

Oshkosh Public Library Board of Trustees

Agenda – Thursday, October 31, 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>		257-262
1. Minutes of the regular Board meeting of September 26, 2024	YES	
2. Vouchers Payable – \$361,678.67	YES	
3. Approve holiday and event closings for 2025	YES	
4. Approve Board calendar for 2025	YES	
<u>Items Removed from Consent Agenda</u>		
<u>New Business</u>		
5. <u>LaFontaine “Transfer on Death” and consideration of funeral expense request:</u> In September, the library received a transfer on death (TOD) designation from the estate of Cheryl LaFontaine, a former library volunteer. The library's portion of the TOD is \$12,479.79, with a request from the executor for a voluntary contribution of \$1373.00 toward Ms. LaFontaine's funeral expenses. Action requested: <i>Approve contribution of \$1373.00 from transfer on death to cover funeral costs of benefactor Cheryl LaFontaine.</i>	AT DISCRETION OF BOARD	263
6. <u>Request for use of endowment funds:</u> A request for the use of \$3415.00 of the Facility Improvement fund for the rehabilitation of a vandalized painting and study room air purifiers and \$500 from the Library Development fund for winter reading program materials. Action requested: <i>Approve use of Facility Improvement funds for rehabilitation of damaged painting and for air purifiers in study rooms. Approve use of Library Development funds for winter reading program materials.</i>	YES	264-266
7. <u>Report on Re-Branding and Website Launch:</u> Report on the public reveal of the new Oshkosh Public Library brand identity, the elements thereof and the release of the new library's website.	NO	
<u>Informational Items</u>	NO	267-274
8. Revenues		
9. Expenditures		
10. Library Highlights		
11. Monthly Statistics		
12. Donations		
13. Personnel Changes		
<u>Library Director's Report</u>		
14. Report on operations of the Oshkosh Public Library	NO	275
<u>Trustee Reports and Comments</u>	NO	
<u>Adjournment</u>		
<u>Next Meeting Scheduled:</u> Thursday, November 21, 2024 at 4 p.m.		

MINUTES OF THE LIBRARY BOARD

Oshkosh Public Library

September 26, 2024

The September 26, 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, Susan Fojtik, Tony Kneepkens, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, David Rucker and Amber Shemanski

Absent: Kim Brown and Baron Perlman

Also Present: Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Ruth Percy, Head of Circulation; Karl Buelow, Deputy Mayor the city of Oshkosh; Marie Boleman, Head of Youth Services; Margie Dorn, Collection Development and Acquisitions Librarian, Mark Rohloff, City of Oshkosh Manager; Molly Templin, Community Relations Manager at the Grand; Jason Schmidt, Director of Technology for the Oshkosh Area School District; Laura McDonald, Marketing/PR Coordinator; 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 Regular Board Meeting of August 29, 2024
- Vouchers Payable - \$405,952.76
- OPL/Winnefox 2025 Resource Library Agreement
- OPL/Winnefox 2025 Contractual Services Agreement

Motion to approve the consent agenda as presented.

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

New Business

- Introduction of new adjunct Library Board Members through the Leadership Oshkosh Program: Jason Schmidt, Director of Technology at Oshkosh Area School District and Molly Templin, Community Relations Manager at The Grand.
- Report on 2025 Library Operating Budget Proposal
Library Director Eschete gave an update on where the library budget stands.
- 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 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.

Motion to approve relocation reimbursement for library director at the "actual cost" tier outlined in the offer letter of November 16, 2023.

Motion: Lautenschlager; **Second:** Melms-Simon; **Roll Call Vote:** Motion passed 7-1. **Aye:** Fojtik, Kneepkens, Lautenschlager, Melms-Simon, Mugerauer, Rucker, Shemanski. **Nay:** Bracken.

- Report on Re-Establishment of Friends Group
Library Director Eschete gave an update on the progress of re-establishing the Friends Group.

Adjournment

Motion to adjourn at 5:10 PM

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

Respectfully,



Darryl Eschete, Secretary
Tracie Schlaak – Recorder

**Oshkosh Public Library
Vouchers Payable
October 2024
83% of the year**

Name	Memo	Paid Amount	
Revolving Expenses			
Life Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Life Insurance	\$428.45	
Total - Life Insurance			\$428.45
Dental Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Dental Insurance	\$1,470.22	
Total - Dental Insurance			\$1,470.22
Health Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Health Insurance	\$38,748.06	
Total - Health Insurance			\$38,748.06
Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Employer's share of WI Retirement	\$11,235.77	
Total - Wisconsin Retirement Fund			\$11,235.77
FICA - Employers Share			
City of Oshkosh - Revolving Charges	FICA - Employer's share	\$12,965.91	
Total - FICA - Employers Share			\$12,965.91
Overtime			
City of Oshkosh - Revolving Charges	Overtime pay	\$3,033.39	
Total - Overtime			\$3,033.39
Regular Pay			
City of Oshkosh - Revolving Charges	Regular pay	\$173,399.50	
Total - Regular Pay			\$173,399.50
Total Revolving Expenses			\$241,281.30
Contracted Services			
Contractual Agreement Payments			
WLS Contract Labor Services			
Winnefox Library System	Contractual services	\$13,257.91	
Total - Contractual Agreement Payments			\$13,257.91
Subscription/Licensing Contract			
Sen Source	Annual Data hosting - VeacCloud platform - Traffic	\$227.00	
Total - Subscription/Licensing Contract			\$227.00
Preventative Maintenance Contracts			
Gordon Flesch Co, Inc	Copier maintenance	\$385.89	
Gordon Flesch Co, Inc	Copier Maintenance	\$1.74	
Gordon Flesch Co, Inc	Copier Maintenance	\$49.14	
Gordon Flesch Co, Inc	Copier maintenance	\$61.26	
Jack's Maintenance Service	Window Cleaning	\$1,500.00	
Jack's Maintenance Service	1/2 month of cleaning services	\$2,371.00	
Spring-Green Lawn Care	Lawn service	\$87.05	
Total - Preventative Maintenance Contracts			\$4,456.08
3rd Party Contracted Services			
Beez Electric, Inc	Ceiling tiles	\$1,360.78	
Beez Electric, Inc	Replaced relay for Water Building lights	\$205.40	
FCE	Digitizing	\$100.00	
Gartman Mechanical Services	Plumbing services	\$292.00	
GFL Environmental	Waste disposal	\$763.80	
Motion Works Media	Brand Hype Video & Photography	\$4,425.00	
Packer City Soft Water	Labor	\$210.00	
Unique Management Services, Inc	Collection services	\$618.00	
Winnefox Library System	Collection service	\$957.26	
Winnefox Library System	Collection service	\$21.06	
Total - 3rd Party Contracted Services			\$8,953.30
Advertising/Postage/Print			
DPI	Print banner	\$47.00	
Winnefox Library System	Postage	\$413.67	
Winnefox Library System	Printing services-Winnefox credit	-\$84.04	
Total - Advertising/Postage/Print			\$376.63
Total Contracted Services			\$27,270.92
Employee Development & Allowance			
Employee Training/Development			
MasterCard - MB	Conference registration Kallie	\$410.00	
MasterCard - MD	Staff professional development book	\$42.00	
MasterCard - RP	All staff training	\$104.99	
Winnefox Library System	Conference	\$171.23	
Winnefox Library System	Conference	\$3.77	

Oshkosh Public Library
Vouchers Payable
October 2024
83% of the year

Name	Memo	Paid Amount	
Wisconsin Library Association	Membership - Read	\$630.00	
Total - Employee Training/Development			\$1,361.99
Professional License/Membership			
MasterCard - RP	Notary fee	\$20.00	
Rotary Club of Oshkosh	Rotary membership-Eschete	\$288.00	
Total - Professional License/Membership			\$308.00
Employee Allowance/Reimbursemen			
Bongers, Joe	Kiwanis meals	\$138.18	
Eschete, Darryl	Travel reimbursement	\$7,115.33	
Total - Employee Allowance/Reimbursement			\$7,253.51
Total Employee Development & Allowance			\$8,923.50
Fixed Costs			
City of Oshkosh - Revolving Charges	Insurance expense	\$279.99	
City of Oshkosh - Revolving Charges	Utilities expense	\$11,996.35	
Constellation	Gas services	\$1,163.13	
MasterCard - RP	Pay phone	\$25.00	
Winnefox Library System	Cell phone	\$33.50	
Winnefox Library System	Cell phone	\$0.74	
Total Fixed Costs			\$13,498.71
Supplies			
Inventory Supplies			
Office Supplies			
Staples	Office supplies	\$270.59	
Staples	Office supplies	\$317.43	
Staples	Office Supplies	\$159.41	
Winnefox Library System	Office supplies	\$744.00	
Winnefox Library System	Office supplies	\$16.37	
Total - Office Supplies			\$1,507.80
Specialty Supplies			
Library materials			
Baker & Taylor	Library materials	\$9,210.59	
Black Stone Publishing	Library Materials	\$7.95	
BottomLine Personal	Library materials	\$39.00	
Cengage Learning	Library materials	\$371.07	
Daedalus Productions	Library materials	\$300.00	
Guns Magazine	Library materials	\$31.95	
Ingram	Library materials	\$673.96	
MasterCard - MD	Library materials	\$1,182.34	
MasterCard - MD	Library materials	\$2,137.48	
MasterCard - MD	Library materials	\$831.40	
Midwest Tape	Library materials	\$871.05	
midwest Tape - Hoopla	Library materials-Hoopla	\$4,933.24	
Rowan & Littlefield Publishing Group	Library materials	\$94.99	
Winnefox Library System	Library materials-Overdrive	\$43,000.00	
Total - Specialty Supplies			\$63,685.02
Non-Inventory Supplies			
Facility Supplies			
Cleaning Supplies			
Beez Electric, Inc	Ceiling tiles	\$91.39	
Beez Electric, Inc	Material sales	\$14.85	
Gartman Mechanical Services	Supplies	\$14.88	
Jack's Maintenance Service	Cleaning supplies	\$133.61	
Jack's Maintenance Service	Cleaning supplies	\$165.91	
Kitz & Pfeil	Maintenance supplies	\$54.40	
Kitz & Pfeil Power Center & Service	Maintenance supplies	\$25.96	
NeherElectricSupply, Inc	Light Bulbs	\$306.00	
Packer City Soft Water	Materials	\$81.50	
Pingry-Caswell	Hand soap	\$70.00	
Total - Facility Supplies			\$958.50
Program Support			
4imprint	Library merch	\$1,580.83	
FCE	Sample merch	\$140.00	
MasterCard - MB	Children and tween craft supplies	\$12.99	
MasterCard - MB	Book club-childrens	\$129.87	
MasterCard - MB	Book club-teens	\$64.94	

**Oshkosh Public Library
Vouchers Payable
October 2024
83% of the year**

Name	Memo	Paid Amount	
MasterCard - MB	Prizes for Creature Carnival	\$27.50	
MasterCard - MB	Children and tween prizes	\$66.73	
MasterCard - MB	Youth Services prizes	\$40.00	
MasterCard - MD	Adult programs	\$33.37	
MasterCard - ST	Decorations for inservice	\$163.47	
MasterCard - ST	Misc items for inservice	\$135.45	
MasterCard - ST	Plastic glasses for inservice	\$13.75	
Winnefox Library System	Reimbursables	\$42.10	
Winnefox Library System	Reimbursables	\$1,913.65	
Total - Program Support			\$4,364.65
Total Supplies			\$70,515.97
Rental Expense			
Lease Expense			
Great America	Copier Lease	\$188.27	
Total - Lease Expense			\$188.27
Total Rental Expense			\$188.27
			\$188.27
	Total Vouchers Payable		<u>\$361,678.67</u>



MEMORANDUM

TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete
DATE: October 31, 2024
RE: 2025 SCHEDULE OF LIBRARY FACILITY CLOSINGS

The proposed 2025 closings are based upon a combination of factors including holidays established in the Library Employee Handbook, days of anticipated low usage, and other special circumstances.

Tuesday, December 31, 2024	New Year's Eve: Library closes at 5 p.m.
Wednesday, January 1, 2025	New Year's Day
Friday, February 28, 2025	Closed to public for in-service Staff Development Day.
Sunday, April 20, 2025	Easter Sunday
Saturday, May 24, 2025	Summer Schedule Begins – closing time of 1 p.m.
Sunday, May 25, 2025	Sunday closure consistent with Summer Schedule
Monday, May 26, 2025	Memorial Day
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Tuesday, September 2, 2025	Fall-Winter-Spring Schedule Begins
Thursday, November 27, 2025	Thanksgiving Day
Wednesday, December 24, 2025	Day before Christmas
Thursday, December 25, 2025	Christmas Day
Wednesday, December 31, 2025	New Year's Eve—Library closes 5pm





MEMORANDUM

TO: Oshkosh Public Library Board
 FROM: Darryl Eschete
 DATE: October 31, 2024
 SUBJECT: 2025 Calendar of Board Meetings

The Oshkosh Public Library Board meetings fall on the last Thursday of the month (which is not always the fourth Thursday) in accordance with the By-Laws. This will accommodate Trustee scheduling conflicts and the timeliness with which we receive financial information. Meetings begin at 4:00 p.m.

Exceptions have been made where noted to avoid scheduling conflicts with holidays or community-wide events and to enable timely submission of required annual reports to the State of Wisconsin.

<i>Oshkosh Public Library</i>
Thursday, January 30, 2025
Thursday, February 27, 2025
Thursday, March 27, 2025
Thursday, April 24, 2025
Thursday, May 29, 2025
Thursday, June 26, 2025
Thursday, July 31, 2025
Thursday, August 28, 2025
Thursday, September 25, 2025
Thursday, October 30, 2025
*Thursday, November 20, 2025
* Thursday, December 18, 2025
Thursday, January 29, 2026

* Denotes meeting moved to avoid conflict with holiday or community-wide event.





MEMORANDUM

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete

DATE: October 31, 2024

RE: Cheryl LaFontaine Bequest & Funeral Expenses

At the end of September, the library received a packet of “transfer on death” paperwork in the wake of the death of Cheryl LaFontaine, an Oshkosh resident and library volunteer who died on August 26th of this year. As per Investopedia: *“A ‘transfer on death’ (TOD) designation allows an account holder to pass assets from brokerage accounts, stocks, and bonds at their death, bypassing probate. The account holder or security owner specifies the percentage of assets each person receives.”*

Ms. LaFontaine left instructions that upon her passing, her investments should be cashed out and the proceeds distributed evenly between the Oshkosh Public Library, St. Jude’s Catholic Church and the area Humane Society. The library’s share of this “transfer on death” amounts to \$12,479.79. However, all of Ms. LaFontaine’s remaining capital was invested in financial instruments and, as such, she left funeral expenses that have yet to be paid.

In the packet of information forwarded to the library by her investments dealer and *de facto* executor there was included an itemized invoice for Ms. LaFontaine’s funeral expenses and a request for the beneficiaries of these payouts to contribute back 1/3 of their bequests to cover the costs. It should be noted that this is not a condition of receiving the payout; the library will receive its 1/3 share regardless. The library’s share of funeral expense, should this body choose to contribute, is \$1,373.00. According to my information, the other beneficiaries have agreed to contribute to this effort.

A motion and vote is needed to decide how the Oshkosh Public Library should respond to this request.





MEMORANDUM

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete

DATE: October 31, 2024

RE: Use of Endowment Funds for Painting Repair, Air Purifiers, Winter Reading Materials and Staff Recognition

1. In October of last year, the painting of Alberta Kimball that has been hanging in the Waters Building portion of the library was vandalized and had to be removed from view. Head of Adult Services Joe Bongers, working on information shared with the library by the staff of the Paine Art Center, contacted the Midwest Art Conservation Center in Minneapolis this past summer. The Paine was kind enough to help us transport the painting to the Center, where it has been assessed.

The cost of rehabilitating the painting is outlined in the quote enclosed in this packet at \$3115.00.

I ask the Board to approve the use of \$3115.00 from the Facility Improvement fund for this painting rehabilitation.

2. As per Adult Services staff, the second floor study rooms are stuffy and can start to become stale-smelling. In order to keep appointments in order, the doors must be kept closed and so air circulation is necessarily limited. I am seeking to use up to \$350.00 of the Facility Improvement fund to order three (3) desktop air purifiers of a sort that has been successfully used in this sort of application in other public libraries.
3. To support the literacy and engagement goals of the 2024-25 winter reading challenge, the library would like to do a book giveaway during a program or outreach activity in December. We currently have an adequate stock of board books (for babies and toddlers) but need to purchase books for older children. The cost to meet this need is estimated at \$500. Books will be selected by a children's librarian.





I ask that the Board approve the use of \$500 from the Library Development fund to support this activity.

4. On October 24, a new Oshkosh Public Library website went live after over 11 years without such a redesign or reworking. The website is the result of many complex discussions, long hours of data entry work, the solving of long-deferred procedural bottlenecks and stands as a general example of exemplary teamwork. The website design was the work of Oshkosh Public Library and Winnefox Library System staff working together to solve problems and meet a deadline that would be ambitious whether in the public or private sector. I would ask this body to consider allowing for the use of up to \$400 from the Facility Improvement fund for this recognition.



Oshkosh Public Library
Approved 2024 Endowment Fund Expenditures - Round Six

Funds for Library Excellence	Average Asset Value	Restriction	Maximum Expenditure 5%	Round 1 Proposed Allocation	Round 2 Proposed	Round 3 Proposed	Round 4 Proposed	Round 5 Proposed	Round 6 Proposed	All Rounds Proposed Total	Available For Projects
Wonderebooks/Voxbooks											
Over Drive 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											
Rehabilitation of painting				50,000							
Facility Improvement	\$ 1,424,450	3 YR Q3 BAL 2021-2023	\$ 71,222	\$ 50,000					\$ 3,115.00	\$ 3,115.00	\$ 18,107
John V Nichols Professional Library Education Scholarship											
Sponsor Literacy Council Spelling Bee Team (up to 8 people)				2,400							
Staff Development Day				360							
Wisconsin City Library Collaborative				3,000							
Promotional items for brand launch				1,800							
Library Development	\$ 1,006,021	3 YR Q3 BAL 2021-2023	\$ 50,301	\$ 7,560				\$ 2,000.00		\$ 9,560	\$ 40,741
Freedom to Read Program Support - September 2024											
Reading Challenge Prizes - Adults (Books)				2,000							
Reading Challenge Prizes - Elementary (Books)				2,500							
Reading Challenge Prizes - Tweens (Books)				3,800							
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							
Lakely Writer's Conference - 2024				8,000							
Pop-up tent for outreach					175						
Children's books for writer program/outreach giveaway										500.00	
Programming	\$ 873,976	3 YR Q3 BAL 2021-2023	\$ 43,699	\$ 31,300	\$ 175				\$ 500.00	\$ 31,975	\$ 11,724
Young Authors Program				1,000							
Malnar Fund	\$ 26,811	3 YR Q3 BAL 2021-2022	\$ 1,341	\$ 1,000						\$ 1,000	\$ 341
Website redesign											
Nichols Digital Development	\$ 69,141	3 YR Q3 BAL 2021-2022	\$ 3,457							\$ 15,000	\$ (11,543)
Restricted Collection Funds											
Archer	\$ 2,390	Changing South	\$ 120	\$ 100							
Grünenwald	\$ 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							
Keish	\$ 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	\$ 2,771	Audiobooks	\$ 136	\$ 130							
Schuster, J&H	\$ 229,979	Large Print, Audiobooks	\$ 11,499	\$ 11,480							
Stelger, W	\$ 13,283	Children's	\$ 664	\$ 660							
Zelmer, 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

**Oshkosh Public Library
Statement of Revenue
September 2024
75 % of the year**

<u>REVENUE</u>	BUDGET	SEPTEMBER	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	145,294.10	83.33%	(29,059.12)
Total Grants and Aids	1,133,389.22	29,058.82	942,539.90	83.16%	(190,849.32)
Other Inflow					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	1,265.38	9,114.75	101.28%	114.75
Miscellaneous		13.44	706.88	0.00%	706.88
Meeting Room	2,000.00	281.67	2,918.77	145.94%	918.77
Photocopies	10,000.00	1,561.72	12,919.34	129.19%	2,919.34
Sales Tax Payable		142.62	1,134.73	0.00%	1,134.73
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	3,264.83	26,794.47	127.59%	5,794.47
Total Revenue Submitted to City of Oshkosh	1,154,389.22	32,323.65	969,334.37	83.97%	(185,054.85)
TOTAL REVENUE	1,154,389.22	35,793.65	987,494.37	85.54%	(166,894.85)
Oshkosh Transit System					
Monthly Bus Passes	0.00	1,685.00	8,905.00	0.00%	8,905.00
Quarterly Bus Passes	0.00	1,785.00	9,255.00	0.00%	9,255.00
Total Receipts to Oshkosh Transit System	0.00	3,470.00	18,160.00	0.00	18,160.00

City of Oshkosh Levy

2,876,500.00

**Oshkosh Public Library
Statement of Expenditures
October 2024
83% of the year**

	2024 BUDGET	OCTOBER EXPENSES	NET EXPENSES TO DATE	% OF ANNUAL BUDGET	UNEXPENDED BALANCE
Revolving Expenses					
6102 Regular Pay	2,329,354.00	173,399.50	1,865,570.11	80.09	463,783.89
6104 Overtime Pay	20,000.00	3,033.39	30,883.62	154.42	-10,883.62
6302 FICA - Employers Share	184,755.00	12,965.91	140,448.25	76.02	44,306.75
6304 Wisconsin Retirement Fund	154,104.00	11,235.77	119,471.80	77.53	34,632.20
6306 Health Insurance	351,041.00	38,748.06	344,998.00	98.28	6,043.00
6308 Dental Insurance	18,661.00	1,470.22	12,717.40	68.15	5,943.60
6310 Life Insurance	5,847.00	428.45	4,008.18	68.55	1,838.82
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	376.63	9,579.08	40.76	13,920.92
6412 Contractual Agreement Payments	315,400.00	13,257.91	288,899.82	91.60	26,500.18
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	5,000.00	227.00	8,377.10	167.54	-3,377.10
6416 Prevent Maintenance Contracts	16,600.00	4,456.08	82,070.35	494.40	-65,470.35
6417 Third Party Contracted Services	50,000.00	8,953.30	67,033.59	134.07	-17,033.59
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00	1,361.99	4,964.01	82.73	1,035.99
6422 Professional License/Membership Dues/Bonds	5,000.00	308.00	3,323.39	66.47	1,676.61
6423 Employee Allowance/Reimbursement	800.00	7,253.51	8,292.64	1,036.58	-7,492.64
Inter-Department Services Charges					
6431 Administrative/Engineering Fees	0.00		0.00	0.00	0.00
6433 Interfund Chargebacks	0.00		0.00	0.00	0.00
Rental Expenses					
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	7,000.00	188.27	2,248.95	32.13	4,751.05
Fixed Costs					
6450 Insurance Expense	28,300.00	279.99	24,009.15	84.84	4,290.85
6451 Workers Comp Insurance	9,900.00		9,900.00	100.00	0.00
6452 Licenses and Permits	0.00		715.77	0.00	-715.77
6454 Telephone/Internet Expense	3,500.00	59.24	1,377.96	39.37	2,122.04
6455 Utilities Expense	83,000.00	13,159.48	102,280.88	123.23	-19,280.88
Other - Finance Only Accounts					
6465 Bank Fees	0.00		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	1,507.80	20,706.02	98.13	393.98
6524 Specialty Supplies	273,000.00	63,685.02	197,367.12	72.30	75,632.88
6529 Non-Inventory Supplies	34,000.00	5,323.15	34,351.10	101.03	-351.10
6550 Minor Equipment	0.00		0.00		
Total Other Expenditures	3,945,862.00	361,678.67	3,385,100.59	85.79	560,761.41

Oshkosh Public Library Highlights

October 2024

1. OPL unveiled a new website and brand identity to the public on Oct. 24, marking an important step forward that lays the foundation for re-engaging with the community and building widespread support for the library. Both initiatives signal a more modern approach to library service and a renewed commitment to supporting community members in their lifelong journeys of learning and personal growth. The announcement on Oct. 24 went out to the library's 18,000 digital followers (via our eNewsletter and social channels); to area media outlets and at this writing, was scheduled to be featured in the Oshkosh Herald. At the library, patrons saw the brand come to life on parking lot banners, large banners on Washington Avenue and colorful brand elements added to the front doors and elevator doors. Trustees will receive a full update at this month's meeting.
2. Oshkosh Reads Freely, an event celebrating the freedom to read, brought library staff and community members together to listen to readings from banned books and discuss the importance of allowing a broad spectrum of stories to be heard. Community readers included Fire Chief Mike Stanley and State Rep. Lori Palmeri. Seventeen people attended the Sept. 20 event and enjoyed an evening of learning and respectful conversation.
3. 10,000 people can't be wrong! OPL's eNewsletter now boasts 10,400 subscribers. When you consider the number of emails that most people receive, it's pretty impressive that news from the library is welcomed into so many overflowing inboxes each month. Careful attention to what subscribers like (more reading recommendations, please!) combined with fun content such as trivia and interesting tidbits on our "good stuff" list (fall color report; 100 Years of Caesar Salad) keep current subscribers coming back and attract new fans into the fold. Information about library services and programs get a boost in the newsletter, rounding out a winning package that helps to connect our community with the library.
4. Oshkosh's Repair Café held its September session at the library, with 50 people bringing items ranging from earrings to lawn mowers to be assessed and if possible, repaired by local volunteer "fixers." Organizers adjusted quickly to the new setup (this was the first time

the event was held at OPL) and many smiling faces were seen leaving the building with their problems solved!

5. A drop-in session on Sept. 24 provided a venue for kids to create an entry for OPL's annual Creature Carnival, which invites kids ages 2-18 to create their unique interpretation of a creature. While kids are not required to attend a drop-in session to enter this type of contest, it has been a successful incentive for busy families who appreciate having space and supplies provided. At this writing, 42 Creature Carnival entries in every shape, size and configuration imaginable, had been received.
6. Forty people brought their personal treasures to the library to be appraised by author and antiques expert Mark Moran on Sept. 28. Moran talked through the history and valuation of close to 50 items, including ornate lamps, Matchbox cars, pottery, a native American basket, late-19th/early 20th century art and a family cookbook, circa 1881. The art included an early 20th century rocking chair with an ornate "Green Man" design (a common English pagan image). The highest value for an item seen that day was reportedly around \$2,000.
7. Reader's advisory librarian Sarah Read brought a collection of her favorite spooky reads to highlight in a segment on Local 5 Live on Oct. 4. In addition to sharing some scary tales, Sarah, who is an award-winning author in her own right, answered questions about her latest release, *The Atrophine Tree*. Sarah also was a featured author at The Little Bookshop of Horrors, an event at Caramel Crisp on Oct. 19.
8. On Oct. 7, OPL's local history librarian Michael McArthur worked with a member of Learning in Retirement to present a program on John Dillinger at Evergreen. Michael spoke about the 2008 filming of *Public Enemies* in Downtown Oshkosh, while his LIR counterpart focused on the "real life" story of the famed gangster. Apparently the lore surrounding America's Depression-era gangsters and G-men never loses its appeal, as more than 100 people attended the event!

MONTHLY REPORT
Oshkosh Public Library
September 2024

CIRCULATION	Sept 2024	Sept 2023	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	13,443	13,863	-3%	126,933	129,229	-1.8%
Book-Juvenile	13,037	14,224	-8%	131,908	133,002	-0.8%
Book-YA/Teen	1,144	1,243	-8%	11,950	13,676	-12.6%
CD-Adult	754	953	-21%	8,849	9,672	-8.5%
CD-Juvenile	31	38	-18%	712	724	-1.7%
CD-Book-Adult	434	509	-15%	4,203	4,970	-15.4%
CD-Book-Juvenile	172	157	10%	1,615	1,840	-12.2%
CD-Book-YA/Teen	9	16	-44%	96	122	-21.3%
DVD-Adult	5,186	4,937	5%	51,199	50,797	0.8%
DVD-Juvenile	959	988	-3%	10,378	11,062	-6.2%
Game-Adult	531	596	-11%	5,231	6,114	-14.4%
Game-Juvenile	210	230	-9%	1,937	1,910	1.4%
Magazine-Adult	422	525	-20%	3,824	4,572	-16.4%
Magazine-Juvenile	5	12	-58%	109	99	10.1%
Magazine-YA/Teen	0	0	0%	18	1	1700.0%
Other-Adult	386	298	30%	2,491	2,259	10.3%
Other-Juvenile	85	143	-41%	1,194	1,318	-9.4%
Other-YA/Teen	1	8	-88%	36	55	-34.5%
Total Adult	21,156	21,681	-2%	203,261	207,613	-2.1%
Total Juvenile	14,499	15,792	-8%	148,063	149,955	-1.3%
Total YA/Teen	1,154	1,267	-9%	12,100	13,854	-12.7%
SUB TOTAL	36,809	38,740	-5%	363,424	371,422	-2.2%
Digital Book Formats						
OverDrive E-Books	4,747	4,926	-4%	46,740	46,046	2%
Hoopla E-Books	417	462	-10%	3,896	4,326	-10%
E-BOOKS SUB TOTAL	5,164	5,388	-4%	50,636	50,372	1%
Audiobook Formats						
OverDrive Audiobooks	4,909	4,655	5%	49,144	39,388	25%
Hoopla Audiobooks	1,364	1,378	-1%	12,322	11,268	9%
AUDIOBOOKS SUB TOTAL	6,273	6,033	4%	61,466	50,656	21%
Tumblebooks	0	9	-100%	13	36	-64%
DIGITAL BOOKS SUB TOTAL	0	9	-100%	13	36	-64%
Digital Media						
Hoopla Music	29	71	-59%	297	507	-41%
Hoopla Video	207	152	36%	1,841	1,737	6%
DIGITAL MEDIA SUB TOTAL	236	223	6%	2,138	2,244	-5%
DIGITAL CONTENT SUB TOTAL	11,673	11,653	0%	114,253	103,308	11%
TOTAL CIRCULATION	52,774	50,393	5%	477,677	474,730	0.6%

PHYSICAL MATERIALS	Sept 2024	Sept 2023	% Change	YTD 2024	YTD 2023	% Change
% AV Materials Circulated	23%	22%	4%	24%	24%	-1.1%
% Print Materials Circulated	77%	78%	-1%	76%	76%	0.1%
% Adult Materials Circulated	61%	59%	2%	59%	60%	-0.9%
% Youth Materials Circulated	39%	41%	-3%	41%	40%	0.8%
Average Circulation Per Hour	183.6	181	1%	191	187	1.8%
MISCELLANEOUS						
Library Facility Traffic	18,633	17,821	4.6%	177,233	169,470	4.6%
Average Daily Traffic	665	636	4.6%	706	681	3.6%
Meetings Held	109	92	18.5%	940	867	8.4%
New Card Registrations	267	261	2.3%	2,189	2,160	1.3%
Self-check % of Checkout	49%	50%	-0.9%	48%	50%	-4.4%
Volunteer Hours Worked	106	121	-12.4%	962	935	2.9%
Teacher Packs	3	5	-40.0%	28	34	-17.6%

MONTHLY REPORT
Oshkosh Public Library
September 2024

ELECTRONIC RESOURCES	Sept 2024	Sept 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	16,808	17,873	-6%	158,250	155,872	1.5%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	22	38	-42%	294	473	-37.8%
Mango Languages	91	87	5%	698	401	74.1%
Newsbank	0	0	0%	479	0	#DIV/0!
Reference Solutions	62	0	0%	0	0	#DIV/0!
Value Line	0	0	0%	0	0	#DIV/0!
SUB-TOTAL	290	211	37%	3,233	1,660	94.8%
LOCAL DATABASE SESSIONS						
1957 Address Change	39	48	-19%	279	368	-24.2%
City Directories	71	82	-13%	620	1,150	-46.1%
Digital Collections	58	40	45%	542	1,053	-48.5%
Local History Books	17	21	-19%	211	150	40.7%
Oshkosh Facts, Firsts, and FAQ	2	10	-80%	23	31	-25.8%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	204	173	18%	1,525	1,756	-13.2%
Riverside Cemetery Index	6	4	50%	89	87	2.3%
UWDC - Atlases & Histories	0	2	-100%	1	9	-88.9%
SUB-TOTAL	397	380	4%	3,290	4,604	-28.5%
TOTAL ELECTRONIC RESOURCE SESSIONS	17,495	18,464	-5%	164,773	162,136	1.6%

PUBLIC COMPUTER USE	Sept 2024	Sept 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	7140	6832	5%	60,291	56291	7.1%
Public Computer Use						
Adult	1,683	1,779	-5%	14539	14368	1.2%
Youth	213	198	8%	1580	1916	-17.5%
TOTAL USE	1,896	1,977	-4%	16119	16284	-1.0%

QUESTIONS ANSWERED	Sept 2024	Sept 2023	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	1,012	1,007	0%	6,920	9,955	-30.5%
Youth Department						
Reference	74	206	-64%	1,693	2,229	-24.0%
TOTAL QUESTIONS ANSWERED	1,086	1,213	-10%	8,613	12,184	-29.3%

PROGRAMS	Sept 2024	Sept 2023	% Change	YTD 2024	YTD 2023	% Change
Programs Given						
Adult	20	12	67%	111	136	-18.4%
Teen	3	2	50%	38	38	0.0%
Youth	19	20	-5%	261	261	0.0%
Roving Reader	9	9	0%	138	64	115.6%
TOTAL	51	43	19%	548	499	9.8%

Program Attendance						
Adult	148	141	5%	1,276	1,897	-33%
Teen	20	61	-67%	368	907	-59%
Youth	450	534	-16%	7,680	10,581	-27%
TOTAL	752	736	2%	9,517	13,385	-29%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: October 23, 2024
SUBJECT: September 2024 Donations

Donations given at register	\$	39.32
<i>Total Donations</i>	\$	39.32

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: October 23, 2024
SUBJECT: September 2024 Personnel Changes

Eliana Luke – New Librarian in Youth Services hired on 09/03/24.

Rachel Steiner – New Page in Circulation hired on 9/24/24.

Library Director's Report

September - October 2024

Since the regular Board meeting of September 26, library staff and I have been at work on the following:

- ***"Spark Your Story" Day***—On Friday, September 27, enthusiastic staff and selected stakeholders met to review the new brand elements and to hear the hoped for and expected impact that the new brand identity will have on public perception, internal culture and public-facing service attitude of the Oshkosh Public Library as an institution and community fixture and partner.
- ***ARPA Projects***—All preliminary work (moving and/or installing power and POE ports) for the digital signage install is complete and an install date of November 4 has been finalized for the signs. The furniture rehabilitation/new public furniture project continues, with much of the new furniture having been delivered by mid-October. All ARPA-funded projects are still on track to meet the year-end deadline.
- ***Downtown Oshkosh/BID Strategic Planning*** —On October 2, I was part of a day-long strategic planning session held by the BID Board at the Oshkosh Convention Center. The role that the library could play in supporting downtown promotion and business efforts as well as being an identifiable downtown asset was part of the discussion.
- ***Winnebago Area Literacy Council Spelling Bee***—On October 3, I, along with Dr. Sam Coleman of the Oshkosh Area School District, was a judge of the Winnebago Area Literacy Council's annual spelling bee fundraiser. The library's team—the Best SPellers—won first place with no undue influence on the proceedings from any judge involved.
- ***League of Women Voters***—On October 9, I spoke to the League of Women Voters about the role that public libraries can play in bringing communities together in a politically contentious time and in a divided country. Those present expressed appreciation for the perception of universal ownership that public libraries inspire in taxpayers regardless of political leaning.
- ***Winnebago County UW Education, Extension & Agriculture Committee Meeting***—On Thursday, October 17, I accompanied Winnefox Director Clairelynn Sommersmith and other library directors from the Winnefox system to advocate for the county's libraries as the larger Board of Commissioners considers the budget for the coming year. The directors highlighted the work of their libraries in turn, to the apparent appreciation of the committee.
- ***Leadership Oshkosh***—On October 16, I attended the day-long "History of Oshkosh and Community Planning" day as part of the Chamber's Leadership Oshkosh Program. We explored the history of the City, including past contributors to the economic and architectural footprint of the City and took a tour of the City's development planning, especially in the downtown/riverfront area. I was also able to meet many members of the Leadership Oshkosh alumni group at The Waters later in the evening, with many expressing interest in recent developments from the library.
- On the afternoon of October 28, I will be discussing the FY 2025 budget with Council. I will report on the substance of that discussion at this meeting.

Respectfully Submitted,

Darryl Eschete