



**Oshkosh Public Library Board of Trustees
Agenda – Thursday, December 19, 2024
Library Lower-level Meeting Room**

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
Call to Order: 4:00 p.m.		
Public Comments		
Consent Agenda:	YES	315- 322
1. Minutes of the regular Board meeting of November 21, 2024		
2. Minutes of the Finance Committee meeting of December 3, 2024		
3. Updated OPL-WALC Agreement		
4. Vouchers Payable – \$329,385.29		
Items Removed from Consent Agenda		
New Business		
5. <u>Proposed revisions to library policies:</u> Consider revisions to library policies regarding Access to Materials and Services and Patron Confidentiality. Action requested: <i>Approve updates to library policies.</i>	YES	323- 337
6. <u>2025 OPL Pay Plan:</u> The 2025 pay plan matrix is presented for Library Board consideration. As per City projections, this plan presumes the 4.25% increase in hourly pay rates built into the final version of the 2024 operating budget approved by the Board on November 5, 2024. Action requested: <i>Approve 2025 pay plan.</i>	YES	338
7. <u>Endowment Fund 2025 Allocation Proposals – Round One:</u> Proposed 2025 endowment fund allocations with fund limits calculated using a 3-year, end of third quarter average balance. Action requested: <i>Approve Endowment Fund allocation proposals.</i>	YES	339
8. <u>Update on the planned third-party analysis of City-Library finance practices:</u> Update on the planning for a cooperative, third-party-led analysis of the	NO	340- 345





	interdepartmental business practices of the Oshkosh Public Library and City of Oshkosh. Attachment: proposal/scope of work from CLA.		
9.	<u>Update on the ongoing paying of library bills throughout the month</u> -Discussion of a more workable arrangement for the paying of library bills throughout the month rather than waiting until after formal Board vote/approval. Includes correspondence from Winnefox System Director Clairellyn Sommersmith.	AT DISCRETION OF THE BOARD	346- 347
10.	<u>Director annual performance evaluation process--</u> Director's memo with proposed timetable for 2024 performance evaluation process is included in this month's document packet. <i>Action requested: Board decide whether to approve the timetable as proposed.</i>	AT DISCRETION OF THE BOARD	348
<u>Informational Items</u>		NO	349- 362
11.	Revenues		
12.	Expenditures		
13.	Donation, Endowment and Gift Detailed Expense Report through 11/30/2024		
14.	Library Highlights		
15.	Monthly Statistics		
16.	Donations		
17.	Personnel Changes		
<u>Library Director's Report</u>			
18.	Report on operations of the Oshkosh Public Library	NO	363
<u>Trustee Reports and Comments</u>		NO	
<u>Adjournment</u>		YES	
<u>Next Meeting Scheduled: Thursday, January 30, 2025 at 4 p.m.</u>			



MINUTES OF THE LIBRARY BOARD

Oshkosh Public Library

November 21, 2024

The November 21, 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, Christine Melms-Simon, Baron Perlman, David Rucker, Amber Shemanski, Molly Templin, Adjunct Board Member and Jason Schmidt, Adjunct Board Member

Absent: Lindsey Mugerauer

Also Present: Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Ruth Percey, Head of Circulation; 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 October 31, 2024
- Minutes of the Special Board Meeting of November 5, 2024
- Vouchers Payable - \$313,516.17

It was brought up that the Minutes of the Special Board Meeting should say at the top - "Special Board Meeting" instead of just "Board Meeting".

Motion to approve the consent agenda as presented with changes to the Minutes of November 5, 2024.

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

New Business

- **Resolution:** Acceptance of Additional County Funds: In 2023, the Winnefox System negotiated payment for member libraries to receive additional funding from Winnebago County for Hoopla streaming services and special programming support. As these funds were not pre-budgeted during the 2024 budget cycle, a resolution is required to add the funds to the operating budget first by the Library Board of Trustees and then Common Council. **Action requested:** Approve resolution adding \$12,494.80 in County funding for Hoopla streaming service and program support to operating budget.

Motion to approve the resolution adding \$12,494.80 in County funding for Hoopla streaming service and program support to the 2024 operating budget.

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

- Proposed revisions to circulation policy: Consider revisions to the Circulation Loan Periods and Item Limits on certain items to increase accessibility and availability. **Action requested:** Move to approve changes to circulation policy on Try-It-Yourself kits, Yard Games and Board Games.
- Motion to approve the changes to the Circulation Loan Periods and Item Limits on certain items as presented.

- **Motion:** Lautenschlager; **Second:** Perlman; **Vote:** Unanimous
- Director reported on the planned third-party analysis of City-Library finance practices: Report on the planning for a cooperative, third-party-led analysis of the interdepartmental business practices of the Oshkosh Public Library and City of Oshkosh.

Future Agenda Items

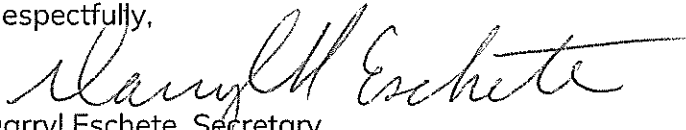
- Contingency Funds Plan
- Library Card Pilot Programs

Adjournment

Motion to adjourn at 5:15 PM

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

Respectfully,



Darryl Eschete, Secretary
Tracie Schlaak – Recorder

MINUTES OF THE LIBRARY BOARD FINANCE COMMITTEE
Oshkosh Public Library
December 3, 2024

Call to Order: The Finance Committee Meeting of the Oshkosh Public Library Board of Trustees was called to order at 4:00 PM by Committee Chair, Tony Kneepkens.

Present: Baron Perlman, Tony Kneepkens and Bill Bracken.

Absent: David Rucker

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

Public Comments: None

New Business

- Review 2024 Endowment Activity Through 10/31/24.
The committee discussed the reports and recommended some changes in the style of the report. No action was taken.
- Endowment Fund Cycle
The committee discussed some possible endowment fund projects for the 2025 calendar year. It was decided that the Finance Committee will recommend approval of the fund projects to the Oshkosh Public Library Board at their next meeting. No action was taken.
- 2025 Library Pay Plan/Salary Matrix
The committee reviewed the example salary matrix that was completed by the City of Oshkosh's HR director, Michelle Behnke. It shows the changes that may be possible if the library and City choose to align closer in the future. There was discussion about comparing the Library's current pay plan versus the one presented. Bill Bracken is going to contact Ms. Behnke to get some more information on the matter.
- OPL Memorial Review
The committee recommended this report be presented to the Oshkosh Public Library Board. No action was taken.
- Review example from City Finance Department of Financial Report in an "Ongoing Payment" Model. There was discussion as to whether the library could adopt the same process that was presented in the report model. No action was taken.

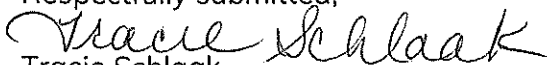
Adjournment

Motion to adjourn at 5:15 PM

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

Next Meeting: March, 2025 – Date and time to be determined

Respectfully submitted,


Tracie Schlaak

**OSHKOSH PUBLIC LIBRARY
AND
WINNEBAGO AREA LITERACY COUNCIL
MEMORANDUM OF UNDERSTANDING**

ORGANIZATION AND FUNDING

The Winnebago Area Literacy Council (WALC) will maintain its status as an independent non-profit organization with a board of directors drawn from the community. WALC will employ the necessary staff for its operations and will actively raise funds to support its work.

Oshkosh Public Library (OPL) will apply for grants such as the Library Services and Technology Act (LSTA) for cooperative projects in adult and family literacy if the library is the eligible agency. WALC will apply for grants if it is the eligible agency.

By virtue of this agreement, Oshkosh Public Library may appoint an ex-officio voting member to the WALC Board of Trustees to help maintain the relationship between the two organizations.

SPACE

Oshkosh Public Library will provide the following space at 106 Washington Avenue, Oshkosh, for WALC operations:

- 2 offices on the 3rd floor with data and telephone connections
- 2 tutoring rooms on the 3rd floor
- 1 office on the 2nd floor with data and telephone connections or workspace comparably outfitted elsewhere in the building
- Space in the basement sufficient for the storage of educational, promotional and fundraising materials

WALC will have access to library meeting rooms at no fee as an affiliated agency and may use the library training room for tutor training, English Language Learning (ELL) classes, and meetings. The library may relocate WALC's scheduled use of rooms if needed for library purposes or for use by the Winnefox Library System.

OPL will provide utilities and cleaning services to WALC offices, and WALC staff will have access to library staff areas, including restrooms and lounge facilities. WALC public hours will align with OPL's public hours. OPL may provide alternative space with six months' notice to WALC.

If WALC requests modifications to built-in fixtures or other structural or electrical modifications in any office or space it occupies, WALC will cover 50% of the cost incurred by OPL for those changes.

TELECOMMUNICATIONS

OPL will provide a public telephone number, extension, voicemail, and long-distance service for WALC within the library's phone system at a pro-rata cost not to exceed \$50 per month.

WALC will contract separately or negotiate separate agreements with the Winnefox Library System for e-mail and internet access for WALC staff.

OPERATIONAL SUPPORT

WALC will have access to:

- OPL photocopiers at cost
- OPL postage meters and mailing equipment, and will be billed for postage used
- 106 Washington Ave. as its mailing address

WALC will contract separately with the Winnefox Library System or other print service provider for printing.

WALC will contract separately with the Winnefox Library System to receive IT support similar to that Winnefox provides to OPL departments, including email accounts, file server space, Internet access, and limited PC maintenance support. WALC will contract separately with the Winnefox Library System for anti-virus and security software for WALC PCs connected to the Winnefox network.

DURATION OF AGREEMENT

This agreement will be reviewed and renewed every 3 years. It may be amended at any time upon mutual agreement and may be canceled by either party with six month's written notice.

President, Oshkosh Public Library Board of Trustees Date

Director, Oshkosh Public Library Date

President, Winnebago Area Literacy Council Date

Executive Director, Winnebago Area Literacy Council Date

**Oshkosh Public Library
Vouchers Payable
December 2024**

Name	Memo	Paid Amount	
Revolving Expenses			
Life Insurance			
City of Oshkosh - Revolving Charges	Employer share of Life Insurance	\$430.39	
Total - Life Insurance			\$430.39
Dental Insurance			
City of Oshkosh - Revolving Charges	Employer share of Dental Insurance	\$1,530.56	
Total Dental Insurance			\$1,530.56
Health Insurance			
City of Oshkosh - Revolving Charges	Employer share of Health Insurance	\$40,484.24	
Total Health Insurance			\$40,484.24
Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Employer share of WI Retirement	\$11,504.03	
Total Wisconsin Retirement Fund			\$11,504.03
FICA - Employers Share			
City of Oshkosh - Revolving Charges	Employer share of FICA	\$14,009.62	
Total FICA - Employers Share			\$14,009.62
Overtime			
City of Oshkosh - Revolving Charges	Overtime pay	\$5,269.45	
Total Overtime			\$5,269.45
Regular Pay			
City of Oshkosh - Revolving Charges	Regular pay	\$185,106.78	
Total Regular Pay			\$185,106.78
Total Revolving Expenses			\$258,335.07
Contracted Services			
Contractual Agreement Payments			
Winnefox Library System	Contractual services	\$13,257.91	
Total Contractual Agreement Payments			\$13,257.91
Preventive Maintenance Contracts			
Gordon Flesch Co, Inc	Copier maintenance contract	\$97.04	
Gordon Flesch Co, Inc	Copier maintenance contract	\$444.27	
Gordon Flesch Co, Inc	Copier maintenance contract	\$315.66	
Gordon Flesch Co, Inc	Copier maintenance contract	\$67.39	
Total Preventive Maintenance Contracts			\$924.36
3rd Party Contracted Services			
Beez Electric, Inc	Electrical work	\$154.05	
Beez Electric, Inc	Electrical work	\$205.40	
Beez Electric, Inc	Electrical work	\$513.50	
Gartman Mechanical Services	Labor to repair pump	\$1,022.00	
GFL Environmental	Waste Disposal	\$763.98	
House Of Flowers	Landscaping	\$600.95	
Landscape Solutions by Michael Kirst LLC	Landscaping services	\$150.00	
Quest Interiors	Balance of carpet install	\$2,692.29	
Riesterer & Schnell Inc.	Labor to maintain equipment	\$182.75	
Unique Management Services, Inc	Collections	\$710.70	
Total 3rd Party Contracted Services			\$6,995.62
Advertising/Postage/Print			
DPI	Winter Reading Lobby Poster	\$12.50	
MasterCard - RP	Facebook Ad	\$4.10	
MasterCard - RP	Facebook Ad	\$20.72	
Total Advertising/Postage/Print			\$37.32
Total Contracted Services			\$21,215.21
Employee Development & Allowance			
Employee Training/Development			
MasterCard - RP	Performance Assessment Network	\$140.00	
Total Employee Training/Development			\$140.00

**Oshkosh Public Library
Vouchers Payable
December 2024**

Name	Memo	Paid Amount		
Employee Allowance/Reimbursemen				
Bongers, Joe	Kiwanis meals	\$100.03		
Total Employee Allowance/Reimbursement			\$100.03	
Total Employee Development & Allowance				\$240.03
Fixed Costs				
Insurance Expense				
City of Oshkosh - Revolving Charges	Insurance Expense	\$130.00		
Total Insurance Expense			\$130.00	
Telephone/Internet				
City of Oshkosh - Revolving Charges	Telephone expense	\$80.99		
MasterCard - RP	Pay phone	\$25.00		
Total Telephone/Internet			\$105.99	
Utilities Expense				
City of Oshkosh - Revolving Charges	Utility Expense	\$5,453.32		
Constellation	Gas Services	\$440.36		
Total Utilities Expense			\$5,893.68	
Total Fixed Costs				\$6,129.67
Inventory Supplies				
Office Supplies				
Demco	Spine Lables, Literature holders	\$90.46		
Demco	Monthly record checking cards, Month labels, filament tape	\$169.17		
General Book Covers	Book jackets	\$172.50		
General Book Covers	Book jackets	\$336.95		
Kapco Kent Adhesive Products	Easy cover book covers	\$374.00		
MasterCard - MD	Containers for circulating items	\$47.01		
Staples	Office supplies	\$45.22		
Total Office Supplies			\$1,235.31	
Specialty Supplies				
Abdo	Library materials	\$1,183.60		
Baker & Taylor	Library Materials	\$7,773.94		
Cengage Learning	Library materials	\$847.23		
Data Axle	Library materials	\$4,620.00		
Ethel Everhard Memorial Library	Library materials	\$14.39		
Houchen Bindery	Library materials	\$435.60		
Ingram	Library materials	\$90.10		
MasterCard - MD	Gannett & Amazon	\$318.83		
MasterCard - MD	Amazon library materials	\$523.11		
MasterCard - MD	Amazon, Gannett, Target Library materials	\$1,043.23		
MasterCard - MD	Amazon library materials	\$805.99		
MasterCard - MD	Library materials	\$655.95		
MasterCard - MD	Libraray materials	\$4,110.13		
MasterCard - MD	Library materials from Amazon	\$1,617.56		
Midwest Tape	Library materials	\$1,713.29		
Midwest Tape - Hoopla	Library materials	\$5,151.47		
Playaway	Library materials	\$4,676.96		
Total Specialty Supplies			\$35,581.38	
Non-inventory Supplies				\$36,816.69
Beez Electric, Inc	Electrical supplies	\$173.48		
Block Iron & Supply Company	Blank keys	\$867.40		
Gartman Mechanical Services	Materials to repair pump	\$3,835.41		
Grainger	Maintenance supplies	\$116.17		
Grainger	Maintenance supplies	\$102.28		
Kitz & Pfeil	Maintenance supplies	\$226.96		
Kitz & Pfeil	Maintenance supplies	\$51.92		
Landscape Solutions by Michael Kirst LLC	Supplies	\$210.00		

**Oshkosh Public Library
Vouchers Payable
December 2024**

Name	Memo	Paid Amount	
MasterCard - MB	Pizza for Book Clubs	\$137.86	
MasterCard - MD	Headphones	\$19.99	
MasterCard - RP	Night of Writing Dangerously Program	\$63.21	
MasterCard - RP	Oshpop Gourmet prizes for Puzzle Co	\$75.13	
Pingry-Caswell	Maintenance supplies	\$27.34	
Pingry-Caswell	Maintenance supplies	\$78.95	
Pingry-Caswell	Maintenance supplies	\$95.67	
Pingry-Caswell	Miscellaneous supplies	\$121.60	
Pingry-Caswell	Maintenance supplies	\$244.88	
Riesterer & Schnell Inc.	Maintenance parts	\$200.37	
Total Non-Inventory Supplies			\$6,648.62
Total Inventory Supplies			\$6,648.62
	Total Vouchers Payable		<u>\$329,385.29</u>



MEMORANDUM

DATE: December 19, 2024

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

RE: Proposed Changes to Library Policies RE: Patron Confidentiality and Privacy and Access to Library Materials and Services

I submit for Library Board consideration proposed updates to two policies: the **Access to Library Materials and Services Policy** and the **Confidentiality of Library Records Policy**.

The changes primarily refine word choice and sentence structure but also establish a key principle: patrons aged 16 and older will have full confidentiality of their library usage records (even from family inquiry) and unrestricted access to the library's collections and services, free from parental controls or restrictions. These changes align with the provisions of Wisconsin Statutes 43.30(1m) and 43.30(4).

Historically, the policies did not specify an age at which a patron qualifies for full confidentiality and unrestricted access, instead referring broadly to "minor children." This ambiguity has allowed parental or guardian scrutiny of records and limitations on library usage beyond what the law mandates.



ACCESS TO MATERIALS AND SERVICES POLICY

As expressed in the American Library Association Library Bill of Rights and Freedom to Read Statement, the sole criterion for determining what library materials and services a person will use rests with the individual; except, in the case of a minor child, if the parents feel their child's library use should be monitored or limited, we believe it is the parents' responsibility to guide that use for their child. The standards applied for one child shall not be imposed on anyone else's child. The Board of Trustees of the Oshkosh Public Library affirms these principles of access. Our goal under this policy is to foster the widest possible access to the library's materials and services.

A library card from the Oshkosh Public Library provides access to all library materials and services for all patrons. Each person is encouraged to have their own library card and is responsible for all use made of it. Appropriate identification must be presented when applying for a library card.

If a parent or guardian desires a library imposed restriction on their child's library card use, they may request in writing that their child be limited to checking out materials from the juvenile collections only and the library will honor this request. (The Oshkosh Public Library will not assert the rights of a minor child over the rights of that child's parents.)

A parent or guardian may also request that their child(ren) not have access to public Internet workstations or be restricted to filtered workstations.

Parents or guardians of minors may, if they so elect, indicate specific materials (by title, author, Dewey Decimal classification or format) which their children may not check out of the library.

Library staff will make all reasonable attempts to assure that the parents' or guardians' choice is enforced. They cannot be responsible for materials checked out by another person and shared with the minor, materials borrowed on stolen or misused cards, materials which a parent subsequently finds objectionable but has not specified for limitation, or materials used in the library which are available on open shelves, or any other attempt to willfully mislead staff.

ACCESS TO MATERIALS AND SERVICES POLICY

The items restricted must be able to fit within the limitations of the notes field of the patron computer record (presently 60 characters). Library staff will assist parents or guardians, if necessary, in converting their request into the briefest specific language that will fit in the notes field.

Library staff will make reasonable efforts to provide parents or guardians with information on their options for guiding their child's use of the library at the time of registration or immediately thereafter.

Written By:	John Nichols
Approved By:	Library Board
Amended/Modified:	04/23/01, 12/16/00, 05/15/91
Date:	01/28/85

ACCESS TO MATERIALS AND SERVICES POLICY

As expressed in the American Library Association Library Bill of Rights and Freedom to Read Statement, the sole criterion for determining what library materials and services a person will use rests with the individual; ~~except, in.~~ In the case of a minor child, ~~if under the~~ age of 16, it is the opinion of the Oshkosh Public Library Board of Trustees that parents ~~feel are responsible for monitoring or limiting their~~ child's library use ~~should be monitored or limited, we believe it is the parents' responsibility to guide that use for their child. They if they feel it is necessary.~~ However, the standards applied for one child shall not be imposed on ~~anyone else's~~ another child ~~or on juvenile patrons generally.~~ The Board of Trustees ~~of the Oshkosh Public Library affirms these principles of access. Our, with the goal under this policy is to foster~~ of fostering the widest possible access to the library's materials and services.

A library card from the Oshkosh Public Library provides access to all library materials and services for all patrons. Each person is encouraged to have their own library card and is responsible for all use made of it. Appropriate identification must be presented when applying for a library card.

In keeping with Wisconsin Statute 43.30(4), the Oshkosh Public Library considers a patron aged 16 years or older entitled to the same privacy rights as an adult regarding their library record, except in cases of lost or delinquent materials for which parents or guardians are held financially responsible. If a parent or guardian desires ~~a library imposed restriction on their child's to restrict the~~ library card use of a child under 16 years of age, they may submit a written request in writing that their to the Library Director.

This request may:

1. Limit the child ~~be limited~~ to checking out materials from the juvenile collections only ~~and the library will honor this request. (The Oshkosh Public Library will not assert the rights of a minor child over the rights of that child's parents.)~~
2. A parent or guardian may also request that their child(ren) not have Restrict the child's access to public Internet workstations or ~~be restricted~~ limit access to filtered workstations.
3. Parents or guardians of minors may, if they so elect, indicate specific Specify particular materials (by title, author, Dewey Decimal classification, or format) ~~which their children~~ that the child may not check out ~~of the library.~~

These restrictions will be noted in the "notes" field of the child's library account, along with the date the parental request was received. All restrictions will be

removed automatically when the child reaches the age of 16, without further consultation with the parent or guardian.

Library staff will make ~~all reasonable attempts/efforts~~ to ~~assure that/enforce~~ the parents' or guardians' ~~choice is enforced. Their~~ choices. However, staff cannot be held responsible for ~~materials~~:

- Materials checked out by another person and shared with the minor, ~~materials.~~
- Materials borrowed ~~on~~ using a stolen or misused ~~cards, materials which a~~ card.
- Materials the parent ~~subsequently~~ finds objectionable but ~~has~~ did not ~~specified~~ specify for limitation, ~~or materials.~~
- Materials used in the library ~~which~~ that are available on open shelves, ~~or any.~~
- Any other attempt to willfully mislead staff.
- _____

~~ACCESS TO MATERIALS AND SERVICES POLICY~~

~~The items restricted must be able to fit within the limitations of the notes field of the patron computer record (presently 60 characters). Library staff will assist parents or guardians, if necessary, in converting their request into the briefest specific language that will fit in the notes field.~~

~~Library staff will make reasonable efforts to~~ Library staff will provide parents or guardians with information on their options for guiding their child's use of the library at the time of registration or ~~immediately~~ as soon as possible thereafter.

As per Wisconsin Statute 43.30(4):

"Upon the request of a custodial parent or guardian of a child who is under the age of 16, a library supported in whole or part by public funds shall disclose to the custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by that child."

Written By:	John Nichols
Approved By:	Library Board
Amended/Modified:	04/23/01, 12/16/00, 05/15/91
Date:	01/28/85

Oshkosh Public Library

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ACCESS TO MATERIALS AND SERVICES POLICY

As expressed in the American Library Association Library Bill of Rights and Freedom to Read Statement, the sole criterion for determining what library materials and services a person will use rests with the individual. In the case of a minor child under the age of 16, it is the opinion of the Oshkosh Public Library Board of Trustees that parents are responsible for monitoring or limiting their child's library use if they feel it is necessary. However, the standards applied for one child shall not be imposed on another child or on juvenile patrons generally. The Board of Trustees affirms these principles of access, with the goal of fostering the widest possible access to the library's materials and services.

A library card from the Oshkosh Public Library provides access to all library materials and services for all patrons. Each person is encouraged to have their own library card and is responsible for all use made of it. Appropriate identification must be presented when applying for a library card.

In keeping with Wisconsin Statute 43.30(4), the Oshkosh Public Library considers a patron aged 16 years or older entitled to the same privacy rights as an adult regarding their library record, except in cases of lost or delinquent materials for which parents or guardians are held financially responsible. If a parent or guardian desires to restrict the library card use of a child under 16 years of age, they may submit a written request to the Library Director.

This request may:

1. Limit the child to checking out materials from the juvenile collections only.
2. Restrict the child's access to public Internet workstations or limit access to filtered workstations.
3. Specify particular materials (by title, author, Dewey Decimal classification, or format) that the child may not check out.

These restrictions will be noted in the "notes" field of the child's library account, along with the date the parental request was received. All restrictions will be removed automatically when the child reaches the age of 16, without further consultation with the parent or guardian.

Library staff will make reasonable efforts to enforce the parents' or guardians' choices. However, staff cannot be held responsible for:

- Materials checked out by another person and shared with the minor.
- Materials borrowed using a stolen or misused card.
- Materials the parent finds objectionable but did not specify for limitation.

- Materials used in the library that are available on open shelves.
- Any other attempt to willfully mislead staff.
-

Library staff will provide parents or guardians with information on their options for guiding their child's use of the library at the time of registration or as soon as possible thereafter.

As per Wisconsin Statute 43.30(4):

"Upon the request of a custodial parent or guardian of a child who is under the age of 16, a library supported in whole or part by public funds shall disclose to the custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by that child."

Written By:	John Nichols
Approved By:	Library Board
Amended/Modified:	04/23/01, 12/16/00, 05/15/91
Date:	01/28/85

CONFIDENTIALITY OF LIBRARY RECORDS

The Board of Trustees and administration of the Oshkosh Public Library recognize that the reading activity and interests of library users are and should be private, and that any attempt to invade such privacy without the demonstration of a direct and legitimate need is an invasion of the personal right of privacy of library users and the "right to read" implicitly guaranteed by the First Amendment of the United States Constitution. The Board of Trustees and the administration also affirm their adherence to Wisconsin State Statute S. 43.30 which reads as follows:

43.30 Public library circulation records. Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating which of its documents or other materials have been loaned to or used by an identifiable individual may not be disclosed except to persons acting within the scope of their duties in the administration of the library or library system or person authorized by the individual to inspect such records, or by order of a court of law.

The Board interprets those documents to include all transactions associated with use of library materials including interlibrary loan forms, records of reference questions, and other documents or electronic records which would link the individual with particular materials or services.

The automated circulation system acquired by the library does not maintain a historical record of the items borrowed by individual patrons. The return of non-overdue, undamaged material clears the borrowing record of the individual. Only a current transaction record is maintained.

Employees may permit an individual to view or know his/her or their child's transaction record only upon presentation of the individual's library borrower's card. Corroborating identification may be required at the discretion of the employee. Information as to transaction activity (titles, number of items charged, existence of overdues or bills) will be given by telephone only if the caller can correctly state their name, address, telephone number, date of birth, and library card number. Patrons may only check on their own transaction accounts. Library staff will not knowingly give one patron's transaction information to another patron.

CONFIDENTIALITY OF LIBRARY RECORDS

Requests for transaction information by law enforcement officials should be referred to the Director, Assistant Director or whoever is the ranking staff member in the library at the time. Any cost incurred by the Oshkosh Public Library in performing a court-ordered search may be billed to the agency requesting the search.

Employees need to be aware of the importance of this policy of not revealing patron reading or research interests in the employees' informal conversation as well as formal duties.

Written By:	John Nichols
Approved By:	Library Board
Amended/Modified:	
Date:	04/21/87

CONFIDENTIALITY OF LIBRARY RECORDS

The Oshkosh Public Library Board of Trustees and administration ~~of the Oshkosh Public Library recognize affirm~~ that the reading ~~activity~~activities and interests of library users are ~~and should be~~ private, ~~and that any attempt to invade such and protected under the~~ "right to read" guaranteed by the First Amendment. ~~Any invasion of this~~ privacy without ~~the demonstration of~~ a direct and legitimate need ~~is an invasion of the~~violates users' personal right of privacy of library users and the "right to read" implicitly guaranteed by the First Amendment of the United States Constitution. ~~rights~~. The Board ~~of Trustees and the~~ administration also ~~affirm their adherence~~adhere to Wisconsin State Statute S. 43.30, which ~~reads as follows~~states:

43.30(1m) Public library circulation records. - Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating ~~which~~the identity of ~~its~~any individual who borrows or uses the library's documents or other materials ~~have been loaned to or used by an identifiable individual~~my, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties ~~in~~ the administration of the library or library system ~~or person, to persons~~ authorized by the individual to inspect such records, ~~or by order to custodial parents or guardians of a court children under the age of 16 ... to libraries ... or to law enforcement officers [seeking access to information produced by a surveillance device].~~

The Board interprets ~~these documents~~"records" to include all transactions ~~associated~~linking individuals with ~~use of library~~specific materials ~~including or services, such as~~ interlibrary loan forms, ~~records of~~reference questions, ~~and other documents or electronic records~~which would link the individual with particular materials or services.

The library's automated circulation system ~~acquired by the library~~ does not maintain a historical record of ~~the items~~ borrowed ~~by individual patrons~~. ~~The items.~~ Borrowing records are automatically cleared upon the return of undamaged, non-overdue, undamaged materialclears materials. Records retained include only those for items currently checked out, overdue, damaged, or otherwise delinquent.

In compliance with Wisconsin Statute 43.30(4), the borrowing recordOshkosh Public Library considers patrons aged 16 or older as entitled to the same privacy rights as adults regarding their library records, except in cases of the individual. Only lost or delinquent materials for which parents or guardians are financially responsible.

43.30(4) Public library records. Upon request, a current transaction record is maintained.

custodial parent or guardian of a child under 16 may access that child's library records. Employees may permit an individual to view or know his/her or their child's transaction records such access only upon presentation of the individual's child's library borrower's card. Corroborating and corroborating identification may be required at the discretion of the employee. Information as confirming the requester's relationship to transaction activity (the child.

Transaction details (e.g., titles, number of items charged, existence of overdues or bills items checked out, overdue status) will be given by telephone disclosed via phone only if the caller can correctly state their provides the child's full name, address, telephone phone number, date of birth, and library card number. Patrons may only check on their own transaction accounts. Library staff will not knowingly give one patron's transaction information to another patron.

Oshkosh Public Library

Page 1 of 2

CONFIDENTIALITY OF LIBRARY RECORDS

Patrons may access only their own transaction records or those of their minor children under 16. Library staff will not disclose a patron's Requests for transaction information to another patron over the age of 16, except when parents or guardians inquire about lost or delinquent materials for which they are financially responsible. In such cases, proper identification establishing a clear parental or guardian relationship to the minor child and the minor's library card are required.

Requests by from law enforcement officials for circulation or other information-seeking transaction information should be referred to the Library Director, Assistant Director or whoever is or the ranking management staff member in the library at the time. Any cost on duty. Costs incurred by the Oshkosh Public Library in performing a from court-ordered search searches may be billed to the agency requesting agency.

While the search library protects user privacy and requires legal authorization before sharing records, this policy does not preclude administration from reporting patrons engaged in illegal or dangerous activities to caregivers, guardians, or law enforcement to ensure safety and order within the library and, as per Wisconsin Statute 43.30(5), sharing images or information gathered by surveillance devices in the library building or upon the grounds and premises.

~~Employees need to be aware~~As a condition of the importance of this policy of not revealing employment, library employees must maintain confidentiality about patron reading ~~or~~and research interests~~activities~~ in the employees' informal conversation as well as~~both~~ formal duties and informal conversations.

Written By: John Nichols
Approved By: Library Board 04/21/87
Amended/Modified: Darryl Eschete
Date: 04/21/87 of Latest Amendment: NOVEMBER 2024

CONFIDENTIALITY OF LIBRARY RECORDS

The Oshkosh Public Library Board of Trustees and administration affirm that the reading activities and interests of library users are private and protected under the "right to read" guaranteed by the First Amendment. Any invasion of this privacy without a direct and legitimate need violates users' personal rights. The Board and administration also adhere to Wisconsin State Statute 43.30, which states:

43.30(1m) Public library records. Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 ... to libraries ... or to law enforcement officers [seeking access to information produced by a surveillance device].

The Board interprets "records" to include all transactions linking individuals with specific materials or services, such as interlibrary loan forms, reference questions, or electronic records.

The library's automated circulation system does not maintain a historical record of borrowed items. Borrowing records are automatically cleared upon the return of undamaged, non-overdue materials. Records retained include only those for items currently checked out, overdue, damaged, or otherwise delinquent.

In compliance with Wisconsin Statute 43.30(4), the Oshkosh Public Library considers patrons aged 16 or older as entitled to the same privacy rights as adults regarding their library records, except in cases of lost or delinquent materials for which parents or guardians are financially responsible.

43.30(4) Public library records. Upon request, a custodial parent or guardian of a child under 16 may access that child's library records. Employees may permit such access only upon presentation of the child's library card and corroborating identification confirming the requester's relationship to the child.

Transaction details (e.g., titles, items checked out, overdue status) will be disclosed via phone only if the caller provides the child's full name, address, phone number, date of birth, and library card number.

CONFIDENTIALITY OF LIBRARY RECORDS

Patrons may access only their own transaction records or those of their minor children under 16. Library staff will not disclose a patron's transaction information to another patron over the age of 16, except when parents or guardians inquire about lost or delinquent materials for which they are financially responsible. In such cases, proper identification establishing a clear parental or guardian relationship to the minor child and the minor's library card are required.

Requests from law enforcement officials for circulation or other information-seeking transaction information should be referred to the Library Director or the ranking management staff member on duty. Costs incurred from court-ordered searches may be billed to the requesting agency.

While the library protects user privacy and requires legal authorization before sharing records, this policy does not preclude administration from reporting patrons engaged in illegal or dangerous activities to caregivers, guardians, or law enforcement to ensure safety and order within the library and, as per Wisconsin Statute 43.30(5), sharing images or information gathered by surveillance devices in the library building or upon the grounds and premises.

As a condition of employment, library employees must maintain confidentiality about patron reading and research activities in both formal duties and informal conversations.

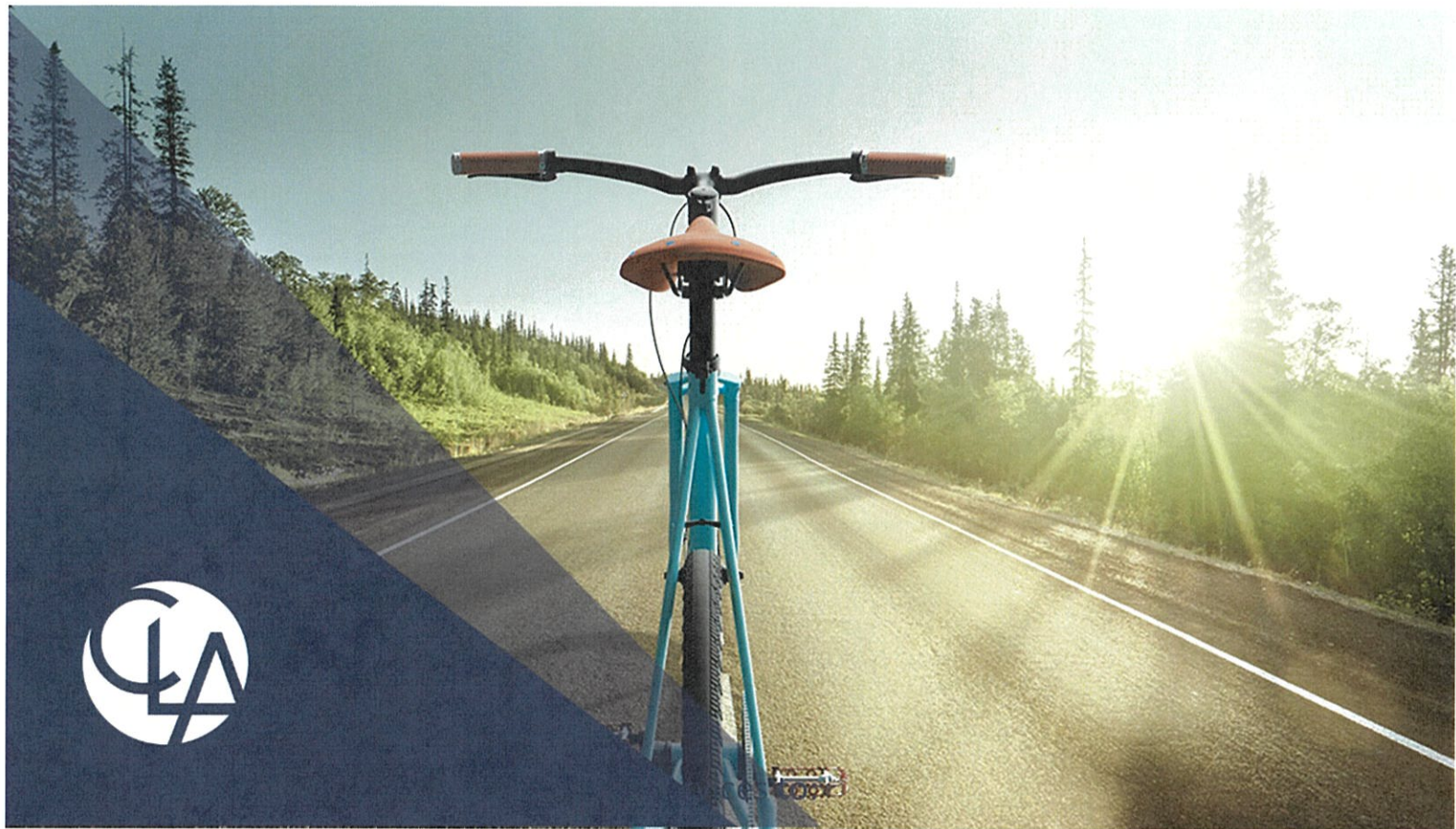
Written By:	John Nichols
Approved By:	Library Board 04/21/87
Amended/Modified:	Darryl Eschete
Date of Latest Amendment:	NOVEMBER 2024

UNAPPROVED 2025 OSHKOSH PUBLIC LIBRARY
NON-REPRESENTED EMPLOYEE PAY PLAN

OSHKOSH PUBLIC LIBRARY PAY PLAN		----- HOURLY RATES/STEPS AS OF 1/1/2025 - 4.25% raise									
GRADE	POSITION	2025 PAY PLAN RATES FOR SALARIED EMPLOYEEES					100%	120%			
		MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	CONT PT	MAX			
M	LIBRARY DIRECTOR	61.0296	62.7734	64.5171	66.2608	68.0044	69.7483	83.6980			
H	MANAGING LIBRARIAN	37.8315	38.9125	39.9933	41.0744	42.1551	43.2361	51.8833			
F	LIBRARIAN	31.2495	32.1424	33.0353	33.9280	34.8209	35.7139	42.8567			
F	OPERATIONS MANAGER	31.2495	32.1424	33.0353	33.9280	34.8209	35.7139	42.8567			
F	MARKETING COORDINATOR	31.2495	32.1424	33.0353	33.9280	34.8209	35.7139	42.8567			
E	LIBRARY MAINTENANCE ENGINEER	28.3811	29.1921	30.0030	30.8139	31.6248	32.4358	38.9230			
E	GRAPHIC ARTIST	28.3811	29.1921	30.0030	30.8139	31.6248	32.4358	38.9230			
E	LIBRARIAN-NO MASTERS	28.3811	29.1921	30.0030	30.8139	31.6248	32.4358	38.9230			
C	LIBRARY ASSISTANT II	22.4434	23.0846	23.7258	24.3670	25.0083	25.6494	30.7793			
B	BUILDING MAINTENANCE CUSTODIAN	18.6894	19.2235	19.7574	20.2914	20.8253	21.3593	24.5862			
B	LIBRARY ASSISTANT I	18.6894	19.2235	19.7574	20.2914	20.8253	21.3593	24.5862			
A	PAGE	14.6900	15.1100	15.5200	15.9400	16.3600	16.7800	20.1400			

**Oshkosh Public Library
PROPOSED 2025 Endowment Fund Expenditures - Round One**

Funds for Library Excellence	Average Asset Value 2022-2024	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	All Rounds Total	Available For Projects
OverDrive eBooks / eAudiobooks				\$ 21,568		
Collection Improvement	\$ 1,013,629	3 YR Q3 BAL 2022-2024	\$ 50,681	\$ 21,568	\$ 21,568	\$ 29,113
Architectural Consultant Fees for Facility Use Planning				\$ 50,000		
Interactive Media Play Installations				\$ 10,000		
DVD NF Endcap Shelving				\$ 5,000		
Facility Improvement	\$ 1,589,617	3 YR Q3 BAL 2022-2024	\$ 79,481	\$ 65,000	\$ 65,000	\$ 14,481
John V Nichols Professional Library Education Scholarship				\$ 2,500		
Sponsor Literacy Council Spelling Bee Team (up to 8 people)				\$ 360		
Strategic planning focus group recruitment/refreshments				\$ 2,000		
Staff Development Day				\$ 3,300		
Employee Recognition				\$ 1,600		
Branded Outreach Wear				\$ 500		
Wisconsin City Library Collaborative				\$ 1,800		
Library Development	\$ 1,006,021	3 YR Q3 BAL 2022-2024	\$ 50,301	\$ 12,060	\$ 12,060	\$ 38,241
Freedom to Read Program Support - September 2024				\$ 2,000		
Reading Challenge Prizes - Adults (Books)				\$ 2,500		
Reading Challenge Prizes - Elementary (Books)				\$ 3,800		
Reading Challenge Prizes - Tweens (Books)				\$ 2,500		
Reading Challenge Prizes - Teens (Books)				\$ 2,500		
Book Club Books - Elementary				\$ 2,500		
Book Club Books - Tweens				\$ 2,500		
Book Club Books - Teens				\$ 2,500		
Book Club Books - Young Adults				\$ 2,500		
Library Programming-2025				\$ 10,000		
Lakefly Writer's Conference - 2025				\$ 5,000		
Programming Support	\$ 1,033,461	3 YR Q3 BAL 2022-2024	\$ 51,673	\$ 38,300	\$ 38,300	\$ 13,373
Heavy Duty Doc Shredder				\$ 1,500		
3D Printer				\$ 3,000		
Print Management Starter--Adult Services				\$ 2,500		
Tech Improvements	\$ 914,444	3 YR Q3 BAL 2022-2024	\$ 45,722	\$ 7,000	\$ 7,000	\$ 38,722
Young Authors Program				\$ 1,000		
Malnar Fund	\$ 27,604	3 YR Q3 BAL 2022-2024	\$ 1,380	\$ 1,000	\$ 1,000	\$ 380
Restricted Collection Funds						
Archer	\$ 2,534	Changing South	\$ 127	127		
Gruenewald	\$ 3,795	Progressivism	\$ 190	190		
Hilton II	\$ 16,872	Biographies	\$ 844	844		
Hoxtel	\$ 24,224	Audiobooks	\$ 1,211	1211		
Jackson	\$ 2,266	Children's	\$ 113	113		
Kelsh	\$ 3,852	Various NF topics	\$ 193	193		
Kenny	\$ 13,622	Audiobooks, Biographies	\$ 681	681		
Rasmussen, M	\$ 48,698	Genealogy	\$ 2,435	2435		
Rojahn, F&A	\$ 4,089	Audiobooks	\$ 204	204		
Schuster, J&H	\$ 239,904	Large Print, Audiobooks	\$ 11,995	11995		
Steiger, W	\$ 14,489	Children's	\$ 724	724		
Zellmer, S	\$ 119,247	Genealogy	\$ 5,962	5962		
	\$ 493,593	3 YR Q3 BAL 2022-2024	\$ 24,680	\$ 24,680	\$ 24,680	
Total Proposed Trust Fund Expenditures				\$ 169,608	\$ 169,608	
Total remaining for other projects						\$ 134,311



City of Oshkosh, Wisconsin

Prepared by and primary contacts:

CLA (CliftonLarsonAllen LLP)

Amber Drewieske, CPA

1175 Lombardi Avenue, Suite 200

Green Bay, WI 54304

Direct: 920-455-4138

Amber.Drewieske@CLAconnect.com

CLA (CliftonLarsonAllen LLP)

Yvette Mueller, CPA

1175 Lombardi Avenue, Suite 200

Green Bay, WI 54304

Direct: 920-455-4127

Yvette.Mueller@CLAconnect.com

CLAconnect.com

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November 26, 2024

Julie Calmes, Finance Director
City of Oshkosh
215 Church Avenue
Oshkosh, WI 54901

Thank you for allowing us the opportunity to provide this quote for consulting services for the City of Oshkosh, Wisconsin. Below is a summary of the services and the proposed fee. If you have any questions on the services or fee, please do not hesitate to contact us.

Professional services proposed and associated hourly fees

Based on our understanding of the services to be provided, we propose an hourly fee as follows:

Professional Services	Hours/Hourly Rate
Hourly consulting rate for assistance with the following:	\$185 per hour
Review of, assistance with, and identification of process enhancements related to the monthly bank reconciliation and interest allocations.	Estimated Hours: 30 - 35
Identification , review and allocation of investments for financial reporting purposes.	Estimated Hours: 10 - 15
Discussions with various departments to identify process enhancement opportunities, to understand departmental needs and how best to align within the City’s policies and procedures with a written report of findings and related opportunities.	Estimated Hours: 60 - 70
Estimated Total Hours:	100 – 120 Hours



Our hourly fee quote is designed with an understanding that:

- The fees above do not include out-of-pocket expenses (mileage, postage, etc.) or a 5% technology and client support fee. Out-of-pocket expenses will be separately billed as they are incurred. The 5% technology and client support fee supports our continuous investment in technology and innovation to enhance your experience and protect your data and is billed with each invoice.
- **Fees are billed hourly.** If less time is necessary for completion of the project, you will only be billed for the hours incurred.
- City personnel will provide documents and information requested in a timely fashion.
- The operations of your organization do not change significantly and do not include any significant changes in your operations.
- Our fees do not anticipate unusual or unforeseen circumstances. Before the scope of our work is changed for any unanticipated circumstances or events, we will inform you of the change and related change in fee.

Timing of services and communication process

We expect to begin our work in December. We understand that your time to devote to these tasks is very important to meet your expected successful outcome. Please notify us on timing that is ideal for you and your staff so that we can work effectively and efficiently on this project.

Effective communication is critical to a successful consulting engagement. This includes continual status meetings where observations and leading practices are discussed. To avoid surprises, we discuss and document our observations, clarify fact patterns, and confirm management’s understanding and agreement with our services being provided.

Consulting team members

Members of the consulting team are as follows.

Consultant Team Member	Role and Experience	Years’ Experience
Yvette Mueller, CPA	Director and Lead Consultant – Yvette will have overall responsibility for the services provided to the City and maintaining client contact throughout the services. <i>See Yvette’s biography in the appendix.</i>	25+
Amber Drewieske, CPA	Relationship principal – Amber will serve as the relationship principal. She is responsible for providing past knowledge to the consulting team and for total client satisfaction through the deployment of all required resources and communication with management and the consulting team.	15+



Please contact me if I can provide additional information on our firm or our proposal.

Sincerely,

CliftonLarsonAllen LLP



Amber Drewieske, CPA

Principal

920-455-4138

Amber.Drewieske@CLAconnect.com



Appendix

Engagement Team Biography





Yvette Mueller, CPA

CLA (CliftonLarsonAllen LLP)

Director
Green Bay, Wisconsin

920-455-4127
yvette.mueller@CLAconnect.com



Profile

Yvette has over 27 years of accounting experience, of which over 20 years have been directly in, and providing accounting and auditing services to, Wisconsin governments. As the former Finance Director of a Wisconsin county along with many other leadership positions within county governments of small, medium and large size, she understands the complexities and challenges that public sector clients are tackling. Yvette provides clients with fully tailored financial management advisory and consulting services, including:

- Financial management solutions: strategic planning, annual and multi-year budgeting, and long-term capital improvement plans.
- Financial review and analysis: feasibility studies, rate studies, financial policies review and recommendations, financial reporting strategies, and impact analysis.
- Financial accounting process and control assessments: assists in building a more strategic and streamlined finance department by conducting process and control reviews and following through with recommendations and implementation.
- Accounting services: account analysis and reconciliation, general accounting and interim leadership roles, implementation of new accounting standards, and regulatory compliance and assistance.

Yvette is also highly skilled in government financial statement preparation and advanced preparation of Wisconsin State Municipal Financial Reports, Schedule of Federal and State Awards, Wisconsin Public Service Commission Reports and Wisconsin Department of Public Instruction Reports.

Education and professional involvement

- Bachelor of business administration in accounting from University of Wisconsin—Eau Claire
- Certified Public Accountant in the State of Wisconsin
- American and Wisconsin Institute of Certified Public Accountants

Continuing professional education

Yvette attends a minimum of 20 credits annually of continuing professional education classes, including a minimum of eight credits of audit and accounting classes, resulting in 120 credits for three-year requirement. Every two years, a minimum of 24 credits of CPE specifically related to Yellow Book requirements is completed.

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MEMORANDUM

DATE: December 19, 2024

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

RE: Ongoing Paying of Library Bills Throughout Each Month

As per the wishes of the OPL Board Finance Committee and in keeping with previous discussion with this entire body, I have inquired about the possibility of the ongoing paying of library bills throughout each month, rather than amassing them all to be paid by City finance in a very large batch only after formal approval by the Board. While this approach is in the strictest keeping with Wisconsin state law, it should be noted that the law itself recognizes the challenges and unnecessary expenses (late fees, etc.) that excessive inflexibility may lead to and allows some leeway in the form of post-payment audit.

Clairellyn Sommersmith, director of the Winnefox Library System, was kind enough to clarify in an email on December 4, 2024.

She wrote:

From: Clairellyn Sommersmith <sommersmith@winnefox.org>

Sent: Wednesday, December 4, 2024 10:25 AM

To: Darryl Eschete <Eschete@oshkoshlibrary.org>

Subject: Authorizing Municipalities to Pay Bills Ahead of Time

Hi Darryl,

In order for bills to be paid on time, municipalities are allowed to pay regular recurring expenses prior to library board meetings. This allowance is written out in statute, Chapter 43.58

- [https://docs.legis.wisconsin.gov/document/statutes/43.58\(2\)](https://docs.legis.wisconsin.gov/document/statutes/43.58(2))

(2)

(a) The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure. and the purpose for which it was expended, to the appropriate municipal or county financial officer or,





in the case of a school district, the school district clerk. The library board shall include a statement, signed by the library board secretary or other designee of the library board, that the expenditure has been incurred and that the library board has audited and approved the expenditure. The appropriate municipal, county, or school district official shall then pay the bill as others are paid.

(b) Notwithstanding par. (a), regular wages or salary or other recurring payments, authorized by the library board and verified by the appropriate library official, may be paid by the appropriate municipal, county, or school district official by the date due or, in the case of salaries, by the regular pay day. The library board shall audit and approve any such payment at its next regular meeting.

An argumentative board or city might disagree about what constitutes as "recurring payments," but the recommendation from the DPI is that any regular bill that falls under a budgeted line can be paid prior to the board meeting. For example, the board approved the library budget which states it will spend \$X on books; there is not issue with the city then paying a bill for books. And yes, the city is already doing this when they pay utilities and wages.

Best,

Clairellyn

In keeping with this guidance, and in the spirit of continuing to work more effectively with the City of Oshkosh—the finance department has made clear that waiting for the Library Board-approved invoices to pay all at once has been a major bottleneck in their workflow each month—I would propose the Board move and vote to allow for the City to pay library invoices on an ongoing basis and audit such payments after the fact with an exception made for invoices of an extraordinary nature either by dint of amount of expense or other circumstance.





MEMORANDUM

To: Oshkosh Public Library Board

From: Darryl Eschete, Library Director

Date: December 19, 2024

Subject: Board evaluation of Library Director's 2024 Performance, 2025 goal-setting and compensation

I would like to propose the following process carrying out the Library Board's evaluation of my 2024 performance and the determination of 2025 compensation. My goal is to help the Director's Compensation Committee be ready to make recommendations to the full board at its January 30, 2025 regular meeting.

1. I will submit a thorough self-evaluation memo to members of the committee by Friday, January 10, 2025;
2. I will schedule a meeting of the committee to review 2024 performance, ideally by January 16, 2025. This will allow the committee two weeks to do any further research it feels best and prepare its recommendations for the full Library Board. This is a legally noticed meeting that will begin in open session, go into closed session for our conversation, re-enter open session to take action as appropriate, and adjourn.
3. Director's Compensation Committee will present its recommendations to the full Library Board. This meeting will include a closed session to allow the board to discuss performance with the Director and to discuss the committee's recommendations. Any action on the committee's recommendations must take place in open session.
4. As has been the practice in the past, the Board President will express the consensus of the Board and any feedback in a letter to the Director, with one copy to him and one to be placed in his personnel file.

I hope this process or something similar is acceptable to Board and will allow us to have a constructive conversation about my performance as Library Director.



**Oshkosh Public Library
Statement of Revenue**

November 2024

92 % of the year

REVENUE

City of Oshkosh

Grants and Aids

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

Winnefox Library System

Total Grants and Aids

Other Inflow

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

Total Other Inflow

Total Revenue Submitted to City of Oshkosh

TOTAL REVENUE

	BUDGET	NOVEMBER	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
Winnebago County Other County Aid (Fond du Lac, Green Lake & Waushara)	959,036.00		748,722.80	78.07%	(210,313.20)
Winnefox Library System	174,353.22		48,523.00 159,823.51	0.00% 91.67%	48,523.00 (14,529.71)
Total Grants and Aids	1,133,389.22	0.00	957,069.31	84.44%	(176,319.91)
Other Inflow					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	1,428.03	11,614.40	129.05%	2,614.40
Miscellaneous		643.55	1,373.28	0.00%	1,373.28
Meeting Room	2,000.00	115.00	3,263.77	163.19%	1,263.77
Photocopies	10,000.00	1,936.16	15,487.74	154.88%	5,487.74
Sales Tax Payable		200.21	1,421.29	0.00%	1,421.29
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	4,322.95	33,160.48	157.91%	12,160.48
Total Revenue Submitted to City of Oshkosh	1,154,389.22	4,322.95	990,229.79	85.78%	(164,159.43)
TOTAL REVENUE	1,154,389.22	7,212.95	1,014,259.79	87.86%	(140,129.43)

Oshkosh Transit System

Monthly Bus Passes
Quarterly Bus Passes
Reloadable Passes

Total Receipts to Oshkosh Transit System

Monthly Bus Passes	0.00		10,595.00	0.00%	10,595.00
Quarterly Bus Passes	0.00		9,885.00	0.00%	9,885.00
Reloadable Passes	0.00	2,890.00	3,550.00		
Total Receipts to Oshkosh Transit System	0.00	2,890.00	24,030.00	0.00	24,030.00

City of Oshkosh Levy

2,876,500.00

Oshkosh Public Library
Statement of Expenditures December 2024

	2024	DECEMBER	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
Regular Pay	2,329,354.00	185,106.78	2,168,686.82	93.10	160,667.18
Overtime Pay	20,000.00	5,269.45	40,301.13	201.51	-20,301.13
FICA - Employers Share	184,755.00	14,009.62	167,573.86	90.70	17,181.14
Wisconsin Retirement Fund	154,104.00	11,504.03	142,287.92	92.33	11,816.08
Health Insurance	351,041.00	40,484.24	424,230.30	120.85	-73,189.30
Dental Insurance	18,661.00	1,530.56	15,718.18	84.23	2,942.82
Life Insurance	5,847.00	430.39	4,860.12	83.12	986.88
Professional Services			0.00		
Engineering/Surveying/Appraisals	0.00		0.00	0.00	0.00
Audit	0.00		0.00	0.00	0.00
Legal	0.00		0.00	0.00	0.00
Misc. Consulting/Studies	0.00		0.00	0.00	0.00
Contracted Services			0.00		
Advertising/Postage/Printing	23,500.00	37.32	15,612.42	66.44	7,887.58
Contractual Agreement Payments	315,400.00	13,257.91	315,415.64	100.00	-15.64
Contractual Employment	0.00		0.00	0.00	0.00
Subscription/Licensing Contracts	5,000.00		11,027.10	220.54	-6,027.10
Prevent Maintenance Contracts	16,600.00	924.36	83,073.96	500.45	-66,473.96
Third Party Contracted Services	50,000.00	6,995.62	77,465.99	154.93	-27,465.99
Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance			0.00		
Employee Training/Development	6,000.00	140.00	5,219.62	86.99	780.38
Professional License/Membership Dues/Bonds	5,000.00		3,513.39	70.27	1,486.61
Employee Allowance/Reimbursement	800.00	100.03	8,692.47	1,086.56	-7,892.47
Inter-Department Services Charges			0.00		
Administrative/Engineering Fees	0.00		0.00	0.00	0.00
Interfund Chargebacks	0.00		0.00	0.00	0.00
Rental Expenses			0.00		
Rental Expenses	0.00		0.00	0.00	0.00
Lease Expense	7,000.00		2,437.22	34.82	4,562.78
Fixed Costs			0.00		
Insurance Expense	28,300.00	130.00	24,139.15	85.30	4,160.85
Workers Comp Insurance	9,900.00		9,900.00	100.00	0.00
Licenses and Permits	0.00		715.77	0.00	-715.77
Telephone/Internet Expense	3,500.00	105.99	1,624.18	46.41	1,875.82
Utilities Expense	83,000.00	5,893.68	120,886.19	145.65	-37,886.19
Other - Finance Only Accounts			0.00		
Bank Fees	0.00		1,506.30	0.00	-1,506.30
Fuel/Lubricants			0.00		
Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
Inventory/Supplies			0.00		
Office Supplies	21,100.00	1,235.31	26,322.66	124.75	-5,222.66
Specialty Supplies	273,000.00	35,581.38	254,144.17	93.09	18,855.83
Non-Inventory Supplies	34,000.00	6,648.62	46,411.19	136.50	-12,411.19
Minor Equipment	0.00		0.00		
Total Other Expenditures	3,945,862.00	329,385.29	3,971,765.75	100.66	-25,903.75

**OPL Donation, Endowment and Gift
Detailed Expense Report
September 1 - November 30, 2024**

Type	Date	Num	Name	Memo	Amount	Balance
West Pointe Bank						127,313.67
.OPL Debit Acct xx3234						10.00
				Transfer from OPL checking 0685 to OPL Debit 3234 for Elementary & Tweens Reading Challenge Book...		
Transfer	09/23/2024				3,000.00	3,010.00
				transfer from WLS Debit 3234 to OPL checking 0685 Vendor will bill OPL		
Transfer	09/24/2024				-3,000.00	10.00
				fund transfer - Website Team Luncheon		
Transfer	11/18/2024				400.00	410.00
				Luncheon for members of website team		
Bill Pmt -Check	11/19/2024	Debit 3234	Fox River Brewing Co.		-337.49	72.51
				Funds Transfer for 3 air purifiers for study rooms		
Transfer	11/19/2024				350.00	422.51
				Funds Transfer - unused funds for website team luncheon		
Transfer	11/21/2024				-62.51	360.00
				Air Purifiers for Study Rooms		
Bill Pmt -Check	11/21/2024	Card 3234	Best Buy		-299.97	60.03
				Funds Transfer unused funds for 3 air purifiers for study rooms		
Transfer	11/21/2024				-50.03	10.00
Total .OPL Debit Acct xx3234					0.00	10.00
 OPL Checking Acct xx0685						 127,303.67
Lakefly Writers Conference						3,148.12
Total Lakefly Writers Conference						3,148.12
OPL Memorial Fund						118,758.79
A Johnson						173.95
Total A Johnson						173.95
Drzy						14.07
Total Drzy						14.07
General OPL Memorial						98,745.94
1000 Books Reading Challenge						3,000.00
Total 1000 Books Reading Challenge						3,000.00
Children's Programs						1,000.00
Total Children's Programs						1,000.00
General OPL Memorial - Other						94,745.94
Total General OPL Memorial - Other						94,745.94

**OPL Donation, Endowment and Gift
Detailed Expense Report
September 1 - November 30, 2024**

Type	Date	Num	Name	Memo	Amount	Balance
Total General OPL Memorial						98,745.94
Hansen						6,000.00
Total Hansen						6,000.00
Janty						4,695.77
K-12 Library Material						3,000.00
Total K-12 Library Material						3,000.00
Literacy Materials						1,695.77
Total Literacy Materials						1,695.77
Total Janty						4,695.77
Kaprelian						11.38
Total Kaprelian						11.38
M Herzing						935.55
Total M Herzing						935.55
Mainwaring						979.28
Total Mainwaring						979.28
Meilahn						1,869.19
Total Meilahn						1,869.19
S Voss						38.47
Total S Voss						38.47
Sendele						5,000.00
Total Sendele						5,000.00
T Young						242.74
Total T Young						242.74
W Zemke						52.45
Total W Zemke						52.45
Total OPL Memorial Fund						118,758.79
Replacement Funds						12,521.16
Total Replacement Funds						12,521.16
OPL Checking Acct xx0685 - Other						-7,124.40
Check	09/03/2024	1364	Emillie Cieslewicz	VOID: John Nichols Scholarship	0.00	-7,124.40
Check	09/03/2024	1365	Menasha Public Library	Refund 2024-26	-16.00	-7,140.40
Check	09/03/2024	EFT-AMZ0903	Amazon	Library materials	-145.55	-7,285.95
Deposit	09/04/2024			Deposit	477.68	-6,808.27
Deposit	09/04/2024			Deposit	150.00	-6,658.27
Check	09/04/2024	1366	Emillie Cieslewicz	John V Nichols Graduate Library Education Scholarship	-1,500.00	-8,158.27
Bill Pmt -Check	09/04/2024	1367	Baker & Taylor	Library materials	-136.50	-8,294.77
Bill Pmt -Check	09/04/2024	1368	Cayden Mideaner	VOID: Lost & Paid Refund	0.00	-8,294.77
Bill Pmt -Check	09/04/2024	1369	Crystal Schaffer	Lost & Paid refund	-27.99	-8,322.76
Bill Pmt -Check	09/04/2024	1370	Henry Serate	Lost & Paid refund	-9.50	-8,332.26

**OPL Donation, Endowment and Gift
Detailed Expense Report
September 1 - November 30, 2024**

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/04/2024	1371	Jessica Graf	Lost & Paid refund	-5.99	-8,338.25
Bill Pmt -Check	09/04/2024	1372	Lindsey Reiter	Lost & Paid refund	-17.99	-8,356.24
Bill Pmt -Check	09/06/2024	1373	Brown County Library	ILL bill for lost book	-16.95	-8,373.19
Bill Pmt -Check	09/06/2024	1374	Winnefox Library System	Art after hours materials	-159.20	-8,532.39
Check	09/09/2024	1375	Crystal Schaffer	Lost and Paid refund	-19.99	-8,552.38
Check	09/09/2024	1376	Lindsey Reiter	Lost & Paid refund	-20.00	-8,572.38
Check	09/10/2024	EFT-AMZ0910	Amazon	Library materials	-78.85	-8,651.23
Check	09/12/2024	EFT-AMZ0912	Amazon	Library materials	-77.03	-8,728.26
Bill Pmt -Check	09/12/2024	1385	Baker & Taylor	Library Materials	-2,927.60	-11,655.86
Bill Pmt -Check	09/12/2024	1386	Cengage Learning/Gale		-428.08	-12,083.94
Bill Pmt -Check	09/12/2024	1387	Center Point Large Print	Library materials	-438.66	-12,522.60
Bill Pmt -Check	09/12/2024	1388	Mark Moran Appraisals of Antiques & Fi	Appraisal Event	-450.00	-12,972.60
Bill Pmt -Check	09/12/2024	1389	Neenah Public Library	Lost & Paid Refund	-3.99	-12,976.59
Bill Pmt -Check	09/12/2024	1390	Playaway Products, LLC	Library materials	-3,647.68	-16,624.27
Deposit	09/13/2024			Deposit	329.36	-16,294.91
Bill Pmt -Check	09/13/2024	1377	Baker & Taylor		-328.50	-16,623.41
Bill Pmt -Check	09/13/2024	1378	Cayden Miedaner	Lost & Paid refund	-14.89	-16,638.30
Bill Pmt -Check	09/13/2024	1379	Cengage Learning/Gale	Library materials	-144.70	-16,783.00
Bill Pmt -Check	09/13/2024	1380	Center Point Large Print	Library materials	-90.63	-16,873.63
Bill Pmt -Check	09/13/2024	1381	Crystal Schaffer	VOID: Lost and Paid refund	0.00	-16,873.63
Bill Pmt -Check	09/13/2024	1382	Lindsey Reiter	VOID: Lost & paid refund	0.00	-16,873.63
Bill Pmt -Check	09/16/2024	1383	Center Point Large Print	Library materials	-149.05	-17,022.68
Check	09/17/2024	EFT-AMZ0917	Amazon	Library materials	-188.32	-17,211.00
Check	09/17/2024	EFT-AMZ917	Amazon	Library materials	-86.46	-17,297.46
Check	09/17/2024	EFT-AMZ918	Amazon	Library materials	-68.49	-17,365.95
Bill Pmt -Check	09/18/2024	1384	Motion Works Media	Brand Hype Video & Photography	-4,425.00	-21,790.95
Check	09/19/2024	EFT-AMZ919	Amazon	Library materials	-21.96	-21,812.91
Check	09/19/2024	EFT-AMZ920	Amazon	Library materials	-23.83	-21,836.74
Transfer	09/23/2024			Transfer from OPL checking 0685 to OPL Debit 3234 for Elementary & Tweens Reading Challenge Book...	-3,000.00	-24,836.74
Transfer	09/24/2024			transfer from WLS Debit 3234 to OPL checking 0685 Vendor will bill OPL	3,000.00	-21,836.74
Deposit	09/25/2024			Deposit	197.70	-21,639.04
Bill Pmt -Check	10/08/2024	1392	Neenah Public Library	Lost & Paid refund	-3.99	-21,643.03
Check	10/08/2024	1391	Oshkosh Area Community Foundation	Bruce L. Decker Fund deposit	-475,000.00	-496,643.03

**OPL Donation, Endowment and Gift
Detailed Expense Report
September 1 - November 30, 2024**

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	10/10/2024			Deposit	161.30	-496,481.73
Check	10/11/2024	EFT-AMZ1011	Amazon	Library materials	-182.97	-496,664.70
Check	10/15/2024	EFT-AMZ1015	Amazon	Library materials	-96.42	-496,761.12
Check	10/15/2024	EFT-AMZ10	Amazon	Library materials	-43.99	-496,805.11
Check	10/17/2024	EFT-AMZ1017	Amazon		-59.99	-496,865.10
Bill Pmt -Check	10/22/2024	1393	Baker & Taylor		-635.97	-497,501.07
Bill Pmt -Check	10/22/2024	1394	Caestecker Public Library	Lost & Paid Refund	-10.00	-497,511.07
Bill Pmt -Check	10/22/2024	1395	Cengage Learning/Gale		-204.68	-497,715.75
Bill Pmt -Check	10/22/2024	1396	Center Point Large Print		-467.87	-498,183.62
Bill Pmt -Check	10/22/2024	1397	Playaway Products, LLC	Library materials	-208.28	-498,391.90
Bill Pmt -Check	10/24/2024	1398	City of Oshkosh	Food/Beverage Reimbursement	-104.99	-498,496.89
Check	10/24/2024	EFT-AMZ1024	Amazon	Library materials	-67.19	-498,564.08
Deposit	10/29/2024			Deposit	1,325.00	-497,239.08
Deposit	10/31/2024			Deposit	475,000.00	-22,239.08
Check	11/01/2024	EFT-AMZ1101	Amazon	Library Materials	-61.83	-22,300.91
Check	11/01/2024	EFT-AMZ1124	Amazon	Library materials	-31.47	-22,332.38
Deposit	11/06/2024			Deposit	249.45	-22,082.93
Deposit	11/07/2024			Deposit	12,467.65	-9,615.28
Deposit	11/07/2024			Deposit	465.91	-9,149.37
Check	11/08/2024	1399	Oshkosh Area Community Foundation		-11,094.65	-20,244.02
Bill Pmt -Check	11/12/2024	1400	4 Imprint	OPL Swag	-1,580.83	-21,824.85
Bill Pmt -Check	11/12/2024	1401	Baker & Taylor		-595.18	-22,420.03
Bill Pmt -Check	11/12/2024	1402	Cengage Learning/Gale		-641.57	-23,061.60
Bill Pmt -Check	11/12/2024	1403	Center Point Large Print		-527.79	-23,589.39
Bill Pmt -Check	11/12/2024	1404	Fiss & Bills-Poklasny Funeral Homes	La Fontaine funeral expenses	-1,373.00	-24,962.39
Bill Pmt -Check	11/12/2024	1405	Neenah Public Library		-19.98	-24,982.37
Bill Pmt -Check	11/12/2024	1406	Ripon Public Library	Lost & Paid Refund	-9.39	-24,991.76
Bill Pmt -Check	11/13/2024	1407	Baker & Taylor		-470.84	-25,462.60
Bill Pmt -Check	11/13/2024	1408	Cengage Learning/Gale		-502.62	-25,965.22
Bill Pmt -Check	11/13/2024	1409	Center Point Large Print		-122.09	-26,087.31
Bill Pmt -Check	11/13/2024	1410	FCE		-540.00	-26,627.31
Bill Pmt -Check	11/13/2024	1411	Library Market	Library Website	-14,450.00	-41,077.31
Bill Pmt -Check	11/13/2024	1412	Midwest Tape, LLC	Library materials	-42.99	-41,120.30
Transfer	11/18/2024			fund transfer - Website Team Luncheon	-400.00	-41,520.30
Check	11/19/2024	EFT-AMZ101	Amazon	Library materials	-75.66	-41,595.96
Transfer	11/19/2024			Funds Transfer for 3 air purifiers for study rooms	-350.00	-41,945.96

**OPL Donation, Endowment and Gift
Detailed Expense Report
September 1 - November 30, 2024**

Type	Date	Num	Name	Memo	Amount	Balance
Transfer	11/21/2024			Funds Transfer - unused funds for website team luncheon	62.51	-41,883.45
Transfer	11/21/2024			Funds Transfer unused funds for 3 air purifiers for study rooms	50.03	-41,833.42
Deposit	11/26/2024			Deposit	161.60	-41,671.82
Total OPL Checking Acct xx0685 - Other					-34,547.42	-41,671.82

Oshkosh Public Library Highlights

December 2024

1. Community Engagement Librarian Sandy Toland presented an introduction to OPL's new website at the Oshkosh Seniors Center on Nov. 19. The 24 people who attended learned about the design and features of the site to help them better navigate the collections and resources it offers.
2. Local author and Oshkosh historian Randy Domer presented a program on the history of Garlic Island to a group of 40+ people under the Dome on Dec. 3. Domer shared stories about the island on Lake Winnebago, which was at different points in time home to the Menominee, a British encampment and a summer resort retreat for Oshkosh's rich and famous. The program was sponsored by the Winnebago County Historical & Archaeological Society.
3. OPL hosted Coffee & Cookies with Cops on Dec. 6, welcoming patrons and the public to meet and engage with officers of the Oshkosh Police Department. Visitors of all ages chatted with the officers and were thrilled to meet K9 Gemma.
4. The jolliest of sounds emanated from under the Dome on Dec. 10 when the Oshkosh Area Ukulele Players brought their holiday show to the library. The joyful group, decked out in the most festive attire, plucked and strummed and spread good cheer for all inside the library to hear.
5. On Dec. 12, Deb Daubert, retired curator at the Oshkosh Public Museum, addressed fact vs. fiction in her presentation on the Christmas classic movie "All Mine to Give." She compared Hollywood's depiction to the book "The Day They Gave Babies Away," which was based on a local family and was the inspiration for the movie. A group of 50 people attended the program, which was sponsored by the Winnebagoland Genealogical Society and the Butte des Morts Historical Preservation Society.
6. Local History Librarian Michael McArthur delivered a presentation on the history of Oshkosh to the 2024 class of Youth Leadership Oshkosh on Dec. 13.
7. Future bakers and entrepreneurs have embraced a new imaginative play theme in Explorer's Grove in the library's lower level. It features pieces to make birthday cakes, cupcakes, cookies and bread. A standing mixer and other baking tools have been used heavily since introducing the theme just before Thanksgiving. Imaginative play is an important language and literacy development activity.

8. Sixty seventh-graders from Omro School District visited the library in November to learn about library resources and services through a library-wide scavenger hunt. Kids and staff both reported a great experience for all.
9. Support and encouragement for coding skill development in the Oshkosh area is offered by a new community youth club called Hack Club. The student-led group, which is a local chapter of the International Hack Club, began offering coding skills instruction and support to students in grades 9-12 this past fall. They recently brought 20 teens to the library for a Hackathon known as Counterspell. OPL was the only site in Wisconsin and the Midwest for this 24-hour, world-wide challenge to create a project which is then shared and voted on by peers.
10. Thirty kids attended drop-in sessions in November to build an addition for the Winter Village on display in the library's lower level. Kids and families are invited to gather up their crafting supplies at home and build their own creations to add to the village through February.
11. Director Darryl Eschete was interviewed by *Curb* magazine, the student magazine of UW-Madison's journalism department, on the issue of book banning and censorship. Audio of the interview was included, as well. Read the article at <https://curbonline.com/silenced-stories/> (scroll to the bottom for the audio link).

MONTHLY REPORT
Oshkosh Public Library
November 2024

CIRCULATION	Nov 2024	Nov 2023	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	13,024	12,956	1%	153,821	156,407	-1.7%
Book-Juvenile	13,093	14,867	-12%	158,574	162,740	-2.6%
Book-YA/Teen	1,209	1,037	17%	14,368	15,874	-9.5%
CD-Adult	687	1,066	-36%	10,353	11,807	-12.3%
CD-Juvenile	57	83	-31%	831	872	-4.7%
CD-Book-Adult	404	473	-15%	5,034	5,925	-15.0%
CD-Book-Juvenile	295	170	74%	2,054	2,175	-5.6%
CD-Book-YA/Teen	16	18	-11%	127	152	-16.4%
DVD-Adult	5,476	5,289	4%	62,404	61,519	1.4%
DVD-Juvenile	1,167	1,387	-16%	12,681	13,698	-7.4%
Game-Adult	578	593	-3%	6,895	7,316	-5.8%
Game-Juvenile	208	211	-1%	2,552	2,374	7.5%
Magazine-Adult	457	442	3%	4,744	5,529	-14.2%
Magazine-Juvenile	27	14	93%	138	127	8.7%
Magazine-YA/Teen	1	6	0%	22	12	83.3%
Other-Adult	321	328	-2%	3,203	2,993	7.0%
Other-Juvenile	95	149	-36%	1,563	1,631	-4.2%
Other-YA/Teen	5	8	-38%	44	71	-38.0%
Total Adult	20,947	21,147	-1%	246,454	251,496	-2.0%
Total Juvenile	14,942	16,881	-11%	178,393	183,617	-2.8%
Total YA/Teen	1,231	1,069	15%	14,561	16,109	-9.6%
SUB TOTAL	37,120	39,097	-5%	439,408	451,222	-2.6%
Digital Book Formats						
OverDrive E-Books	4,422	4,832	-8%	55,533	55,900	-1%
Hoopla E-Books	449	485	-7%	4,783	5,346	-11%
E-BOOKS SUB TOTAL	4,871	5,317	-8%	60,316	61,246	-2%
Audiobook Formats						
OverDrive Audiobooks	4,453	4,549	-2%	58,465	48,802	20%
Hoopla Audiobooks	1,447	1,405	3%	15,282	14,117	8%
AUDIOBOOKS SUB TOTAL	5,900	5,954	-1%	73,747	62,919	17%
Tumblebooks	discontin.	9	0%	13	47	-72%
DIGITAL BOOKS SUB TOTAL	discontin.	9	0%	13	47	-72%
Digital Media						
Hoopla Music	40	79	-49%	523	649	-19%
Hoopla Video	226	241	-6%	2,109	2,129	-1%
DIGITAL MEDIA SUB TOTAL	266	320	-17%	2,632	2,778	-5%
DIGITAL CONTENT SUB TOTAL	11,037	11,600	-5%	136,708	126,990	8%
SUB TOTAL	48,157	50,697	-5%	576,116	578,212	-0.4%
TOTAL CIRCULATION	48,157	50,697	-5%	576,116	578,212	-0.4%
PHYSICAL MATERIALS						
% AV Materials Circulated	24%	24%	1%	25%	24%	0%
% Print Materials Circulated	76%	76%	0%	75%	76%	0%
% Adult Materials Circulated	60%	57%	5%	59%	59%	0%
% Youth Materials Circulated	40%	43%	-7%	41%	41%	0%
Average Circulation Per Hour	181.0	174	4%	190	184	3%

MONTHLY REPORT
Oshkosh Public Library
November 2024

MISCELLANEOUS	Nov 2024	Nov 2023	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	20,851	19,754	5.6%	218,280	209,599	4.1%
Average Daily Traffic	719	681	5.6%	702	679	3.4%
Meetings Held	0	100	-100.0%	1,056	1,091	-3.2%
New Card Registrations	186	219	-15.1%	2,581	2,633	-2.0%
Self-check % of Checkout	50%	46%	8.9%	48%	50%	-2.5%
Volunteer Hours Worked	0	85	-100%	1,049	1,126	-6.8%
Teacher Packs	0	6	-100.0%	28	43	-34.9%

ELECTRONIC RESOURCES	Nov 2024	Nov 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	16,951	16,533	3%	195,686	190,896	2.5%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	27	49	-45%	355	571	-37.8%
EBSCO Sessions	0	0	0%	0	0	0.0%
HeritageQuest Sessions	0	0	0%	0	0	0.0%
Mango Languages	64	78	-18%	831	545	52.5%
Newsbank	0	0	0%	479	0	0.0%
Reference Solutions	117	0	0%	1,282	0	0.0%
Value Line	0	0	0%	0	0	0.0%
SUB-TOTAL	257	222	16%	3,783	2,112	79.1%
LOCAL DATABASE SESSIONS						
1957 Address Change	39	37	5%	386	447	-13.6%
City Directories	2	83	-98%	697	1,370	-49.1%
Digital Collections	41	39	5%	643	1,130	-43.1%
Local History Books	7	14	-50%	248	185	34.1%
Oshkosh Facts, Firsts, and FAQ	4	3	33%	36	38	-5.3%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	59	159	-63%	1,734	2,102	-17.5%
Riverside Cemetery Index	7	6	17%	116	105	10.5%
UWDC - Atlases & Histories	0	0	0%	1	11	-90.9%
SUB-TOTAL	159	341	-53%	3,861	5,388	-28.3%
TOTAL ELECTRONIC RESOURCE SESSIONS	17,367	17,096	2%	203,330	198,396	2.5%

PUBLIC COMPUTER USE	Nov 2024	Nov 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	7250	7279	0%	75,539	71661	5.4%
Public Computer Use						
Adult	1,665	1,624	3%	17936	17816	0.7%
Youth	287	170	69%	2255	2287	-1.4%
TOTAL USE	1,952	1,794	9%	20191	20103	0.4%

QUESTIONS ANSWERED	Nov 2024	Nov 2023	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	681	746	-9%	8,419	11,483	-26.7%
Youth Department						
Reference	22	224	-90%	1,800	2,676	-32.7%
TOTAL QUESTIONS ANSWERED	703	970	-28%	10,219	14,159	-27.8%

MONTHLY REPORT
Oshkosh Public Library
 November 2024

PROGRAMS	Nov 2024	Nov 2023	% Change	YTD 2024	YTD 2023	% Change
Programs Given						
Adult	15	14	7%	147	173	-15.0%
Teen	1	3	-67%	41	45	-8.9%
Youth	20	20	0%	292	310	-5.8%
Roving Reader	11	10	10%	159	84	89.3%
TOTAL	47	47	0%	639	612	4.4%

Program Attendance	Nov 2024	Nov 2023	% Change	YTD 2024	YTD 2023	% Change
Adult	171	124	38%	1,680	2,197	-24%
Teen	16	78	-79%	393	1,003	-61%
Youth	416	746	-44%	8,541	12,430	-31%
TOTAL	639	948	-33%	10,846	15,630	-31%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: December 13, 2024
SUBJECT: November 2024 Donations

Donations given at register	\$	26.61
Total Donations	\$	26.61

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: December 13, 2024
SUBJECT: November 2024 Personnel Changes

There were no personnel changes in November, 2024.

Library Director's Report

November-December 2024

Since the regular Board meeting of November 21, library staff and I have been at work on the following:

- **Kiwanis Talk**—On Tuesday, December 3, I spoke to the noon Kiwanis club about the library.
- **ARPA Projects**—The digital signage install work has progressed with Pete Hodge of Winnefox speaking to Visix (signage vendor) about setting up the signage network on December 12. By mid-January the signs should be functional with information being displayed on them at least on a training basis.
- **Pay Plan Discussion**—At the last Board meeting, I reported on my November 6 meeting with Michelle Behnke, Head of City HR, to discuss the library's salary matrix for 2025. At that meeting, we discussed the possibility of aligning library pay grades with the City's for ease of administration. At the December 3 meeting of the Finance Committee, the general consensus was that the matter should be handled carefully and with a formal salary/pay study. President Bracken met with Ms. Behnke on Tuesday, December 10 and may wish to speak to the content of that meeting. For 2025, however, the library's pay plan will follow the pattern of past years.
- **Leadership Oshkosh**—As of this writing (December 12), I am planning to attend the December 18 "Arts and Culture Day." I will report on the day at this meeting.
- **Youth Leadership Arts, Culture, Heritage Day**—In cooperation with Leadership Oshkosh, the Oshkosh Public Library will be the starting point for Youth Leadership Arts, Culture and Heritage Day on Friday, December 13. Michael McArthur and I will be greeting the group of Oshkosh teens and Michael will be taking the group on a tour.
- **Reindeer on the Square**—Thanks to Community Engagement and Outreach Librarian Sandra Toland and Jessica Lomena, Event and Marketing Coordinator for Downtown Oshkosh Business Improvement District, I will be standing in for Santa Claus at the Reindeer on the Square event on Saturday, December 14th as the run up to the holidays has made him less personally available for events.
- **Learning in Retirement**—The day after this meeting, I will be presenting for Learning in Retirement, discussing the history of public libraries in the United States and the future of our own.
- **City Manager Selection**—As of this writing, I have heard no updates on the selection of a new City Manager.

Respectfully Submitted,

Darryl Eschete