and an open mic on Saturday.
9. A Teen Lock-In on July 26 offered teens the opportunity to experience the library after hours and read, play games and connect. It was a small group, but a great opportunity for the teens who attended to claim the library as their own for a few hours, browse books and other resources and connect in a welcoming space.
10. A small office space on the library's first floor is now available for use by community groups seeking to connect the public with the resources they offer. Feeding America will be the first group to use the space for this type of outreach, on Sept. 4. Community members can drop in from 1 to 4 p.m. to learn about FoodShare, ACCESS (health care benefits), resources from the Wisconsin Department of Health Services and Feeding America volunteer opportunities.

MONTHLY REPORT
Oshkosh Public Library
July 2024

CIRCULATION	July 2024	Jul-24	% Change	YTD 2024	YTD 2024	% Change
Book-Adult	15,322	14,486	6%	99,132	100,335	-1%
Book-Juvenile	16,938	15,846	7%	104,557	103,320	1%
Book-YA/Teen	1,556	1,728	-10%	9,446	10,769	-12%
CD-Adult	813	866	-6%	7,015	7,883	-11%
CD-Juvenile	91	97	-6%	614	629	-2%
CD-Book-Adult	500	545	-8%	3,327	3,897	-15%
CD-Book-Juvenile	231	244	-5%	1,240	1,463	-15%
CD-Book-YA/Teen	10	13	-23%	82	74	11%
DVD-Adult	5,976	4,917	22%	40,529	40,410	0%
DVD-Juvenile	1,427	1,342	6%	8,179	8,667	-6%
Game-Adult	676	697	-3%	4,591	4,790	-4%
Game-Juvenile	261	227	15%	1,661	1,467	13%
Magazine-Adult	445	539	-17%	3,000	3,499	-14%
Magazine-Juvenile	7	25	-72%	88	82	7%
Magazine-YA/Teen	4	0	0%	17	1	1600%
Other-Adult	328	257	28%	1,736	1,655	5%
Other-Juvenile	121	156	-22%	940	1,054	-11%
Other-YA/Teen	1	7	-86%	32	43	-26%
Total Adult	24,060	22,307	8%	159,330	162,469	-2%
Total Juvenile	19,076	17,937	6%	117,279	116,682	1%
Total YA/Teen	1,571	1,748	-10%	9,577	10,887	-12%
SUB TOTAL	44,707	41,992	6%	286,186	290,038	-1%
Digital Book Formats						
OverDrive E-Books	5,282	5,544	-5%	36,827	35,703	3%
Hoopla E-Books	452	474	-5%	3,089	3,320	-7%
E-BOOKS SUB TOTAL	5,734	6,018	-5%	39,916	39,023	2%
Audiobook Formats						
OverDrive Audiobooks	8,284	4,601	80%	38,973	29,928	30%
Hoopla Audiobooks	1,318	1,310	1%	9,650	8,523	13%
AUDIOBOOKS SUB TOTAL	9,602	5,911	62%	48,623	38,451	26%
Tumblebooks	0	3	-100%	13	27	-52%
DIGITAL BOOKS SUB TOTAL	0	3	-100%	13	27	-52%
Digital Media						
Hoopla Music	19	40	-53%	244	375	-35%
Hoopla Video	168	196	-14%	1,439	1376	5%
DIGITAL MEDIA SUB TOTAL	187	236	-21%	1,683	1,751	-4%
DIGITAL CONTENT SUB TOTAL	15,523	12,168	28%	90,235	79,252	14%
TOTAL CIRCULATION	60,230	54,160	11%	376,421	369,290	2%

PHYSICAL MATERIALS	July 2024	July 2023	% Change	YTD 2024	YTD 2023	% Change
% AV Materials Circulated	22%	21%	5%	24%	25%	-2%
% Print Materials Circulated	78%	79%	-1%	76%	75%	1%
% Adult Materials Circulated	57%	57%	0%	59%	60%	-1%
% Youth Materials Circulated	43%	43%	0%	41%	40%	2%
Average Circulation Per Hour	221.4	211.6	5%	191.3	187.1	2%

MONTHLY REPORT
Oshkosh Public Library
July 2024

MISCELLANEOUS	July 2024	July 2023	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	20,230	19,658	3%	138,604	131,332	6%
Average Daily Traffic	778	786	-1%	707	678	4%
Meetings Held	110	104	6%	725	676	7%
New Card Registrations	244	255	-4%	1,669	1,659	1%
Self-check % of Checkout	47.4%	50.9%	-7%	47.4%	50.3%	-6%
Volunteer Hours Worked	107	112	-4%	793	698	14%
Teacher Packs	2	2	0%	22	25	-12%

ELECTRONIC RESOURCES	July 2024	July 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	16,751	17,202	-3%	123,759	120,353	2.8%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	45	61	-26%	241	373	-35.4%
Mango Languages	65	14	364%	514	253	103.2%
Newsbank	0	0	0%	479	0	0.0%
Reference Solutions	72	81	0%	559	617	-9.4%
Value Line	111	0	0%	0	0	0.0%
SUB-TOTAL	293	156	88%	2,628	1,243	111.4%
LOCAL DATABASE SESSIONS						
1957 Address Change	38	41	-7%	212	278	-23.7%
City Directories	71	147	-52%	484	977	-50.5%
Digital Collections	0	40	-100%	382	973	-60.7%
Local History Books	25	8	213%	175	117	49.6%
Oshkosh Facts, Firsts, and FAQ	2	6	-67%	20	18	11.1%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	151	189	-20%	1,158	1,414	-18.1%
Riverside Cemetery Index	12	5	140%	76	74	2.7%
UWDC - Atlases & Histories	0	0	0%	1	6	-83.3%
SUB-TOTAL	299	436	-31%	2,508	3,857	-35.0%
TOTAL ELECTRONIC RESOURCE SESSIONS	17,343	17,794	-3%	128,895	125,453	2.7%

PUBLIC COMPUTER USE	July 2024	July 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Access	6,110	6100	0%	46644	42844	8.9%
Public Computer Use						
Adult	1,624	1617	0%	11266	10786	4.5%
Youth	254	332	-23%	1126	1474	-23.6%
TOTAL USE	1878	1949	-4%	12392	12260	1.1%

QUESTIONS ANSWERED	July 2024	July 2023	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	955	1,219	-22%	4,975	7,821	-36%
Youth Department						
Reference	78	247	-68%	1,501	1,853	-19%
TOTAL QUESTIONS ANSWERED	1,033	1,466	-30%	6,476	9,674	-33%

PROGRAMS	July 2024	July 2023	% Change	YTD 2024	YTD 2023	% Change
Programs Given						
Adult	11	13	-15%	81	109	-26%
Teen	11	10	10%	29	30	-3%
Youth	33	38	-13%	233	218	7%
Roving Reader	22	5	340%	110	51	116%
TOTAL	77	66	17%	453	408	11%
Program Attendance						
Adult	113	288	-61%	833	1,641	-49%
Teen	93	177	-47%	293	758	-61%
Youth	855	1166	-27%	6,732	9,179	-27%
TOTAL	1061	1631	-35%	7,917	11,578	-32%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: August 23, 2024
SUBJECT: July 2024 Donations

Remaining money from Estate of Jerrold Marsh	\$ 5,966.00
In memory of Marlyn Supiano:	
Kathleen & Ron Hayes	\$ 40.00
Jeffrey & Suzanne Snedeker	\$ 125.00
Susan Gerarden	\$ 50.00
Linda Bixler	\$ 25.00
Douglas & Mary Bogard	\$ 40.00
Kent & Lisa Saemann	\$ 50.00
Karl & Lyn Schon	\$ 25.00
Barbara Zimmerman	\$ 25.00
David & Mary Sales given in memory of Mary Margaret Wegener	\$ 25.00
Donations given at register	\$ 41.27
<hr/> Total Donations	\$ 6,412.27

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: August 23, 2024
SUBJECT: July 2024 Personnel Changes

Amaelia Pollesch – Page in Circulation resigned on 7/9/24 after almost 1 year of service.

Henry Bongers – New Page in Circulation hired on 7/29/24.

Library Director's Report

July-August 2024

Since the special Board meeting on August 2, library staff and I have been at work on the following:

- **Re-branding**—This work is rapidly approaching the “reveal” stage for stakeholders and staff, as would have been discussed earlier in this meeting. On August 22 and 23, there was photography and videography work done here in the building as part of this roll-out effort and, by the time of this meeting, the Board should have seen the results.
- **ARPA Projects**—The white noise system is installed and functional. Also, I, Lisa Voss and Pete Hodge (IT Specialist for Winnefox) have had preliminary meetings with Visix, a major vendor for institutional digital signage with whom we are working to install digital signs in strategic locations around the building with a secure network-based content management system. This installation is planned for early fall. Staff have identified some furniture for re-upholstering and some of those pieces that had been off site being reupholstered have been returned and are in the Reading Room . All projects are expected to meet the year-end deadline.
- **Recruitment/New Employees**—Head of Youth Services Marie Boleman, Head of Adult Services Joe Bongers and Youth Services Librarian Kallie Schell worked together to recruit two new Youth Services Librarians. We applied a somewhat different approach to recruitment, including the use of a trusted psychometric assessment designed especially for libraries. Gwin Pearce began work on August 19 and Eliana Luke is scheduled to begin September 4. We will introduce and highlight these new employees at a future meeting of the Board.
- **Staff Team Projects**—Staff continues to work on team projects. The website team, especially, has done excellent work and a new, much improved website is on track to be complete by the end of October. That team—comprised of Laura McDonald, Kim Hoffman, Sarah Read, Kong Thao, Lisa Voss, Emillie Cieslewicz, Kallie Schell and Winnefox consultants Jay Harland, Marcy Cannon and Pete Hodge—should be commended for the pace, intensity and quality of the work they have done. Other staff have played strong supporting roles in this effort and deserve recognition as well. I expect that the new website rollout on 10/24 will be met with user enthusiasm.
- **Roof Replacement**—By the time of this meeting, the roof project should be complete. Several hard rains and other weather incidents in August have given us confidence that the major leak where the new and old library structures meet has been repaired. In the course of the work, however, a minor leak on the opposite side of the building (one causing only slight and intermittent dripping into the attic) has been discovered and is being actively monitored.
- **Budget Preparation**—By the time of this meeting, a preliminary budget for 2025 will have been submitted to the City. As of this writing, several clarifying meetings with the City Manager's Office and Finance Department are planned, and I will be prepared to discuss more at the Board meeting. Much credit is due to Denise Edwards and Julie Calmes of City Finance, Michelle Behnke of City HR and the City Manager's Office for their assistance thus far. Clairellyn Sommersmith (Director of Winnefox) and I will have met earlier in the week of this meeting to discuss contractual agreements.
- **Leadership Oshkosh**—I have been accepted into the 2024-25 Leadership Oshkosh class and attended orientation on August 7. It promises to be a rewarding experience. The kickoff retreat will be September 19 and 20 in Elkhart Lake and meetings will be all-day affairs once per month thereafter until late May 2025. There will be an alumni reception/new class welcome the evening of October 16, 5-7pm.
- **OACF Annual Report**—As of this writing, the Oshkosh Public Library is scheduled to be the featured community organization in the Oshkosh Area Community Foundation annual report publication.

- **John V. Nichols Graduate Library Education Scholarship**—Emillie Cieslewicz, Digital Services Librarian, is currently enrolled at UW-Madison pursuing her Master's of Library and Information Science. As per prior approvals of endowment spending by the Board in December 2023 and her course load, Ms. Cieslewicz is eligible to receive \$1500 of the \$2400 approved for 2024.

Respectfully Submitted,

Darryl Eschete