

Oshkosh Public Library Board of Trustees
Agenda – Thursday, September 26, 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>		223-232
1. Minutes of the regular Board meeting of August 29, 2024	YES	
2. Vouchers Payable – \$405,952.76	YES	
3. OPL / Winnefox 2025 Resource Library Agreement	YES	
4. OPL / Winnefox 2025 Contractual Services Agreement	YES	
<u>Items Removed from Consent Agenda</u>		
<u>New Business</u>		
5. <u>Report on 2025 Library Operating Budget Proposal:</u> Update on 2025 budget process.	AT DISCRETION OF BOARD	233-234
6. <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 and tabled at the August 29, 2024 meeting pending the review of an actual moving expense total, 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	235-239
7. <u>Report on Re-Establishment of Friends Group:</u> Report on progress of re-establishing a Friends support organization for the Oshkosh Public Library.	NO	240-243
<u>Informational Items</u>	NO	244-254
8. Revenues		
9. Expenditures		
10. Library Highlights		
11. Staff Report—Marie Boleman, Head of Youth Services		
12. Staff Report—Introduction of Collection Development Librarian Margie Dorn		
13. Monthly Statistics		
14. Donations		
15. Personnel Changes		
16. Unapproved minutes of Financial Committee Meeting on 9/17/24.		
<u>Library Director’s Report</u>		
17. Report on operations of the Oshkosh Public Library	NO	255
<u>Trustee Reports and Comments</u>	NO	
<u>Adjournment</u>		
<u>Next Meeting Scheduled:</u> October 31, 2024 at 4 p.m.		

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

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

Present: Bill Bracken, Kim Brown, Susan Fojtik, Tony Kneepkens, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, Barry Perlman and David Rucker.

Absent: Amber Shemanski

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

Public Comments: None

Consent Agenda Items

- Minutes of the Special Meeting of August 2, 2024
- Vouchers Payable - \$299,346.75

Motion to approve the consent agenda as presented.

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

New Business

- Election of Library Board officers for 2024-2025: 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 was prepared as a Nominating Committee was not appointed.

Bill Bracken opened the floor for nominations. Lindsey Mugerauer nominated Bill Bracken for President. Baron Perlman nominated Lindsey Mugerauer for Vice-President. Bill Bracken called for nominations from the floor three times. There being no further nominations, a motion to nominate and elect Bill Bracken as President of the board and Lindsey Mugerauer as Vice-President of the board for 2024/2025.

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

Bill Bracken and Lindsey Mugerauer accepted their respective positions.

Kim Brown arrived at this time.

- Creation of full-time janitor/custodian position
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.

Motion to approve the position description of a Library Custodian position and re-purposing of the preventive maintenance contractual services budget for creation of custodian position.

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

- Reconsideration of reimbursed moving expenses for library director. 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.

Motion to Table Reconsideration of library director reimbursed moving expenses until the September 2024 board meeting to provide time for the director to put together a list of actual moving costs.

Motion to Table: Melms-Simon; **Second:** Brown; **Vote:** Unanimous

- Endowment Fund Requests Round 5: Consider approving \$2,000 from the Library Development endowment funds for a purchase of branded promotional items for staff, Board and stakeholders to support re-branding.

Motion to approve use of \$2,000.00 of the Library Development Endowment fund for purchase of promotional items. **Motion:** Perlman; **Second:** Lautenschlager; **Vote:** Unanimous.

Trustee Reports and Comments

Future Agenda Items

- Progress on establishing a Friends of the Library Group
- 2025 budget information
- Director's moving expense reimbursement.

Closed Session

Motion to enter closed session at 5:10 PM pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to conduct an evaluation of the performance of the Library director.

Motion: Perlman; **Second:** Fojtik; **Roll Call Vote:** Motion passed 9 – 0. **Aye:** Bracken, Brown, Fojtik, Kneepkens, Lautenschlager, Melms-Simon, Mugerauer, Perlman and Rucker. **Nay:** none. Motion Carried.

Motion to resume meeting in open session at 5:50 PM.

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

Adjournment

Motion to adjourn at 5:51 PM

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

Respectfully,



Darryl Eschete, Secretary

Tracie Schlaak – Recorder

Oshkosh Public Library
Vouchers Payable
September 2024
75% of the year

Name	Memo	Paid Amount	Totals
Revolving Expenses			
Life Insurance			
City of Oshkosh - Revolving Charges Life Insurance - Employer Share		\$414.12	
Total Life Insurance			\$414.12
Dental Insurance			
City of Oshkosh - Revolving Charges Dental Insurance - Employer Share		\$1,409.84	
Total Dental Insurance			\$1,409.84
Health Insurance			
City of Oshkosh - Revolving Charges Health Insurance - Employer Share		\$37,449.77	
Total Health Insurance			\$37,449.77
Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges Wisconsin Retirement - Employer Share		\$15,993.02	
Total 6304 - Wisconsin Retirement Fund			\$15,993.02
FICA - Employers Share			
City of Oshkosh - Revolving Charges FICA - Employer Share		\$18,886.52	
Total FICA - Employers Share			\$18,886.52
Overtime			
City of Oshkosh - Revolving Charges Overtime pay		\$3,570.82	
Total Overtime			\$3,570.82
Regular Pay			
City of Oshkosh - Revolving Charges Regular Pay		\$250,061.21	
Total Regular Pay			\$250,061.21
Total Revolving Expenses			\$327,785.30
Contracted Services			
Contractual Agreement Payments			
WLS Contract Labor Services			
Winnefox Library System	September Contractual Services	\$13,257.91	
Total WLS Contract Labor Services			\$13,257.91
Subscription/Licensing Contract			
MasterCard - RP	Loom subscription	\$198.00	
Winnefox Library System	Motion picture licensing	\$343.66	
Total Subscription/Licensing Contracts			\$541.66
Preventive Maintenance Contracts			
Gordon Flesch Co, Inc	Printer maintenance	\$18.78	
Gordon Flesch Co, Inc	Printer maintenance	\$68.45	
Gordon Flesch Co, Inc	Printer maintenance	\$4.05	
Jack's Maintenance Service	Janitorial service - Sept 2024	\$4,546.00	
Spring-Green Lawn Care	Lawn care	\$285.65	
Total Preventive Maintenance Contracts			\$4,922.93
3rd Party Contracted Services			
Beez Electric, Inc	Electrical work	\$205.40	
Beez Electric, Inc	Electrical services	\$1,376.98	
Benjamin Jacob Hollars	Program on 9/24/24	\$300.00	
Gartman Mechanical Services	Electrical service	\$2,482.00	
Gartman Mechanical Services	Plumbing service	\$292.00	
Gartman Mechanical Services	Plumbing services	\$146.00	
GFL Environmental	Waste Disposal	\$763.98	
Otis	Elevator repairs	\$1,325.00	
Quest Interiors	Carpet tiles	\$8,000.00	
Unique Management Services, Inc	Collection service	\$566.50	
Winnefox Library System	June Unique Management Service	\$305.00	
Winnefox Library System	July Unique Management Service	\$302.11	
Total 3rd Party Contracted Services			\$16,064.97
Advertising/Postage/Print			
DPI	Signs	\$12.50	
Winnefox Library System	Printer charges	\$976.37	
Winnefox Library System	Printer charges	\$115.96	
Winnefox Library System	Print jobs	\$18.90	
Total Advertising/Postage/Print			\$1,123.73
Total Contracted Services			\$35,911.20

**Oshkosh Public Library
Vouchers Payable
September 2024
75% of the year**

Name	Memo	Paid Amount	Totals
Employee Development & Allowance			
MasterCard - MD	Performance assessments	\$100.00	
MasterCard - RP	Notary Bond	\$20.00	
Oshkosh Chamber	Leadership Oshkosh-Eschete	\$1,850.00	
Marjorie Dorn	Mileage reimbursement	\$25.46	
Toland, Sandy	Mileage 6/24/24 to 7/26/24	\$42.08	
Toland, Sandy	Mileage 7/29/24 to 8/26/24	\$43.22	
Total Employee Allowance/Reimbursement			\$2,080.76
Total Employee Development & Allowance			\$2,080.76
Fixed Costs			
City of Oshkosh - Revolving Charges	Insurance Expense	\$260.00	
MasterCard - RP	State of WI - boiler licenses	\$102.25	
Winnefox Library System	Cell phone	\$34.24	
MasterCard - RP	Pay phone	\$25.00	
City of Oshkosh - Revolving Charges	Telephone/Internet Expense	\$35.95	
City of Oshkosh - Revolving Charges	Utility Expense	\$12,453.48	
Total Fixed Costs			\$12,910.92
Total Fixed Costs			\$12,910.92
Supplies			
Inventory Supplies			
Office Supplies			
Kapco Kent Adhesive Products	Book Covers	\$138.30	
Kapco Kent Adhesive Products	Book Covers	\$301.40	
MasterCard - RP	Office Supplies - Target, Uplift desk	\$377.98	
MasterCard - RP	Stomp Stickers	\$80.00	
MasterCard - RP	Maintenance supplies	\$70.50	
MasterCard - RP	Starling stool	\$166.00	
MasterCard - RP	Notary stamp	\$37.90	
MasterCard - RP	Target - plastic totes	\$364.98	
Rainbow Printing	New Library cards	\$1,425.00	
Staples	Office Supplies	\$194.62	
Staples	Office supplies	\$213.48	
Staples	Office supplies	\$83.14	
Staples	Office Supplies	\$36.80	
Winnefox Library System	Office supplies	\$299.63	
Total Office Supplies			\$3,789.73
Specialty Supplies			
Library materials			
Baker & Taylor	Library materials	\$7,144.53	
Cengage Learning	Library Materials	\$1,054.12	
Heritage Wisconsin	Library materials	\$96.00	
Ingram	Library Materials	\$475.63	
MasterCard - MD	Library materials	\$213.12	
MasterCard - MD	Library materials	\$337.29	
MasterCard - MD	Library Materials	\$200.82	
MasterCard - MD	Library materials	\$1,427.68	
MasterCard - MD	Library materials	\$505.72	
Midwest Tape	Library materials	\$597.48	
midwest Tape - Hoopla	Library materials	\$4,520.43	
ProQuest	Library materials	\$4,016.25	
Total Specialty Supplies			\$20,589.07
Non-Inventory Supplies			
Facility Supplies			
Gartman Mechanical Services	Electrical supplies	\$133.06	
Gartman Mechanical Services	Plumbing supplies	\$11.45	
Gartman Mechanical Services	Plumbing supplies	\$534.00	
Kitz & Pfeil	Maintenance supplies	\$107.07	
Kitz & Pfeil	Maintenance supplies	\$2.99	
Packerland Glass	Glass panels	\$52.00	
Winnefox Library System	Diffuser light covers	\$633.78	
Winnefox Library System	Sanding pads from Elm	\$45.75	
Total Facility			\$1,520.10

Oshkosh Public Library
 Vouchers Payable
 September 2024
 75% of the year

Name	Memo	Paid Amount	Totals
Program Support			
MasterCard - MB	Teen supplies for literacy kits	\$24.89	
MasterCard - MB	Children/Tween book club	\$64.60	
MasterCard - MB	Teen book club	\$129.22	
MasterCard - MB	Creature Carnival prizes	\$65.12	
MasterCard - ST	Heid music - Ukulele restring and tune	\$33.99	
MasterCard - ST	F-Stop Contest Prizes	\$86.97	
Winnefox Library System	Elementary book club	\$19.47	
Winnefox Library System	Teen program	\$39.96	
Winnefox Library System	Adult program	\$36.62	
Total Program Support			\$500.84
Total Supplies			\$26,399.74
Other - Finance Only Accounts			
Bank Fees			
	City of Oshkosh - Revolving Charges Bank Fees	\$462.30	
Total Bank Fees			\$462.30
Total Other - Finance Only Accounts			\$462.30
Rental Expense			
Lease Expense			
	Great America	\$402.54	
Total Lease Expense			\$402.54
Total Rental Expense			\$402.54
Total Vouchers Payable			<u>\$405,952.76</u>

**RESOURCE LIBRARY AGREEMENT – 2025
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM**

THIS AGREEMENT is by and between Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX," and the Oshkosh Public Library, hereinafter called "OPL."

WHEREAS, Winnefox is organized under authority of chapter 43 to provide for the improvement of public library services to the residents of Fond du Lac, Green Lake, Marquette, Waushara and Winnebago Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library," and

WHEREAS, OPL is a member of Winnefox and meets all the statutory requirements to serve as a resource library,

NOW, THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. OPL will serve as the resource library for Winnefox.

As resource library, OPL will provide backup reference and interlibrary loan services from the system resource library including the development of and access to specialized collections. This agreement meets the requirement of Section 43.24(2)(b) Wisconsin Statutes.
2. As resource library, OPL is entitled to name a member to all Winnefox committees.
3. This agreement shall be in effect as of January 1, 2025, and shall remain in effect until December 31, 2025. This agreement may be amended at any time by mutual agreement of both parties.

Dated this _____ day of _____, 2024.

IN PRESENCE OF:

OSHKOSH PUBLIC LIBRARY

By: _____
Bill Bracken, President
Oshkosh Public Library Board

WINNEFOX LIBRARY SYSTEM

By: _____
Katherine Freund, President
Winnefox Library System Board

By: _____
Darryl Eschete, Secretary
Oshkosh Public Library Board

By: _____
Randy Fieldhack, Secretary/Treasurer
Winnefox Library System Board

**CONTRACTUAL SERVICES AGREEMENT – 2025
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM**

THIS AGREEMENT is by and between the Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX," and the Oshkosh Public Library, hereinafter called "OPL."

WHEREAS, Winnefox is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Fond du Lac, Green Lake, Marquette, Waushara and Winnebago Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.17(6) provides that a public library system may contract with other systems or libraries to provide or receive library services, and

WHEREAS, OPL is a member of Winnefox, serves as the system resource library and is the headquarters site of the system,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. OPL will provide suitable space for Winnefox offices and for housing of the Winnefox collection, utilities and normal maintenance service. Winnefox will pay rent, including utilities and maintenance costs, to OPL. Rent to be determined by percentage of space occupied for system functions applied to the cost of building maintenance and utilities and, in negotiation of the annual compensation agreement. The distribution of the costs of improvements to the facility, which are of direct benefit to Winnefox, also will be determined in negotiation of the annual compensation agreement. Winnefox will pay for any improvements that are for the sole benefit of Winnefox.
2. As the result of consolidation of support staff for Winnefox and OPL, Winnefox agrees to employ a staff which will perform secretarial, clerical, and purchasing duties for both organizations. OPL agrees to reimburse Winnefox for services rendered.
3. Winnefox will provide delivery service to OPL outreach sites. OPL agrees to reimburse Winnefox for these stops based on the previous year's per stop cost.
4. In recognition of the importance of building and maintaining strong relationships with elected officials, Winnefox and OPL will support the Wisconsin Library Association's Legislative Initiative.
5. From time to time, OPL and Winnefox will purchase services and items (i.e., postage, telecommunications, books, supplies, etc.) from each other at billable costs.
6. Specific provisions of this agreement notwithstanding, the actual amount paid by Winnefox to OPL or OPL to Winnefox is to be determined by an annual compensation agreement between Winnefox and OPL to be attached to this agreement as Exhibit A.

7. Negotiations will take place in the context of annual budget development and within the parameters of this agreement. The parties further agree that it is not the intent of either party to jeopardize the financial stability of the other, but rather to work cooperatively to achieve adequate compensation.
8. Payments agreed upon in the annual compensation agreement are to be made promptly upon billing by either party.

Contractual Services Agreement – 2025
Oshkosh Public Library/Winnefox Library System

Dated this _____ day of _____, 2024.

IN PRESENCE OF:

WINNEFOX LIBRARY SYSTEM

By: _____
Katherine Freund, President
Winnefox Library System Board

By: _____
Randy Fieldhack, Secretary/Treasurer
Winnefox Library System Board

OSHKOSH PUBLIC LIBRARY

By: _____
Bill Bracken, President
Oshkosh Public Library Board

By: _____
Darryl Eschete, Secretary
Oshkosh Public Library Board

EXHIBIT A
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM
ANNUAL COMPENSATION AGREEMENT – 2025

In accordance with the Contractual Services Agreement, the following charges result from the calculation for reimbursable services.

2025 PAYMENTS FROM WINNEFOX TO OSHKOSH PUBLIC LIBRARY

Annual Rent	\$ 16,797
Database Support Services	\$ 164,000
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Total:	\$ 180,797

2025 PAYMENTS FROM OSHKOSH PUBLIC LIBRARY TO WINNEFOX

Consolidated Secretarial/Clerical Support Services	\$ 150,369
Delivery Services	\$ 5,292
WLA Legislative Initiative	\$ 708
<hr/>	
Total:	\$ 156,369

Library 0239-1060

Org Code

02391060

Row Labels	FY23 YTD Actual	FY24 YTD Actual	FY24 Budget: Amended	FY24 Projected	FY25 In Progress	% Difference
4102 - GENERAL PROPERTY TAX-CITY	2,792,700	2,876,500	2,876,500	2,876,500	2,876,500	0
4240 - COUNTY AID-OTHER AID	865,058	797,246	959,036	959,036	1,028,560	7.25
4260 - GRANTS AND AIDS	0	0	0	0	0	
4500 - CHARGES FOR SERVICES	0	0	0	0	0	
4603 - LIBRARY COPIER REVENUES	14,521	8,558	13,000	13,000	13,000	0
4616 - USED BOOK REVENUE	9,436	5,715	9,000	9,000	9,000	0
4617 - LIBRARY MEETING ROOM REVENUE	3,844	2,022	2,000	2,000	2,000	0
4619 - LIBRARY MISC REVENUE	989	578	0	0	750	
4792 - MISC SERVICE REVENUES	0	0	0	0	0	
4908 - INTEREST-OTHER INVESTMENTS	41,672	0	0	0	0	
4952 - GIFTS & DONATIONS	2,000	0	0	0	0	
4972 - MISCELLANEOUS REVENUE	0	0	0	0	0	
5399 - ISF FROM OTHER FUNDS	220,000	0	0	0	0	
6102 - REGULAR PAY	2,211,637	1,030,286	2,423,181	2,348,074	2,560,016	9.03
6104 - OVERTIME PAY	39,984	22,122	20,000	33,246	21,684	-34.78
6249 - MISCELLANEOUS PAY	0	0	0	0	0	
6302 - FICA - EMPLOYERS SHARE	167,131	77,876	193,178	179,440	197,500	10.06
6304 - WISCONSIN RETIREMENT FUND	138,432	66,293	161,701	152,405	163,906	7.55
6306 - HEALTH INSURANCE	346,528	186,010	362,852	433,105	553,330	27.76
6307 - HEALTH INSURANCE ADMIN FEE	0	0	0	0	0	
6308 - DENTAL	14,869	7,292	18,661	18,044	21,228	17.65
6310 - LIFE INSURANCE	5,555	2,393	6,100	5,255	5,958	13.39
6312 - INCOME CONTINUATION INSURANCE	0	0	0	0	0	
6321 - UNEMPLOYMENT BENEFITS	0	0	0	0	0	
6401 - PS - ENGINEER/SURVEY/APPRASAL	0	0	0	0	0	
6403 - PS - LEGAL/ATTORNEY FEES	0	301	0	0	0	
6404 - PS - MISC CONSULTING / STUDIES	0	0	0	0	0	
6411 - ADVERTISING/POSTAGE/PRINTING	21,308	7,226	23,500	23,500	25,000	6.38
6412 - CONTRACTUAL AGREEMENT PYMNTS	310,152	235,868	315,400	315,400	333,500	5.74
6415 - SUBSCRIPTION/LICENSING CNTRCTS	10,784	5,945	5,000	5,000	10,000	100
6416 - PREVENTATIVE MNTC CONTRACTS	84,978	51,026	16,600	85,000	45,000	-47.06
6417 - 3RD PARTY CONTRACTED SERVICE	142,792	34,517	50,000	140,000	85,000	-39.29
6421 - EMPLOYEE TRAINING/DEVELOPMENT	3,707	3,166	6,000	6,000	6,500	8.33
6422 - PRESL LICENSE/MEMBERSHIP/BOND	1,776	214	5,000	5,000	5,000	0
6423 - EMPLOYEE ALLOWANCE/REIMBRSMNT	2,617	561	800	800	800	0
6443 - LEASE EXPENSE	5,670	1,658	7,000	7,000	6,600	-5.71
6450 - INSURANCE EXPENSE	28,200	23,469	28,300	28,300	29,800	5.3
6451 - WORKERS COMPENSATION	10,600	9,900	9,900	9,900	10,100	2.02
6452 - TELEPHONE & PERMITS	15	0	0	0	0	
6454 - TELEPHONE / INTERNET SERVC	3,162	31	3,500	3,500	3,500	0
6455 - UTILITY EXPENSE	138,416	49,487	83,000	140,000	145,000	3.57
6465 - BANK FEES	4,608	2,783	0	0	0	
6469 - UNCOLLECTIBLE ACCOUNTS	0	0	0	0	0	
6511 - EAM INV EXP - FUEL 1521	0	0	0	0	0	
6519 - NON-INVENTORY FUEL	0	0	0	0	0	

FY2024 FY2025 % Diff.
 3,169,568 3,523,623 11.17

FY2024 FY2025 % Diff.
 1,097,500 1,137,800 3.67

6520 - OFFICE SUPPLIES												
6521 - INVENTORY SUPPLIES	22,063	10,458	21,100	21,100	22,000	4.27						
6524 - SPECIALTY SUPPLIES	0	0	0	0	0	0						
6529 - NON-INV - SUPPLIES	292,210	91,443	273,000	273,000	350,000	28.21						
6539 - NON INVENTORY REPAIR PARTS	52,182	15,484	34,000	34,000	60,000	76.47						
6541 - EAM INV EXP - MATERIALS 1524	0	0	0	0	0	0						
6550 - MINOR EQUIPMENT	5,637	0	0	0	0	0						
6705 - PRINCIPAL-NOTES	0	0	0	0	0	0						
6721 - INTEREST EXPENSE	0	0	0	0	0	0						
7214 - BUILDINGS & BUILDING IMPRVMTS	0	0	0	0	0	0						
Revenue	3,950,220	3,690,618	3,859,536	3,859,536	3,929,810	1.82						
Expenditures	4,065,011	1,935,811	4,067,773	4,267,068	4,661,423	9.24						



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM & REQUEST FOR BOARD ACTION

DATE: September 26, 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 reimbursement of relocation expenses for the new library director arose. Given the greater-than-expected 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."

Upon discussing the matter again at the regular August Board meeting, the Board voted to table the matter until Director Eschete had finished tabulating the costs related to relocating his household to the Oshkosh area.

The total cost of relocation, including temporary storage, loading, unloading and transport amounted to **\$7115.33**. Documents and receipts will be available for review at the Board meeting.

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"



Elite Movers
 1201 S Hastings Way, Eau
 Claire, WI 54701, USA
 Phone: (715) 201-2229
 Email:
 Scheduling@elitemovers.com

Bill to:
 Darryl Eschete
 (515) 414-9640
 Darryl.h.eschete@gmail.com

Stop 1:
 637 Macomber St, Chippewa Falls, WI
 54729, USA

Stop 2:
 1201 S Hastings Way, Eau Claire, WI 54701,
 USA

Invoice No.	Issue Date	Due Date	Grand Total
5288	07/14/2024	07/14/2024	\$1710.94

DESCRIPTION	QTY	RATE	SUBTOTAL
Total Hours:	9.67	145	\$1402.15
Bubba Post	1.82 hours	60	\$109.39
Liam Donnelly	1.82 hours	60	\$109.39
Blankets			\$240

Subtotal:	\$1860.94
Discount: Coupon	\$150
Grand Total:	\$1710.94
Total Amount Paid:	\$1710.94
Payment Type:	Check
Check Number:	7957759

Darryl Eschete



Darryl E. <darryl.h.eschete@gmail.com>

Elite Movers Invoice - Darryl Eschete

3 messages

Scheduling@elitemovers.com <Scheduling@elitemovers.com>
To: darryl.h.eschete@gmail.com, Billing@elitemovers.com

Wed, Jan 10, 2024 at 1:35 PM

Invoice 791

Customer Information

Customer Name:

Darryl Eschete

Date of Job:

January 10, 2024

Email:

darryl.h.eschete@gmail.com

Billing Address:

[1143 High Ave, Oshkosh, WI 54901, USA](#)

Job Timeline

Time Left Lot:

8:05 AM

Job Completed:

1:31 PM

Arrival Time Back:

4:28 PM

Travel Time Back:

2 hours 57 minutes

Total Job Time:

8.39 hours

Service Charges

8.39 hours @ \$120/hour

= \$1006.9

381.38 miles @ \$2/mile

= \$762.77

Movers on Job

Mathew Tomasello , Dan Kottwitz

Flex Help Charges

@ \$/hour

= \$

@ \$/hour = \$

Additional Charges

:

\$

Discounts

:

\$

Total Amount Due:

\$1769.67

Payment Type:

Check

Card Fee: \$0

Darryl E. <darryl.h.eschete@gmail.com>
To: Darryl Eschete <eschete@oshkoshpubliclibrary.org>

Thu, Jan 25, 2024 at 8:52 PM

[Quoted text hidden]

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Sent from Gmail Mobile

9/16/24, 4:48 PM

Gmail - Elite Movers Invoice - Darryl Eschete

Thu, Aug 29, 2024 at 7:57 PM

Darryl E. <darryl.h.eschete@gmail.com>

To: Darryl Eschete <eschete@oshkoshpubliclibrary.org>

[Quoted text hidden]



Elite Movers
 1201 S Hastings Way, Eau
 Claire, WI 54701, USA
 Phone: (715) 201-2229
 Email:
 Scheduling@elitemovers.com

Bill to:
 Darryl Eschete
 (515) 414-9640
 Darryl.h.eschete@gmail.com

Stop 1:
 1201 S Hastings Way, Eau Claire, WI 54701,
 USA
 Stop 2:
 1433 Plains Ave, Neenah, WI 54956, USA

Invoice No.	Issue Date	Due Date	Grand Total
5692	08/08/2024	08/08/2024	\$3634.72

DESCRIPTION	QTY	RATE	SUBTOTAL
Total Hours:	8.76	180	\$1576.80
Total Miles:	357.88 miles	4	\$1431.52
Day 1			\$866.40

Subtotal: \$3874.72
 Discount: Blanket Deposit \$240
 Grand Total: \$3634.72
 Total Amount Paid: \$3634.72
 Payment Type: Check
 Check Number: 075900



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

DATE: September 26, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Progress Report: Friends of Oshkosh Public Library

As per the desire of the Board expressed at the regular August Board meeting, I report herewith on the re-establishment of the Friends of the Oshkosh Public Library.

Since spring of 2024, Head of Library Development Lisa Voss has been the primary contact with attorney Chad Wade of Renning, Lewis and Lacy (an Oshkosh-based firm). Mr. Wade has undertaken this effort on a *pro bono* basis.

1. On July 22, I signed a letter of engagement with Attorney Wade, making clear the scope of his services and that no costs would be involved for time and expertise, only real costs related to filing, etc.
2. In July, we also signed Articles of Incorporation (attached) with myself as incorporator.
3. The paperwork has been forwarded to Wisconsin Department of Revenue and the IRS, and there is a wait time until we know if all has been accepted.

Presuming all goes to plan, The Friends of the Oshkosh Public Library will be a 501(c)(3) non-profit in the subcategory of 509(a)(3).

In the 509(a)(3) "Supporting Organization" setup, there is more direct involvement of the library board than in some Friends group setups, but this arrangement protects the library's interests with oversight from the organization itself in the form of the OPL Board of Trustees.

This oversight will help ensure that the Friends of the Library organization operates effectively and continues to enhance the services and programs we offer to our community and is less likely to end up at odds with the library's board or administration.

In general terms, the Library Board will have the following responsibilities:

"A Library in Every Life"

- Strategic Guidance-- The Board will provide input on the strategic direction and key initiatives of the Friends of the Library organization to ensure alignment with the library's mission and goals.
- Financial Oversight--Reviewing and approving the financial activities and annual budget of the Friends organization to ensure transparency and proper use of funds.
- Governance--Participating in the appointment and evaluation of the Friends of the Library board members, ensuring they possess the skills and commitment needed for effective governance and cooperation.
- Collaboration and Support--Facilitating communication and collaboration between the library and the Friends organization to maximize mutual support and community engagement.
- Annual Joint Meeting-- Participating in a joint meeting once per year to review progress, discuss strategic plans and membership, and ensure continued alignment between the library and the Friends organization.

Ms. Voss and I will keep the Board informed of any updates we receive from Attorney Wade, the State of Wisconsin and/or the Internal Revenue Service as the paperwork continues through the processes involved.

I would suggest that soon after the issuing of the determination letter (presuming all work done thus far leads there), a special meeting of the Board to discuss recruitment, governance, etc. would be key to ensuring the Friends group gets started on the most effective possible trajectory.

Respectfully Submitted,
Darryl Eschete, Library Director

**ARTICLES OF INCORPORATION
OF
FRIENDS OF THE OSHKOSH PUBLIC LIBRARY, INC.**

These Articles of Incorporation are adopted by the undersigned for the purpose of forming a Wisconsin non-stock corporation under Chapter 181 of the Wisconsin Statutes.

1. Name. The name of the corporation is:

FRIENDS OF THE OSHKOSH PUBLIC LIBRARY, INC.

2. Organization. The corporation is organized under Ch. 181 of the Wisconsin Statutes.
3. Duration. The period of existence of this Corporation is perpetual.
4. Purpose. The corporation is organized exclusively for charitable, educational, scientific, or religious purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. To the extent consistent with the above general purposes, the specific purpose of this corporation shall be to **raise funds to support the Oshkosh Public Library in Oshkosh, Wisconsin.**
5. Powers. The Corporation shall have all powers conferred upon non-stock, nonprofit corporations organized under the Wisconsin Non-Stock Corporation Law, Chapter 181 of the Wisconsin Statutes, and any successor provisions thereto now enacted or hereafter amended but shall exercise such powers only in fulfillment of its above-stated purposes. The Corporation shall not engage in any of the following activities:
- 5.1. The Corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.
- 5.2. No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting, to influence legislation; provided, however, that this provision shall not apply to activities consisting of carrying on propaganda, or otherwise attempting, to influence legislation, to the extent the Corporation has made an election pursuant to and remains in compliance with the restrictions of Section 501(h) of the United States Internal Revenue Code.
- 5.3. No dividends shall be paid and no part of the net earnings of the Corporation shall inure to the benefit of any private individual within the meaning of Section 501(c)(3) of the United States Internal Revenue Code.
6. Initial Registered Office and Agent. The street address of the corporation's initial registered office is 43 W 6th Avenue, Oshkosh, WI 54902 and the name of its initial registered agent at this address is Chad P Wade. The email address for the registered agent is cwade@law-RLL.com.
7. Initial Principal Office. The street address of the Corporation's initial principal office is 106 Washington Avenue, Oshkosh, WI 54115.

8. Members. The Corporation will not have members.
9. Tax Status. It is intended that the Corporation shall have the status of an organization which is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and which is other than a private foundation within the meaning of section 509(a)(3) of the Internal Revenue Code. These Articles of Incorporation shall be construed, and all authority and activities of the corporation shall be limited, accordingly.
10. Dissolution and Liquidation. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the Corporation's liabilities, dispose of all of the Corporation's assets exclusively for the purpose of the Corporation in such manner as the Board of Directors shall determine, or to such organization or organizations organized and operated exclusively for charitable, educational, scientific, or religious purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
11. Incorporator. The name and address of the incorporator is:

Darryl Eschete
106 Washinton Ave
Oshkosh, WI 54901

Executed: July 22, 2024


Darryl Eschete, Incorporator

This instrument was drafted by and the
acknowledgment copy should be
returned to:

Attorney Chad P. Wade
43 W. 6th Avenue
Oshkosh, WI 54902
833-654-1176 (ph.)

**Oshkosh Public Library
Statement of Revenue**

August 2024

67% of the year

REVENUE	BUDGET	AUGUST	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		116,235.28	66.67%	(58,117.94)
Total Grants and Aids	1,133,389.22	0.00	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	1,347.50	7,849.37	87.22%	(1,150.63)
Miscellaneous		51.71	693.44	0.00%	693.44
Meeting Room	2,000.00	290.00	2,637.10	131.86%	637.10
Photocopies	10,000.00	1,698.02	11,357.62	113.58%	1,357.62
Sales Tax Payable		154.81	992.11	0.00%	992.11
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	3,542.04	23,529.64	112.05%	2,529.64
Total Revenue Submitted to City of Oshkosh	1,154,389.22	3,542.04	937,010.72	81.17%	(217,378.50)
TOTAL REVENUE	1,154,389.22	6,447.04	951,700.72	82.44%	(202,688.50)
Oshkosh Transit System					
Monthly Bus Passes	0.00	1,340.00	7,220.00	0.00%	7,220.00
Quarterly Bus Passes	0.00	1,565.00	7,470.00	0.00%	7,470.00
Total Receipts to Oshkosh Transit System	0.00	2,905.00	14,690.00	0.00	14,690.00

City of Oshkosh Levy

2,876,500.00

Oshkosh Public Library
Statement of Expenditures
September 2024
75% of the year

	2024	SEPTEMBER	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,329,354.00	250,061.21	1,692,170.61	72.65	637,183.39
6104 Overtime Pay	20,000.00	3,570.82	27,850.23	139.25	-7,850.23
6302 FICA - Employers Share	184,755.00	18,886.52	127,482.34	69.00	57,272.66
6304 Wisconsin Retirement Fund	154,104.00	15,993.02	108,236.03	70.24	45,867.97
6306 Health Insurance	351,041.00	37,449.77	306,249.94	87.24	44,791.06
6308 Dental Insurance	18,661.00	1,409.84	11,247.18	60.27	7,413.82
6310 Life Insurance	5,847.00	414.12	3,579.73	61.22	2,267.27
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	1,123.73	9,202.45	39.16	14,297.55
6412 Contractual Agreement Payments	315,400.00	13,257.91	275,641.91	87.39	39,758.09
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	5,000.00	541.66	8,150.10	163.00	-3,150.10
6416 Prevent Maintenance Contracts	16,600.00	4,922.93	77,614.27	467.56	-61,014.27
6417 Third Party Contracted Services	50,000.00	16,064.97	58,080.29	116.16	-8,080.29
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00	120.00	3,602.02	60.03	2,397.98
6422 Professional License/Membership Dues/Bonds	5,000.00	1,850.00	3,015.39	60.31	1,984.61
6423 Employee Allowance/Reimbursement	800.00	110.76	1,039.13	129.89	-239.13
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	402.54	2,060.68	29.44	4,939.32
Fixed Costs					
6450 Insurance Expense	28,300.00	260.00	23,729.16	83.85	4,570.84
6451 Workers Comp Insurance	9,900.00		9,900.00	100.00	0.00
6452 Licenses and Permits	0.00	102.25	715.77	0.00	-715.77
6454 Telephone/Internet Expense	3,500.00	95.19	1,318.72	37.68	2,181.28
6455 Utilities Expense	83,000.00	12,453.48	89,121.40	107.38	-6,121.40
Other - Finance Only Accounts					
6465 Bank Fees	0.00	462.30	1,506.30	0.00	-1,506.30
Fuel/Lubricants					
6519 Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
Inventory/Supplies					
6520 Office Supplies	21,100.00	3,789.73	19,198.22	90.99	1,901.78
6524 Specialty Supplies	273,000.00	20,589.07	133,682.10	48.97	139,317.90
6529 Non-Inventory Supplies	34,000.00	2,020.94	29,027.95	85.38	4,972.05
6550 Minor Equipment	0.00		0.00		
Total Other Expenditures	3,945,862.00	405,952.76	3,023,421.92	76.62	922,440.08

Oshkosh Public Library Highlights

September 2024

1. Two new community engagement efforts are helping to forge connections with the library and fulfill the needs of community partners and the people they serve.
 - a. An agreement with Winnebago County's Juvenile Intake Team will allow youth who are referred to the agency to "read down" community service hours they have been assigned. The hope is that engaging youth this way will foster a love of reading that ultimately makes a positive difference in their lives.
 - b. A pilot program with Lourdes Academy is bringing books and other library materials to students. Teachers there are offering "browsing time" during the school day so that students can put OPL materials on hold. Materials will be delivered weekly by library volunteers. Community Engagement Librarian Sandy also spoke to 23 Lourdes teachers in September about library services and resources during an in-service session.

2. Feeding America reported great success as the first agency to use first floor office space at the library to connect with the public and share information about the resources they offer. The Feeding America representative called the time spent at OPL "a very successful day" and reported sharing information with 23 people, as well as helping individuals apply for and renew FoodShare benefits. Feeding America has already scheduled a second session in October.

3. Staff from Youth Services participated in a partnership this summer with the UW Extension's Outdoor Learning Center. More than 50 kids participated in the program, which was held biweekly and focused on connections to nature. In each session Library Assistant Morgan read a story and offered a craft, followed by a trip to the UW Extension gardens for a hands-on activity. An example: Morgan read *The Tiny Seed* by Eric Carle; the kids created a picture of a flower with potato stamps; and the group planted seeds that they could take home and watch grow.

4. Apparently weird is wonderful, judging by the reaction to a recent program under the Dome. Seventy people gathered to hear about the Bizarre History of Wisconsin as told by researcher and author Chad Lewis. Tales of strange deaths, ghosts, peculiar people, psychic phenomena and more, chronicled in newspaper articles from throughout Wisconsin's history, left the audience sometimes amused and always amazed!

5. It was a favorite children's library experience re-imagined when Storytime for Grownups debuted at Planet Perk on Sept. 3. OPL Readers' Advisory Librarian Sarah read a short story while participants colored, worked a puzzle and cuddled with cats. Based on the smiles around the room and the purring of contented kittens, the program was deemed a success by those who attended. Storytime for Grownups is held on the first Tuesday of the month.
6. OPL began offering Genealogy Club on Sept. 3. The series of talks is designed to help jump start family history research in an organized and effective way. Presented by genealogist Sherry Lloyd and Local History & Genealogy Librarian Michael, topics include DNA, Basics of Genealogy, Using Online Databases, Using Local Documents and Building a Family Tree. Programs run through Nov. 19 and session times vary. The complete schedule is at oshkoshpubliclibrary.org.
7. The library is a place that supports creative expression so it's fitting that two local photographers generously shared their talents with the community here in September.
 - a. Oshkosh Quiet, an exhibit by Oshkosh native Michael Esslinger, kicked off during Gallery Walk on Sept. 7 and will be available for viewing in the library's first floor Reading Room through Oct. 18. The black and white photographs depict solitary scenes of Oshkosh at its most serene, peaceful and in some instances even haunting. The work is the inspiration for the library's F Stop photo contest. Open to teens and adults, entries for F Stop: Oshkosh Quiet can be submitted through Oct. 18.
 - b. Well-known local photographer Michael Cooney talked about his latest book, *Exploring with a Pilgrim's Heart: Wisconsin's Shrines, Chapels, and Grottos*, under the Dome on Sept. 11. The book documents 186 sites, including internationally known shrines, ethnic roadside chapels and backyard chapels located throughout Wisconsin.
8. Local History Librarian Michael and his popular video series Librarian Learns were featured on WFRV-TV's morning show, Local 5 Live, on Sept. 3. He talked about being inspired by questions from patrons; using library resources for research; and his current series of genealogy programs— all conveyed with the enthusiastic, quirky vibe that has become the trademark of Librarian Learns!

9. Oshkosh readers did not disappoint when they set out on this year's Banned Book Scavenger Hunt. The quest to find 50 frequently challenged books at 11 different community sites took only one week for enthusiastic hunters to complete. Individuals who found books were encouraged to bring an enclosed bookmark back to the library to redeem a \$5 gift card. There was enthusiastic engagement on the library's Facebook page, where followers reported on their progress, posted photos of books they found and thanked the library for celebrating the freedom to read. OPL thanks all who participated and appreciates the support of the community partners that served as scavenger hunt sites.

MONTHLY REPORT
Oshkosh Public Library
August 2024

CIRCULATION	Aug 2024	Aug 2023	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	14,358	15,031	-4%	113,490	115,366	-2%
Book-Juvenile	14,314	15,458	-7%	118,871	118,778	0%
Book-YA/Teen	1,360	1,664	-18%	10,806	12,433	-13%
CD-Adult	1,080	836	29%	8,095	8,719	-7%
CD-Juvenile	67	57	18%	681	686	-1%
CD-Book-Adult	442	564	-22%	3,769	4,461	-16%
CD-Book-Juvenile	203	220	-8%	1,443	1,683	-14%
CD-Book-YA/Teen	5	32	-84%	87	106	-18%
DVD-Adult	5,484	5,450	1%	46,013	45,860	0%
DVD-Juvenile	1,240	1,407	-12%	9,419	10,074	-7%
Game-Adult	640	728	-12%	5,231	5,518	-5%
Game-Juvenile	276	213	30%	1,937	1,680	15%
Magazine-Adult	402	548	-27%	3,402	4,047	-16%
Magazine-Juvenile	16	5	220%	104	87	20%
Magazine-YA/Teen	1	0	0%	18	1	1700%
Other-Adult	369	306	21%	2,105	1,961	7%
Other-Juvenile	169	121	40%	1,109	1,175	-6%
Other-YA/Teen	3	4	-25%	35	47	-26%
Total Adult	22,775	23,463	-3%	182,105	185,932	-2%
Total Juvenile	16,285	17,481	-7%	133,564	134,163	0%
Total YA/Teen	1,369	1,700	-19%	10,946	12,587	-13%
SUB TOTAL	40,429	42,644	-5%	326,615	332,682	-2%
Digital Book Formats						
OverDrive E-Books	5,166	5,417	-5%	41,993	41,120	2%
Hoopla E-Books	390	544	-28%	3,479	3,864	-10%
E-BOOKS SUB TOTAL	5,556	5,961	-7%	45,472	44,984	1%
Audiobook Formats						
OverDrive Audiobooks	5,262	4,805	10%	44,235	34,733	27%
Hoopla Audiobooks	1,308	1,367	-4%	10,958	9,890	11%
AUDIOBOOKS SUB TOTAL	6,570	6,172	6%	55,193	44,623	24%
Tumblebooks	0	0	0%	13	27	-52%
DIGITAL BOOKS SUB TOTAL	0	0	0%	13	27	-52%
Digital Media						
Hoopla Music	24	61	-61%	268	436	-39%
Hoopla Video	195	209	-7%	1,634	1585	3%
DIGITAL MEDIA SUB TOTAL	219	270	-19%	1,902	2,021	-6%
DIGITAL CONTENT SUB TOTAL	12,345	12,403	0%	102,580	91,655	12%
TOTAL CIRCULATION	52,774	55,047	-4%	429,195	424,337	1%

PHYSICAL MATERIALS	Aug 2024	Aug 2023	% Change	YTD 2024	YTD 2023	% Change
% AV Materials Circulated	23%	22%	5%	24%	25%	-1%
% Print Materials Circulated	77%	78%	-1%	76%	75%	0%
% Adult Materials Circulated	60%	59%	1%	59%	60%	-1%
% Youth Materials Circulated	40%	41%	-2%	41%	40%	1%
Average Circulation Per Hour	192.6	193.8	-1%	191.4	187.9	2%
MISCELLANEOUS	Aug 2024	Aug-23	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	19,996	20,317	-2%	158,600	151,649	5%
Average Daily Traffic	741	752	-2%	711	687	4%
Meetings Held	106	99	7%	831	775	7%
New Card Registrations	253	240	5%	1,922	1,899	1%
Self-check % of Checkout	50%	49%	1%	48%	50%	-5%
Volunteer Hours Worked	63	116	-46%	856	814	5%
Teacher Packs	3	4	-25%	25	29	-14%

MONTHLY REPORT
Oshkosh Public Library
August 2024

ELECTRONIC RESOURCES	Aug 2024	Aug 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	17,683	17,646	0%	141,442	137,999	2%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	31	62	-50%	272	435	-37%
Mango Languages	93	61	52%	607	314	93%
Newsbank	0	0	0%	479	0	#DIV/O!
Reference Solutions	86	83	4%	645	700	-8%
Value Line	105	0	0%	0	0	#DIV/O!
SUB-TOTAL	315	206	53%	2,943	1,449	103%
LOCAL DATABASE SESSIONS						
1957 Address Change	28	42	-33%	240	320	-25%
City Directories	65	91	-29%	549	1,068	-49%
Digital Collections	53	40	33%	484	1,013	-52%
Local History Books	19	12	58%	194	129	50%
Oshkosh Facts, Firsts, and FAQ	1	3	-67%	21	21	0%
Oshkosh Newspaper Index	0	0	0%	0	0	0%
Oshkosh Vital Records Index	163	169	-4%	1,321	1,583	-17%
Riverside Cemetery Index	7	9	-22%	83	83	0%
UWDC - Atlases & Histories	0	1	-100%	1	7	-86%
SUB-TOTAL	336	367	-8%	2,893	4,224	-32%
TOTAL ELECTRONIC RESOURCE SESSIONS	18,334	18,219	1%	147,278	143,672	3%

PUBLIC COMPUTER USE	Aug 2024	Aug 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	6507	6615	-2%	53,151	49,459	7%
Public Computer Use						
Adult	1,590	1,803	-12%	12,856	12,589	2%
Youth	241	244	-1%	1,367	1,718	-20%
TOTAL USE	1,831	2,047	-11%	14,223	14,307	-1%

QUESTIONS ANSWERED	Aug 2024	Aug 2023	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	933	1,127	-17%	5,908	8,948	-34%
Youth Department						
Reference	118	170	-31%	1,619	2,023	-20%
TOTAL QUESTIONS ANSWERED	1,051	1,297	-19%	7,527	10,971	-31%

PROGRAMS	Aug 2024	Aug 2023	% Change	YTD 2024	YTD 2023	% Change
Programs Given						
Adult	10	15	-33%	91	124	-27%
Teen	6	6	0%	35	36	-3%
Youth	9	23	-61%	242	241	0%
Roving Reader	19	4	375%	129	55	135%
All Ages	4	0	0%	13	0	0%
TOTAL	44	48	-8%	497	456	9%
Program Attendance						
Adult	295	115	157%	1,128	1,756	-36%
Teen	55	88	-38%	348	846	-59%
Youth	498	868	-43%	7,230	10,047	-28%
All Ages	0	0	0%	59	0	0%
TOTAL	848	1071	-21%	8,765	12,649	-31%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: September 20, 2024
SUBJECT: August 2024 Donations

Stanley Samuel – in appreciation from help he received from the reference dept	\$ 50.00
Karen & Nicholas Recupero - in memory of Marlyn Supiano	\$ 50.00
Charlotte Villwock – in memory of Mary Margaret Wegener	\$ 100.00
Bruce Decker Trust	\$ 475,000.00
Donations given at register	\$ 6.30
<hr/> Total Donations	\$ 475,206.30

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: September 20, 2024
SUBJECT: August 2024 Personnel Changes

Sarah Gwin Pearce – New Librarian in Youth Services hired on 8/19/24.

Emily Boettcher – Page in Circulation resigned on 8/7/24 after 3 months of service.

Grace Gehrke – Page in Circulation resigned on 8/26/24 after 6 months of service.

Alyssa Rates – Page in Circulation resigned on 8/29/24 after 3 months of service.

MINUTES OF THE LIBRARY BOARD FINANCE COMMITTEE
Oshkosh Public Library
September 17, 2024

Call to Order: The Finance Committee Meeting of the Oshkosh Public Library Board of Trustees was held on September 17, 2024, in the third floor Training room at the Oshkosh Public Library. The meeting was called to order at 4:05 PM by Bill Bracken.

Present: Baron Perlman, David Rucker, Tony Kneepkens and Bill Bracken.

Absent: None

Also Present: Darryl Eschete, Director of the Oshkosh Public Library; Lisa Voss, Head of Library Development; Marcy Cannon, Winnefox Business Manager and Tracie Schlaak, Winnefox Administrative Specialist.

Public Comments: None

New Business

- Nominations from the floor and vote for Committee Chairperson.
Motion to elect Tony Kneepkens as Chairperson
Motion: Perlman; **Second:** Rucker; **Vote:** Unanimous
- Review and Approval of Minutes of Finance Committee Meeting of January 16, 2024
Motion to approve the minutes of Finance Committee Meeting of January 16, 2024
Motion: Perlman; **Second:** Bracken; **Vote:** Unanimous
- Financial Report of gifts received and endowments and trusts held by the Oshkosh Public Library
There was no discussion.
- FY 2025: Report on preparations of the FY 2025 Oshkosh Public Library budget
Discussion:
Director Eschete submitted a preliminary budget to the city. It was suggested to Director Eschete by the city to wait to present the budget to the board until there are more realistic and accurate numbers. It was suggested by the city to wait until October to present the budget. There will be no agreements with the city without board approval.
- Review of Debit Card Usage Procedure
This procedure is working well.
- Bruce L. Decker Bequest – discuss the appropriate use of bequest from the estate of Bruce L. Decker.
Motion to put the bequest in the Facilities Management Fund at the Oshkosh Area Community Foundation as an unrestricted fund named for Mr. Decker.
Motion: Perlman; **Second:** Bracken; **Vote:** Unanimous
- Julia L Stanhilber Library/Parks Trust: Update on ongoing discussion with City of Oshkosh reading the Stanhilber Trust.
Discussion: This fund was set up so the Parks Department and the Library shared income from this fund. Future discussions may focus on determining the Library's share of the fund.

Adjournment

Motion to adjourn at 5:10 PM

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

Next Meeting: Tuesday, November 12, 2024 at 4:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tracie Schlaak".

Tracie Schlaak

APPROVED

Library Director's Report

August-September 2024

Since the regular Board meeting of August 29, library staff and I have been at work on the following:

- **Re-branding**—The day after this meeting (Friday, September 27) will be the half-day in-service for staff to learn about and discuss the new brand and its importance. Several brand ambassadors on staff will be presenting on various aspects of branding, such as how the library supports learning across users' lifespans, how libraries foster community connections and why employee understanding of and belief/pride in the brand is important to an organization's success.
- **ARPA Projects**—Staff did a walk-through with digital signage installers and preliminary work (moving and/or installing power and POE ports) is being quoted as of this writing. The furniture rehabilitation/new public furniture project continues. All ARPA-funded projects are still on track to meet the year-end deadline.
- **City Manager Recruitment**—On September 9, I was part of a group of City employees who were interviewed by Lee Szymborski, a recruitment specialist hired by the City to head the search for a new City Manager, as City Manager Rohloff will be retiring in January 2025.
- **Procurement**—On Monday, September 16, I met with Jon Urben and Holly Magrady of City procurement service to discuss ways to ensure that purchasing and procurement done by the library meet City financial requirements.
- **Website Training**—In September, I and many other library employees underwent training with LibraryMarket to learn to add content to the site as well as manage the website's calendar function. With each exposure to the new website and its workings, I become more confident that its reveal will be met with general enthusiasm by users internal and external.
- **Recruitment/New Employees**—The full-time custodian position discussed/approved at the August meeting has been in the active recruitment phase since 9/13. We have been working in cooperation with Oshkosh HR (especially Generalist Danielle Hoeper) and as of this writing I have received applications from four candidates. We are also currently recruiting for a Library Assistant 2 position in Adult Services with interviews scheduled earlier in the week of this meeting.
- **Roof Replacement/Repair**—Since the last Board meeting, working on the advice of City engineers and consultants, I opted to allow the intermittent leak in the attic in the historical part of the building to be summarily repaired and charged to the library's preventative maintenance budget. With that work, the roof is now said to be completely winter ready and sealed. All related guarantees and warranties, etc. have been received and filed.
- **Leadership Oshkosh**—I will briefly report on my experience during the Leadership Oshkosh retreat and possibly introduce fellow Leadership Oshkosh classmates who have expressed interest in being adjunct Board members of the Oshkosh Library Board.

Respectfully Submitted,

Darryl Eschete



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: September 26, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: 2025 Library Operating Budget Proposal

The first iteration of a 2025 proposed budget for the library was submitted to the City of Oshkosh on August 16 and I would like to share that information and offer an update on the budgeting process.

The budget submitted to the City included what would appear “on paper” to be a 14.59% increase in the *levy*—an 11.17% increase in the budget related to personnel and benefits costs and a 3.67% in operating budget. I say “on paper,” because past practice appears to have been to budget with best estimates provided to the library relatively early in the budgeting process (July/August) and so underbudgeting relative to actual end of year expenditures seems to have been ongoing. This was most pronounced in areas such as utility expenses (budgeted at \$83,000 for 2024, but on track for an actual expenditure of \$145,000) and non-materials-related building supplies. **The increase I have entered thus far relative to projected 2024 actual spending is 9.24%.**

As of this writing, many budgetary factors are still in flux. For instance, increases in health and dental benefit costs for the coming fiscal year are, as per information shared with me in a department head meeting on September 18, expected to be significantly lower than originally presumed when department heads were entering projected budget numbers in the City’s chosen budgeting software (ClearGov) in August.

The Board should note that not all of the increases in the budget are related to past budget scheduling. Of note:

- I have asked for the materials budget to be increased from \$273,000 to \$350,000 (28.21%), meant to recapture decreases made to that budget after 2016 with adjustment for inflation and increased public demand for electronic/streaming services and to approach parity with comparable libraries in comparable communities—Eau Claire and Janesville as examples;
- I have asked for an increase of \$5000 (100%) for subscription and licensing, related to upgrades to the library’s website, which will be hosted by secure third party servers;
- An increase in non-inventory supplies of 76% related to the creation of a Library Custodian position. Again, in reference to actual spending in previous fiscal years, this is an increase of about 15%, in keeping with the uptick in demand related to custodial work and the pressures of inflation on these sorts of supplies.
- An increase of \$18,100 (5.74%) in contractual agreement payments related to a member-vote approved increase in WALs fees.

“A Library in Every Life”

The budget in process as of this writing:

Revenue:

Total Non-Levy Revenue:	\$ 1,053,310
Total Levy Request Projected:	\$ 3,608,113
Total Revenue	\$ 4,661,423

Non-Levy Revenue: Winnebago County revenue in 2025 is projected to increase by \$71,429 (+9.68%) above the 2024 level. Total non-levy revenue will increase less than 1.82% for 2024.

Levy Revenue: The levy request I project as necessary for 2025 is an increase of \$593,650 (22.6%) over 2024's submitted/approved budget and \$394,355 (9.24%) over projected actual spending for FY2024.

Expenditures:

Total Proposed Expenditures: \$ 3,969,900

Personnel: Total budgeted wages and fringe benefits expenditures are proposed to increase by \$69,706 (11.17%) compared with the amount budgeted for 2024 and 10.17% compared to projected actuals. This can be attributed in part to projections of possible expenditures related to incomplete recruitments. The City is projecting a 4.25% cost of living adjustment to wages for 2025.

Non-Personnel: Total budgeted non-personnel operating costs are proposed to increase by \$40,300 (3.67%). Of note is a \$77,000 increase in the Library Materials budget offset by steep reductions in budgeted preventative maintenance contracts and third party service contracts relative to *actual* projected spending in FY2024 (though at the same time these line items were underbudgeted in the amended/approved budget for FY2024 and thus numbers based on actual spending projections may appear to be an increase.)

Total Personnel Expenditures	\$ 3,523,623
Total Non-Personnel Expenditures:	\$ 1,137,800
Total Expenditures	\$ 4,661,623

In summary, it has been my intention to calculate and submit a budget based on the library's actual needs expressed in real dollars with openness to discussion and negotiation as the City's projections adjust through the budget process. I cannot say at this point that the final budget will resemble what I have submitted to the Board here, but this document reflects my best understanding of the amounts needed to fund a facility of this size open to the public as many hours per week as it is and offering the services it does.

Respectfully submitted,
Darryl Eschete