



**Oshkosh Public Library Board of Trustees
Agenda – Thursday, January 30, 2025
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	3-8
1. Minutes of the regular Board meeting of December 19, 2024		
2. Minutes of the Director Compensation meeting of January 21, 2025		
3. Authorized Payments from December 2024– \$418,890.95		
4. Authorized Payments from January 2025--\$190,926.14		
Items Removed from Consent Agenda		
New Business		
5. <u>Proposed creation of and revisions to library policies:</u> Consider approval of a proposed Three Dimensional (3D) Printer usage policy (a new policy) and revisions to the existing Collection Development Policy. Action requested: <i>Approve creation of and updates to library policies.</i>	YES	9-17
6. <u>Memo--Card Clinic & Outreach Report:</u> As per the expressed interest of Board members, a report on the ongoing program of visiting off-site partners as part of the outreach work of Library Development.	NO	18-19
7. <u>Memo--Endowment Fund– Round Two:</u> A request to re-purpose previously requested funds and to allow for the funding of new projects. Action requested: <i>Approve Endowment Fund allocation proposals.</i>	YES	20-21
8. <u>Memo: Update on the third-party analysis of City-Library finance practices:</u> Update on the work of Yvette Mueller, CLA accountant exploring the joint business practices of the City of Oshkosh, Oshkosh Public Library and Winnefox Library System.	NO	22
Informational Items	NO	23-31
9. Revenues and Donations		
10. Expenditures		





11.	Library Highlights		
12.	Monthly Statistics		
13.	Personnel Changes		
<u>Library Director's Report</u>			
14.	Report on operations of the Oshkosh Public Library	NO	32
<u>Trustee Reports and Comments</u>		NO	
<u>Closed Session</u>			
15.	<u>Library Director Performance Evaluation</u> : Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes in order to conduct an evaluation of the Library Director, to receive and discuss the recommendation of the Director Compensation Committee for 2025 compensation, and to discuss 2025 goals for the Library Director.	NO	
<u>Resume Open Session</u>			
16.	Library Director 2025 Compensation: Take action, if desired, on matters discussed in closed session.	YES	
<u>Adjournment</u>		YES	
<u>Next Meeting Scheduled: Thursday, February 27, 2025 at 4 p.m.</u>			



MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
December 19, 2024

The December 19, 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, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, and David Rucker.

Absent: Kim Brown, Larry Lautenschlager, Amber Shemanski, Molly Templin, Adjunct Board Member and Jason Schmidt, Adjunct Board Member

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 Chu Paing, Director of the Winnebago Area Literacy Council.

Public Comments: None

Consent Agenda Items

- Minutes of the Regular Board Meeting of November 21, 2024
- Minutes of the Finance Committee meeting of December 3, 2024
- Updated OPL-WALC Agreement
- Vouchers Payable - \$329,385.29

Chu Paing, Director of the Winnebago Area Literacy Council (WALC) talked about the WALC relationship with the library and the 3-year memorandum of understanding renewal.

Motion to approve the consent agenda as presented.

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

New Business

- Proposed revisions to library policies: Consider revisions to library policies regarding Access to Materials and Services and Patron Confidentiality. **Action requested:** *Approve updates to library policies.*

Motion to approve updates to the library policies as presented.

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

- 2025 OPL Pay Plan: The 2025 pay plan matrix was 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:** *Approve 2025 pay plan.*

Motion to approve the 2025 pay plan for employees.

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

- Endowment Fund 2025 Allocation Proposals – Round One: Proposed 2025 endowment fund allocations with fund limits calculated using a 3-year, end of third quarter average balance. **Action requested:** Approve Endowment Fund allocation proposals.

After discussion, Barry Perlman moved to amend the Endowment Fund 2025 Allocation – Round One proposal to include \$5000.00 for a Washer and Dryer and Plumbing and Electrical work for installation of them.

Motion: Perlman; **Second:** Melms-Simon; **Roll Call Vote:** Motion passed 6-1. **Aye:** Bracken, Fojtik, Kneepkens, Melms-Simon, Perlman and Rucker. **Nay:** Mugerauer. Motion Carried.

Motion to approve the 2025 Endowment Fund allocation proposals as amended to include \$5000.00 for washer, dryer and plumbing, electrical installation.

Motion: Perlman; **Second:** Melms-Simon; **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.
- Update on the ongoing paying of library bills throughout the month-Discussion of a more workable arrangement for the paying of library bills throughout the month rather than waiting until after formal Board vote/approval. There was no official vote, but the board agreed with this bill paying system.
- Director annual performance evaluation process-Director's memo with proposed timetable for 2024 performance evaluation process was presented. There was a request by Lindsey Mugerauer to be replaced on the Director Compensation Committee for 2024/2025. Tony Kneepkens volunteered to take her place on this committee. There was no official vote, but the board agreed with the proposed process and timetable.

Trustee Reports and Comments

- The board asked the director to express their gratitude and appreciation to all library staff for their work in 2024.
- The board thanked Ruth Percey and Lisa Voss for all they did during the search for a new director.

Adjournment

Motion to adjourn at 5:25 PM

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

Respectfully,

Darryl Eschete, Secretary
Tracie Schlaak – Recorder



MINUTES OF THE DIRECTOR COMPENSATION COMMITTEE – OPL Board
January 21, 2025 PM
Oshkosh Public Library, Third Floor Training Room
Amended per direction of the board on 1/30/25

The meeting of the Oshkosh Public Library Board – Director Compensation Committee was held on January 21, 2025. The meeting was called to order at 4:05 PM. by Christine Melms-Simon.

Present were Bill Bracken, Christine Melms-Simon, Tony Kneepkens, Oshkosh Public Library Board members and Darryl Eschete, Director of the Oshkosh Public Library. Absent was David Rucker, Board member who did not receive notification of the rescheduled meeting.

Public Comments : None

Motion to enter into closed session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to consider compensation for the Director’s position.

Motion: Kneepkens; **Second:** Bracken; **Roll Call Vote:** **Aye:** Melms-Simon, Kneepkens, Bracken. **Nay:** none.
Motion carried.

Closed session was called to order at 4:07 pm by Committee Chair Kneepkens. The committee discussed the director’s 2025 compensation.

Motion to adjourn the closed session and resume open session.

Motion: Bracken; **Second:** Kneepkens; **Roll Call Vote.** **Aye:** Melms-Simon, Kneepkens, Bracken. **Nay:** none.
Motion carried.

The committee returned to Open Session at 4:55 PM.

New Business

Committee Recommendation to Library Board

Motion to increase the director’s 2025 salary by 2.0 % in addition to the +4.25% adjustment to the overall pay plan presumed in City budget and approved by the Board at the December 2024 regular meeting (i.e., from \$125,245.54 annually in 2024 to \$133,179.85 annually, retrospective to January 1, 2025.)

Motion: Kneepkens; **Second:** Bracken; **Vote:** Unanimous, all present voting “Aye.”

Motion to adjourn at 4:59 PM. **Motion:** Melms-Simon; **Second:** Bracken; **Vote:** Unanimous, all present voting “Aye.”

Respectfully submitted,

Darryl H. Eschete, Secretary

**Oshkosh Public Library
Authorized Payments
December 12 - 31, 2024**

Name	Memo	Paid Amount	
Revolving Expenses			
Life Insurance			
City of Oshkosh - Revolving Charges	Employers share of Life Insurance	\$512.09	
Total Life Insurance			\$512.09
Dental Insurance			
City of Oshkosh - Revolving Charges	Employers share of Dental Insurance	\$1,795.68	
Total Dental Insurance			\$1,795.68
Health Insurance			
City of Oshkosh - Revolving Charges	Employers share of Health Insurance	\$39,828.28	
Total Health Insurance			\$39,828.28
Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Employers share of WI Retirement	\$18,628.77	
Total Wisconsin Retirement Fund			\$18,628.77
FICA - Employers Share			
City of Oshkosh - Revolving Charges	Employers share of FICA	\$21,587.57	
Total FICA - Employers Share			\$21,587.57
Overtime			
City of Oshkosh - Revolving Charges	Overtime Pay	\$8,488.72	
Total Overtime			\$8,488.72
Regular Pay			
City of Oshkosh - Revolving Charges	Regular Pay	\$282,050.03	
Total Regular Pay			\$282,050.03
Total Revolving Expenses			\$ 372,891.14
Contracted Services			
Gordon Flesch Co, Inc	Preventative maintenance on copiers	\$377.65	
Gordon Flesch Co, Inc	Copier maintenance	\$33.37	
Gordon Flesch Co, Inc	Maintenance on copiers	\$70.25	
Gordon Flesch Co, Inc	Copier maintenance	\$3.93	
Total Prevent Maintenance Contracts			\$485.20
3rd Party Contracted Services			
Beez Electric, Inc	Electrical work	\$102.70	
Beez Electric, Inc	Install data line	\$564.85	
Energy Control & Design, Inc.	HVAC repair	\$3,005.33	
Gartman Mechanical Services	Boiler maintenance	\$2,628.00	
Gartman Mechanical Services	Plumbing services	\$146.00	
Gartman Mechanical Services	Plumbing services	\$146.00	
Unique Management Services, Inc	Collections	\$607.70	
Winnefox Library System	Collection services	\$642.63	
Total 3rd Party Contracted Services			\$7,843.21
Advertising/Postage/Print			
Oshkosh Herald LLC	Ad in Oshkosh Herald	\$780.60	
Winnefox Library System	Advertising expense	\$115.96	
Winnefox Library System	Postage expense	\$383.57	
Winnefox Library System	Printing expenses	\$370.68	
Total Advertising/Postage/Print			\$1,650.81
Total Contracted Services			\$9,979.22
Employee Development & Allowance			
Toland, Sandy	Sandy Toland Mileage	\$40.74	
Toland, Sandy	December mileage	\$24.72	
Winnefox Library System	Van use	\$5.36	
Total Employee Development & Allowanc			\$70.82
			\$70.82
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/Internet expense	\$81.08	
Winnefox Library System	Cell phone charge	\$34.24	
Total Telephone/Internet			\$115.32
Utilities Expense			
City of Oshkosh - Revolving Charges	Utilities expense	\$12,400.38	

**Oshkosh Public Library
Authorized Payments
December 12 - 31, 2024**

Name	Memo	Paid Amount	
Constellation	Gas services	\$1,124.71	
Total Utilities Expense			\$13,525.09
Total Fixed Costs			\$13,770.41
Inventory Supplies			
Office Supplies			
Demco	Classification labels	\$79.51	
MasterCard - MB	Office supplies	\$44.98	
MasterCard - MB	Office Supplies	\$88.91	
Staples	Office supplies	\$576.32	
Winnefox Library System	Office supplies	\$984.91	
Total Office Supplies			\$1,774.63
Specialty Supplies			
Library materials			
Baker & Taylor	Library materials	\$890.56	
Baker & Taylor	Library materials	\$6,000.00	
Cengage Learning	Library materials	\$290.31	
Center Point Large Print	Library materials	\$438.66	
Ingram	Library materials	\$39.87	
MasterCard - MD	Library materials	\$415.29	
MasterCard - MD	Library materials	\$877.80	
Midwest Tape	Library materials	\$858.20	
Midwest Tape	Library materials	\$22.48	
Total Library materials			\$9,833.17
Non-Inventory Supplies			
4imprint	OPL Merchandise	\$1,278.70	
4imprint	OPL Merchandise	\$5,227.45	
4imprint	OPL Merchandise	\$224.87	
Beez Electric, Inc	Materials	\$228.76	
Gartman Mechanical Services	Boiler parts	\$1,195.04	
Gartman Mechanical Services	Materials	\$104.16	
Kitz & Preil	Maintenance supplies	\$169.91	
Menards	Maintenance supplies	\$199.96	
Winnefox Library System	Laptop Deck	\$107.50	
Winnefox Library System	Cleaning supplies	\$112.99	
Winnefox Library System	Facility supplies	\$140.11	
Winnefox Library System	Children/Tween supplies	\$404.74	
Winnefox Library System	Teen supplies	\$28.90	
Winnefox Library System	Food for Adult Program	\$13.48	
Winnefox Library System	Food for Children/Tween programs	\$244.90	
Winnefox Library System	Prizes for Children/Tweens	\$123.67	
Winnefox Library System	Food for Teen programs	\$36.44	
Winnefox Library System	Prizes for Adult programs	\$103.07	
Total Inventory Supplies			\$9,944.65
Other - Finance Only Accounts			
Bank Fees			
City of Oshkosh - Revolving Charges	Bank Fees	\$438.64	
Total Bank Fees			\$438.64
Total Other - Finance Only Accounts			
Rental Expense			
Lease Expense			
Great America	Copier lease	\$188.27	
Total Lease Expense			\$188.27
Total Rental Expense			\$22,179.36
Total Authorized Payments - 12/12/24 to 12/31/24			<u>\$ 418,890.95</u>

**Oshkosh Public Library
Authorized Payments
January 1 - 23, 2025**

Name	Memo	Paid Amount	
Contracted Services			
Contractual Agreement Payments			
Winnefox Library System	Contractual Services	\$12,971.75	
WALS	2025 WALS fee	\$165,904.42	
Total Contractual Agreement Payments			\$178,876.17
Subscription/Licensing Contract			
Winnefox Library System	Constant Contact Deposit Acct	\$689.00	
Total 6415 · Subscription/Licensing Contract			\$689.00
Prevent Maintenance Contracts			
Copier/Printer Maintenance			
Gordon Flesch Co, Inc	Copier maintenance	\$365.59	
Total Copier/Printer Maintenance			\$365.59
Total Prevent Maintenance Contracts			
3rd Party Contracted Services			
GFL Environmental	Waste disposal services	\$773.98	
Charles Green	Speaker fee	\$200.00	
Per Mar Security Services	Security Services	\$576.00	
Per Mar Security Services	Security services	\$576.00	
Systems Technologies	Fire Alarm Service	\$414.04	
Winnebago County Historical Society	Sponsorship of Winnebago County Historical Society	\$150.00	
Total 3rd Party Contracted Services			\$2,690.02
Advertising/Postage/Print			
Fox Cities Magazine	Listing - Oshkosh city Guide - 2025	\$295.00	
MasterCard - RP	Online promotions	\$13.61	
Total 6411 · Advertising/Postage/Print			\$308.61
Total Contracted Services			\$182,929.39
Employee Development & Allowance			
Rotary Club of Oshkosh	Rotary Membership dues	\$232.00	
Total Employee Development & Allowance			\$232.00
Fixed Costs			
Telephone/Internet			
MasterCard - RP	Public Pay phone	\$25.00	
Total Telephone/Internet			\$25.00
Total Fixed Costs			\$25.00
Supplies			
Office Supplies			
Demco	Office Supplies	\$109.72	
Kapco Kent Adhesive Products	Easy Cover II Book Covers	\$452.10	
Total Office Supplies			\$561.82
Library Materials			
Baker & Taylor	Library materials	\$2,180.67	
Cengage Learning	Library materials	\$446.44	
Center Point Large Print	Library materials	\$438.66	
Ingram	Library materials	\$13.19	
MasterCard - MD	Library materials	\$1,119.24	
MasterCard - MD	Library materials	\$577.33	
MasterCard - MD	Library materials	\$85.64	
Midwest Tape	Library materials	\$175.43	
Total Library Materials			\$5,036.60
Non-Inventory Supplies			
4imprint	OPL Merchandise	\$1,278.70	
Kitz & Pfeil	Maintenance supplies	\$110.00	
Kitz & Pfeil	Maintenance supplies	\$14.56	
Kitz & Pfeil	Maintenance supplies	\$121.09	
MasterCard - MB	Pizza for YA book club	\$55.00	
MasterCard - MB	Pizza for 2 book clubs	\$163.11	
MasterCard - ST	Indoor Snoball Fight supplies	\$114.60	
Pingry-Caswell	Maintenance supplies	\$70.00	
Total Non-Inventory Supplies			\$1,927.06
Total Supplies			\$7,525.48
Rental Expense			
Great America Financial Services	Copier lease	\$214.27	
Total Rental Expense			\$214.27
Total Authorized Payment 01/01/25 to 01/23/25			\$190,926.14

THREE DIMENSIONAL (3D) PRINTING POLICY

Purpose: The Oshkosh Public Library 3D printer is available to library patrons to make three-dimensional objects from a digital model utilizing a design that is uploaded from a computer file of a compatible type (specified below).

1. The 3D printer may be used for lawful purposes only. Staff cannot allow the use of the library's 3D printer to create objects that are:
 - a. Prohibited by state or federal law.
 - b. In violation of another's known intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
 - c. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, for example, guns, knives, or other possible harmful or lethal weapons.
 - d. Obscene or otherwise inappropriate for the library environment.
2. All 3D prints must fulfill the library's requirements:
 - a. The print must be one of the following formats: .stl/.obj/ .3mf/ .olpt
 - b. Only one print request per person will be accepted and printed at a time.
 - c. Submissions by one person must not exceed one request every two weeks.
 - d. The print must be smaller than 13 x 9.4 x 9.4 inch (330 x 240 x 240 mm) to fit on the build plate.
 - e. Objects can be printed in one color, but preferences on the color can be discussed with staff.
3. The Oshkosh Public Library reserves the right to refuse any 3D print request.
4. The use of the 3D printer is at the discretion of the designated library staff and will be offered to patrons on a first-come, first-served basis. Priority printing will be given to staff efforts for library needs, such as programs and events.
5. Supervision of the use of the 3D printer by library staff does not constitute knowledge of or acknowledgement of any unapparent final use of the 3D product and the library specifically disclaims any knowledge thereof.
6. Only designated library staff will have hands-on access to the 3D printer.

7. Items that are printed from the library's 3D printer that are not picked up within 7 days of completion will become the property of the library. Items must be picked up by the individual who printed them.
8. Due to the amount of time it takes to print an object, the number of requests received and staff availability, the library will not guarantee that a print job will be completed on a specific day.
9. Acknowledgement by patron utilizing library's 3D printer:
 - a. By submitting contents or objects, the patron agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.
 - b. The Oshkosh Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.

The 3D printing service will act just like an ink/toner printer, printing files requested by the patron. The files either need to be:

1. A patrons pre-designed .stl/.obj/ .3mf/ .olpt files
2. A patrons in-house creation made on the provided software
3. A digital download from thingiverse.com or the provided software.

Library staff will not oversee creating files or designs for patrons but can assist in guiding the process. All files must be either:

1. Saved to an external USB drive
2. Uploaded to the printer using the provided software.

At no time should any external drives be inserted into staff computers.

Library staff (or the designated librarian) will load prints onto the printer, without patron assistance. Patrons should pick up their printed designs within 7 days of completion.

Prints will cost \$0.06 per gram of PLA filament used and requests for prints from the 3D printer will be on a "first-come, first-serve" basis. Costs will be subject to occasional review.

Written By:	Darryl Eschete & Emille Cieslewicz
Approved By:	Library Board
Amended/Modified:	
Date:	01/30/2025

COLLECTION DEVELOPMENT POLICY

Oshkosh Public Library Collection Development Policy

Open access is the guiding principle directing the development and management of the library's collection. The collection will respond to the community's needs with content that engages, educates and inspires.

Diversity of Views

The Library will provide access to information and artistic expression representing the widest possible diversity of views, including those which reflect controversial, unorthodox, or even unpopular ideas. Neither the physical presence of an item nor the ability to access it digitally indicates endorsement of its content by the Library. The Library subscribes to and has adopted the American Library Association's Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

Resource Sharing

The Library is committed to resource sharing and participates in interlibrary loan networks (within the Winnefox Library System, in Wisconsin and throughout the United States) to make materials not in the collection available for patrons.

Selection Criteria

Materials will be selected for the library collection based on community interests and aspirations; national and international news and events; social trends; professional reviews and staff expertise; and cost. Suggestions for additions to the library collection are welcome from community members and are subject to the same selection criteria as any other material.

The library does not select textbooks; academic; professional, technical or trade materials.

The library will consider selecting self-published titles; however, the library will avoid selecting such titles on subjects that may put the reader at risk if they contain inaccurate information (e.g. personal finance, law, medicine).

Weeding Criteria

To maintain current and relevant collections the library must continuously evaluate and withdraw materials (also known as "weeding"). Some reasons an item may be weeded include its physical condition; because it contains outdated information; or because interest in its content has declined. Withdrawn material may be donated to other non-profit organizations, sold by the library or discarded.

Gifts/Donations

The library gratefully accepts gifts of materials. To be added to the collection, items must meet the selection criteria stated above. ***Library staff makes all decisions as to the use, housing and final disposition of donations.*** The library does not assess the monetary value on gifts, but receipts are provided upon request.

COLLECTION DEVELOPMENT POLICY

Cash donations for the purchase of materials in memory or in honor of someone are also welcomed. Donor wishes will be allowed to direct such purchases as long as they are consistent with the selection criteria above.

Reconsideration of library materials

Should a patron question the place of a book or other material in the collection, he or she may submit a "Statement of Concern about Library Resources" form to the Director. This form is available from all public service desks. The patron will receive a written response to their concern. The item in question will not be removed from the collection during the reconsideration process.

Drafted by: Jeff Gilderson-Duwe
Date: 06/07/16
Approved by: Library Board
Date: 06/30/16

COLLECTION DEVELOPMENT POLICY

Oshkosh Public Library Collection Development Policy

Open access and intellectual freedom are the guiding principles directing the development and management of the library's collection. The collection will respond to the community's needs with content that engages, educates and inspires.

Diversity of Views

The Oshkosh Public Library will provide access to information and artistic expression representing the widest possible diversity of views, including those which reflect controversial, unorthodox, or even unpopular or even transgressive ideas. Neither the physical presence of an item nor the ability to access it digitally indicates endorsement of its content by the library. The library subscribes to and has adopted the American Library Association's Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

Resource Sharing

As the resource library for the Winnefox Library System, the Oshkosh Public Library is naturally committed to resource sharing and participates in interlibrary loan networks (within the Winnefox Library System itself, the State of Wisconsin and throughout the United States) to make materials not in the collection of the Oshkosh Public Library available for patrons.

Selection Criteria

Materials will be selected for the library collection based on community interests and aspirations; national and international news and events; social trends; professional reviews and staff expertise; and cost. Suggestions for additions to the library collection are welcome from community members and are subject to the same selection criteria as any other material. Such suggestions may be relayed to staff in person at service desks or through the library's website (www.oshkoshlibrary.org/form/recommend-for-purchase).

The library generally does not select textbooks; academic; professional, technical or trade materials unless there is a compelling informational, educational or cultural reason.

The library will may consider selecting self-published titles; however, the library will avoid but will be cautious when selecting such titles on subjects that may put the reader at risk if they contain inaccurate information those on topics where accuracy is especially important (e.g. such as personal finance, law, and medicine).

Digital/Streaming Media Holdings

The Oshkosh Public Library is a member of digital content purchasing consortia and a subscriber to streaming services which make content available to patrons in vendor-

Formatted: Font: Bold

curated packages. Selection of digital content can vary among the vendors which supply digital content to the library. In instances when individual title selection is not an option for the library, selection of the larger service will be based upon the general reputation and overall content offerings of the vendor.

- Formatted: Font: Not Bold
- Formatted: Font: Not Bold
- Formatted: Font: Not Bold
- Formatted: Font: Not Bold
- Formatted: Font: Not Bold

Weeding Criteria

To maintain current and relevant collections the library must continuously evaluate and withdraw materials (also known as “weeding”). Some reasons an item may be weeded include ~~its worn or damaged~~ physical condition; because it contains outdated ~~or inaccurate~~ information; or because interest in its content has declined. Withdrawn materials may be donated to other non-profit organizations, sold by the library or discarded.

Gifts/Donations

The library gratefully accepts gifts of materials. To be added to the collection, items must meet the selection criteria stated above. ~~Library staff makesmake all decisions as to the use, housing and final disposition of donations. The library does not~~Library staff cannot assess the monetary value of ~~fn~~ gifts ~~or donations~~, but receipts are provided upon request.

COLLECTION DEVELOPMENT

COLLECTION DEVELOPMENT POLICY

Cash donations for the purchase of materials in memory or in honor of someone are also welcomed. Donor wishes will be ~~allowed to direct~~taken into consideration for such purchases ~~as long as provided~~ they are consistent with the selection criteria above.

Formatted: Space After: 6 pt

Reconsideration of ~~Library m~~Materials

Should a patron question the ~~presence or~~placement of a book or other material in the collection, ~~he or she~~that person may submit a “Statement of Concern about Library Resources” form to the Director. This form is available from all public service desks. The patron will receive a written response to their concern. ~~The item in question will not be removed from the collection during the reconsideration process.~~

Formatted: Font: Bold

~~The Library Director will only consider objections to library materials which come from holders of Winnefox Library System borrower cards. An individual title in the collection will be reviewed for any given reason or set of grounds only once per calendar year and Director decisions regarding objections or challenges will be kept on file for public review for that duration. The decision will apply to the title regardless of format in the collection. In the case of a patron challenging or objecting to multiple items at once, the challenges will be thoroughly reviewed in turn based upon the schedule and availability of the Library Director and any staff comprising review committees the Director may deem necessary.~~

Patrons who wish to appeal the Director's decision regarding materials may contact the Director to request that the matter be on the agenda of a subsequent regular meeting of the Library Board and will be encouraged to discuss the matter with the Board directly in open session.

DRAFT

Drafted by: Jeff Gilderson-Duwe

Date: ~~06/07/16~~

Approved by: Library Board

Date: 06/30/16

Amended/Modified: 01/30/2025

Formatted: Font: Bold

Formatted: Left

COLLECTION DEVELOPMENT POLICY

Oshkosh Public Library Collection Development Policy

Open access and intellectual freedom are the guiding principles directing the development and management of the library's collection. The collection will respond to the community's needs with content that engages, educates and inspires.

Diversity of Views

The Oshkosh Public Library will provide access to information and artistic expression representing the widest possible diversity of views, including those which reflect controversial, unorthodox, unpopular or even transgressive ideas. Neither the physical presence of an item nor the ability to access it digitally indicates endorsement of its content by the library. The library subscribes to and has adopted the American Library Association's Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

Resource Sharing

As the resource library for the Winnefox Library System, the Oshkosh Public Library is naturally committed to resource sharing and participates in interlibrary loan networks (within the Winnefox System itself, the State of Wisconsin and throughout the United States) to make materials not in the collection of the Oshkosh Public Library available for patrons.

Selection Criteria

Materials will be selected for the library collection based on community interests and aspirations; national and international news and events; social trends; professional reviews and staff expertise; and cost. Suggestions for additions to the library collection are welcome from community members and are subject to the same selection criteria as any other material. Such suggestions may be relayed to staff in person at service desks or through the library's website (www.oshkoshlibrary.org/form/recommend-for-purchase).

The library generally does not select textbooks; academic; professional, technical or trade materials unless there is a compelling informational, educational or cultural reason.

The library may consider selecting self-published titles but will be cautious when selecting those on topics where accuracy is especially important such as personal finance, law, and medicine.

Digital/Streaming Media Holdings

The Oshkosh Public Library is a member of digital content purchasing consortia and a subscriber to streaming services which make content available to patrons in vendor-curated packages. Selection of digital content can vary among the vendors which supply digital content to the library. In instances when individual title selection is not an option for

the library, selection of the larger service will be based upon the general reputation and overall content offerings of the vendor.

Weeding Criteria

To maintain current and relevant collections the library must continuously evaluate and withdraw materials (also known as “weeding”). Some reasons an item may be weeded include worn or damaged physical condition; because it contains outdated or inaccurate information; or because interest in its content has declined. Withdrawn materials may be donated to other non-profit organizations, sold by the library or discarded.

Gifts/Donations

The library gratefully accepts gifts of materials. To be added to the collection, items must meet the selection criteria stated above. **Library staff make all decisions as to the use, housing and final disposition of donations.** Library staff cannot assess the monetary value of gifts or donations, but receipts are provided upon request.

Cash donations for the purchase of materials in memory or in honor of someone are also welcomed. Donor wishes will be taken into consideration for such purchases provided they are consistent with the selection criteria above.

Reconsideration of Library Materials

Should a patron question the presence or placement of a book or other material in the collection, that person may submit a “Statement of Concern about Library Resources” form to the Director. This form is available from all public service desks. The patron will receive a written response to their concern. **The item in question will not be removed from the collection during the reconsideration process.**

The Library Director will only consider objections to library materials which come from holders of Winnefox Library System borrower cards. An individual title in the collection will be reviewed for any given reason or set of grounds only once per calendar year and Director decisions regarding objections or challenges will be kept on file for public review for that duration. The decision will apply to the title regardless of format in the collection. In the case of a patron challenging or objecting to multiple items at once, the challenges will be thoroughly reviewed in turn based upon the schedule and availability of the Library Director and any staff comprising review committees the Director may deem necessary.

Patrons who wish to appeal the Director’s decision regarding materials may contact the Director to request that the matter be on the agenda of a subsequent regular meeting of the Library Board and will be encouraged to discuss the matter with the Board directly in open session.

Drafted by: Jeff Gilderson-Duwe
Approved by: Library Board
Date: 06/30/16
Amended/Modified: 01/30/2025



DATE: January 30, 2025
TO: Oshkosh Public Library Board of Trustees
FROM: Lisa Voss, Head of Library Development
RE: Library Card Clinics

Having a working library card is key to taking advantage of the Oshkosh Public Library's vast resources. We hear all too often that time constraints, transportation or other barriers prevent people from visiting the library. Offering community-based Card Clinics increases the likelihood that new cards will be issued and existing cards will be updated.

In addition to helping patrons access library materials, Card Clinics offer opportunities for the Community Engagement Librarian to:

- Help individuals navigate the library website.
- Demonstrate how to use online resources and streaming services.
- Answer questions about library services, collections and programming.
- Gather feedback about library services and hear about needs that the library might be positioned to address.

A Card Clinic is the library meeting people where they are on a regular basis. It highlights the library's role as a resource that can help – especially for people who don't typically walk through our doors.

Card Clinic sites

- Evergreen
- Bella Vista
- Simeanna/Carmel
- Oshkosh Area Community Pantry
- 20th St YMCA
- 4Imprint – Downtown
- 4Imprint – Distribution Center





What can you do with a library card?

1. Discover the hottest new releases in books and movies.
2. Stream audiobooks, eBooks, movies and more with Overdrive and Hoopla.
3. Learn a language with Mango Languages.
4. Try something new with a TIY (Try It Yourself) kit.
5. Connect with fellow readers using the all-in-one Book Club in a Bag kit.
6. Login to Reference Solutions to conduct market research, look for a job, or find addresses and phone numbers.
7. Use Ancestry.com (in-library) to research your family tree.
8. Receive materials even if you're physically unable to get to the library.
Call 920.236.5206 for details.

Why host a Library Card Clinic?

Make it convenient for people at your site to renew, replace, or sign up for a free library card. A librarian is available to show how to:

- Search the online catalog.
- Navigate the library's website. It's where the magic of the library begins!
- Download materials to a smart device.

Let us know the date and time that works best for you. We'll come to your location!

Get the word out

- Let your organization know when the card clinic is happening.
- A valid ID is required to renew or activate a library card.
- There is no cost to participate.

Contact us:

For more information:
 Sandy Toland
 Community Engagement
 Librarian
 920.236.5206
 toland@oshkoshlibrary.org

Visit us at oshkoshlibrary.org and sign up for our eNewsletter.

Follow us on social media!



YouTube



MEMORANDUM

DATE: January 30, 2025
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Endowment Requests—Round One Amended/Round Two

Please find attached a spreadsheet reflecting updated and amended endowment requests for Round One or perhaps it would be considered Round Two. I hope the Board will pardon my uncertainty on nomenclature.

First, after considering the matter, I would like to forgo any further work on a facility study and would like instead to focus in 2025 on a strategic plan. As had been discussed with the Board in the past, my original intent had been to work on this project as a staff but, after considering the question of time and capacity, I posit that it is a project best undertaken by an outside party which specializes in strategic planning for libraries, government entities and/or non-profits. I would like to set aside \$50,000 for this purpose, but intend to publish a request for proposals (RFP), with possible cost being less than that amount.

As this would exceed the spending allowed from the Library Development Trust Fund as per the Trust Fund Investment and Management Policy, it will require a special motion of the Board.

Also, the library's Technical Services department seeks to increase their efficiency in advance of the increased workload resulting from an improved materials budget. As part of that, they would like to purchase five specialized library carts that will allow them to load, share and unload books more easily as they are processed. The cost of this project totals \$3000 or about \$600 per cart.



Oshkosh Public Library
PROPOSED 2025 Endowment Fund Expenditures - Round One Amendment/Round Two

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				\$ 10,000		
Interactive Media Play Installations				\$ 5,000		
Washer & Dryer				\$ 5,000		
DVD NF Endcap Shelving				\$ 3,000		
Carts for Tech Svc. Workroom				\$ 3,000		
Facility Improvement	\$ 1,589,617	3 YR Q3 BAL 2022-2024	\$ 79,481	\$ 23,000	\$ 23,000	\$ 56,481
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		
Strategic Plan--Third Party				\$ 50,000		
Library Development	\$ 1,006,021	3 YR Q3 BAL 2022-2024	\$ 50,301	\$ 62,060	\$ 62,060	\$ (11,759)
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		
Lakefily 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		
Mainar 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		
Rassmussen, 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				\$ 177,608	\$ 177,608	
Total remaining for other projects						\$ 126,311



MEMORANDUM

DATE: January 30, 2025
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Update on Third-Party Analysis of City-Library Finance Practices

On January 14 and again on January 23, I met with Yvette Mueller, the CLA accountant working on exploring the joint business practices of the City of Oshkosh, Oshkosh Public Library and Winnefox Library System.

She stated that she had, as of January 23, met with City, library and Winnefox staff directly (Marcy Cannon, Tracie Schlaak) and has gained a substantial understanding of current practices. Her next steps are to review pertinent statutory language, reporting compliance and to discuss with the City Finance Director and the auditors (if needed), with whom OPL and Winnefox have worked in the past, to ensure everyone is on the same page.

She reported that the City has expressed a willingness to expand reporting functionality in the Tyler-Munis accounting software in use by the City in order to increase and improve inter-agency functionality, compliance and transparency. On the question of the Stanhilber Trust, she reported that it has been discussed with City personnel, that follow-up meetings will be scheduled in the near future, and that she is committed to helping the City and library find a satisfactory resolution of that matter.

She also stated that she has researched published guidance from the Wisconsin Statutes, League of Wisconsin Municipalities and Department of Public Instruction and is confident that she will have a final report with recommendations for the future to share with the Board and other City stakeholders before the February 27 regular meeting of the library board.

Respectfully Submitted,

Darryl Eschete



Oshkosh Public Library
Statement of Revenues and Donations
December 2024
100 % of the year

	BUDGET	DECEMBER	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
REVENUE					
Grants and Aids					
Winnebago County	748,722.80		748,722.80	100.00%	0.00
Other County Aid (Fond du Lac, Green Lake & Waushara)	48,523.00		48,523.00	100.00%	0.00
Winnefox Library System	174,353.22	14,529.41	174,352.92	100.00%	(0.30)
Total Grants and Aids	971,599.02	14,529.41	971,598.72	100.00%	(0.30)
Other Inflow					
Book Sales		958.95	12,822.42	0.00%	12,822.42
Miscellaneous		27.74	1,401.02	0.00%	1,401.02
Meeting Room		140.00	3,403.77	0.00%	3,403.77
Photocopies		1,286.00	16,773.74	0.00%	16,773.74
Total Other Inflow		2,412.69	34,400.95		
TOTAL REVENUE	971,599.02	16,942.10	1,032,038.67	106.22%	26,038.70
Oshkosh Transit System					
Monthly Bus Passes	0.00		10,595.00	0.00%	
Quarterly Bus Passes	0.00		9,885.00	0.00%	
Reloadable Passes	0.00	2,009.00	5,559.00		
Total Receipts to Oshkosh Transit System	0.00	2,009.00	26,039.00	0.00	26,039.00

City of Oshkosh Levy 2,876,500.00

Donations since last board meeting	
Donations given at the register	\$ 52.06
Bruce Decker Trust - additional	\$ 23,015.01
Paul Wertsch	\$ 500.00
Lynn and Lorry Sallee	\$ 100.00
Robert & Kimberly Sendele	\$ 5,000.00
Christine Melms-Simon - Legacy of William A Melms	\$ 125.00
American Geriatrics Society - in memory of Marlyn Supiano	\$ 200.00
Total Donations	\$ 28,992.07

Oshkosh Public Library
Statement of Expenditures
2024

	2024	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	ANNUAL	BALANCE
		TO DATE	BUDGET	
Revolving Expenses				
6102 Regular Pay	2,329,354.00	2,265,630.07	97.26	63,723.93
6104 Overtime Pay	20,000.00	48,276.85	241.38	-28,276.85
6302 FICA - Employers Share	184,755.00	171,111.66	92.62	13,643.34
6304 Wisconsin Retirement Fund	154,104.00	145,496.46	94.41	8,607.54
6306 Health Insurance	351,041.00	416,496.08	118.65	-65,455.08
6308 Dental Insurance	18,661.00	16,349.46	87.61	2,311.54
6310 Life Insurance	5,847.00	5,014.14	85.76	832.86
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	17,127.31	72.88	6,372.69
6412 Contractual Agreement Payments	315,400.00	315,415.64	100.00	-15.64
6413 Contractual Employment	0.00	0.00	0.00	0.00
6415 Subscription/Licensing Contracts	5,000.00	12,762.10	255.24	-7,762.10
6416 Prevent Maintenance Contracts	16,600.00	82,008.96	494.03	-65,408.96
6417 Third Party Contracted Services	50,000.00	99,779.32	199.56	-49,779.32
6418 Uniform Laundry/Rugs/Cleaning Services	0.00	0.00	0.00	0.00
Employee Development & Allowance				
6421 Employee Training/Development	6,000.00	4,350.57	72.51	1,649.43
6422 Professional License/Membership Dues/Bonds	5,000.00	3,642.37	72.85	1,357.63
6423 Employee Allowance/Reimbursement	800.00	8,632.90	1,079.11	-7,832.90
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	2,813.76	40.20	4,186.24
Fixed Costs				
6450 Insurance Expense	28,300.00	29,758.96	105.16	-1,458.96
6451 Workers Comp Insurance	9,900.00	9,900.00	100.00	0.00
6452 Licenses and Permits	0.00	409.01	0.00	-409.01
6454 Telephone/Internet Expense	3,500.00	749.22	21.41	2,750.78
6455 Utilities Expense	83,000.00	121,660.42	146.58	-38,660.42
Other - Finance Only Accounts				
6465 Bank Fees	0.00	5,911.99	0.00	-5,911.99
Fuel/Lubricants				
6519 Non-Inventory Miscellaneous Fuel	0.00	0.00	0.00	0.00
Inventory/Supplies				
6520 Office Supplies	21,100.00	29,771.34	141.10	-8,671.34
6524 Specialty Supplies	273,000.00	279,741.54	102.47	-6,741.54
6529 Non-Inventory Supplies	34,000.00	53,464.25	157.25	-19,464.25
6550 Minor Equipment	0.00	0.00		
Total Other Expenditures	3,945,862.00	4,146,274.38	105.08	-200,412.38



Oshkosh Public Library Highlights

January 2025

1. It was a full day of “library in the community” on Dec. 14, with OPL making appearances at two popular events. Community Engagement Librarian Sandy was at the Oshkosh Convention Center for the Holiday Market & Bazaar, previewing the Winter Reading Challenge, handing out new branded swag and sharing information about OPL services, collections and programs.

In the afternoon, Director Darryl Eschete brought some holiday magic to Opera House Square, playing Santa for families attending the Downtown BID’s Reindeer on the Square event. Greeting each child with a hearty “Ho, ho, ho,” fielding Christmas wishes and posing for photos, he made all feel welcomed. Community Engagement Librarian (and head elf) Sandy handed out books to the children as a gift to commemorate this memory-making afternoon.

2. Music brought people together at OPL during the month of December. The Oshkosh Youth Choir filled the library with joyous sound during a concert under the Dome on Dec. 13. The annual tradition brought 78 people - choir families and patrons alike - to hear the young singers celebrate the season. The next day the Fox Valley Flute Choir made its first visit to the library, bringing traditional Christmas music along with classical/baroque selections.
3. Community Engagement Librarian Sandy introduced the Oshkosh Downtown Rotary group to OPL’s new website during a presentation on Dec 16. The group was impressed by the site’s user-friendly features and professional design. It was a bonus that Rotarian and former OPL Director John Nichols, who helped to support the website redesign with the Digital Library Development fund he established, was in attendance.
4. Families helped the library ring in 2025 at the Noon Year’s Eve party. Balloon animals, crafts, festive refreshments and a balloon drop made this mid-day celebration an event to remember for the 63 people who attended.





5. Director Darryl Eschete presented a program on the history of public libraries to Learning in Retirement at Evergreen on Dec. 21. Twenty-four people attended the talk in person and another 10 via Zoom. The talk captured the group's interest and at least attendee expressed appreciation for the engaging way that the extensive information was presented.
6. A small group gathered under the Dome on Jan. 3 for OPL's first Oshkosh Community Jam. The group featured local musicians on guitar, ukelele, mandolin and accordion, joining together on familiar tunes and connecting through their love of music. Open Jam continues the first Saturday of each month from 11 a.m. to 12:30 p.m. and all musicians and experience levels are welcome!
7. Kids and families gathered under the Dome on Jan. 10 to build Story Shanties. Dovetailing with the ice fishing theme of this year's Winter Reading Challenge, the drop-in activity offered huge boxes and craft supplies for kids to create their dream shanty, where they can cozy up with a good book during the cold days of winter.
8. Local History Librarian Michael McArthur brought the history of the Washington Avenue Neoclassical Historic District to life during a presentation for 30 members of the Oshkosh Public Museum Auxiliary on Jan. 10. Michael shared information about the district's architecture and life in Oshkosh at the beginning of the 20th Century, as the city expanded in the wake of devastating fires.
9. Community Engagement Librarian Sandy delivered talks to community groups in January, expounding on topics they requested and sharing information about library services. She created a Winter in Wisconsin presentation for residents at Bella Vista on Jan. 13 and spoke about library services to the Altrusa Club on Jan. 15. In making that connection she learned about opportunities for OPL to apply for Altrusa funding to support library collections and programs.





10. OPL invited teens to come inside for warm cocoa and camaraderie on Jan. 20. At Cozy Crafts & Cocoa teens enjoyed a hot cocoa bar and created snow globes – a perfect indoor escape on a cold winter afternoon.

11. Reader’s Advisory Librarian Sarah Read has been appointed to the Wisconsin Library Association’s 2025 Literary Awards Committee. The committee will select award winners and honorable mentions in fiction and non-fiction by Wisconsin authors. An award-winning author herself, Sarah is honored to serve on the committee.



MONTHLY REPORT
Oshkosh Public Library
December 2024

CIRCULATION	Dec-24	Dec-23	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	12,588	12,590	0%	166,409	168,997	-1.5%
Book-Juvenile	10,740	12,365	-13%	169,314	175,105	-3.3%
Book-YA/Teen	1,017	935	9%	15,385	16,809	-8.5%
CD-Adult	858	1,051	-18%	11,211	12,858	-12.8%
CD-Juvenile	65	83	-22%	896	955	-6.2%
CD-Book-Adult	461	407	13%	5,495	6,332	-13.2%
CD-Book-Juvenile	341	171	99%	2,395	2,346	2.1%
CD-Book-YA/Teen	4	7	-43%	131	159	-17.6%
DVD-Adult	5,270	5,247	0%	67,674	66,766	1.4%
DVD-Juvenile	1,053	1,309	-20%	13,734	15,007	-8.5%
Game-Adult	594	574	3%	7,489	7,890	-5.1%
Game-Juvenile	198	202	-2%	2,750	2,576	6.8%
Magazine-Adult	405	407	0%	5,149	5,936	-13.3%
Magazine-Juvenile	11	6	83%	149	133	12.0%
Magazine-YA/Teen	2	0	0%	24	12	100.0%
Other-Adult	248	304	-18%	3,451	3,297	4.7%
Other-Juvenile	70	103	-32%	1,633	1,734	-5.8%
Other-YA/Teen	1	12	-92%	45	83	-45.8%
Total Adult	20,424	20,580	-1%	266,878	272,076	-1.9%
Total Juvenile	12,478	14,239	-12%	190,871	197,856	-3.5%
Total YA/Teen	1,024	954	7%	15,585	17,063	-8.7%
SUB TOTAL	33,926	35,773	-5%	473,334	486,995	-2.8%
Digital Book Formats						
OverDrive E-Books	4,422	4,974	-11%	55,533	60,874	-9%
Hoopla E-Books	438	445	-2%	4,783	5,791	-17%
E-BOOKS SUB TOTAL	4,860	5,419	-10%	60,316	66,665	-10%
Audiobook Formats						
OverDrive Audiobooks	4,453	4,480	-1%	62,918	53,282	18%
Hoopla Audiobooks	1,483	1,299	14%	16,765	15,416	9%
AUDIOBOOKS SUB TOTAL	5,936	5,779	3%	79,683	68,698	16%
Tumblebooks	0	3	-100%	13	50	-74%
DIGITAL BOOKS SUB TOTAL	0	3	-100%	13	50	-74%
Digital Media						
Hoopla Music	27	58	-53%	550	707	-22%
Hoopla Video	228	239	-5%	2,337	2,368	-1%
DIGITAL MEDIA SUB TOTAL	255	297	-14%	2,887	3,075	-6%
DIGITAL CONTENT SUB TOTAL	11,051	11,498	-4%	147,759	138,488	7%
SUB TOTAL	44,977	47,271	-5%	621,093	625,483	-0.7%
TOTAL CIRCULATION	44,977	47,271	-5%	621,093	625,483	-0.7%
PHYSICAL MATERIALS						
% AV Materials Circulated	26%	25%	3%	25%	25%	0%
% Print Materials Circulated	74%	75%	-1%	75%	75%	0%
% Adult Materials Circulated	63%	60%	5%	60%	59%	1%
% Youth Materials Circulated	37%	40%	-8%	40%	41%	-1%
Average Circulation Per Hour	161.2	165.28	-2%	187	183	3%
Hours Open Per Month	279	286	-2%	3422	3422	

MONTHLY REPORT
Oshkosh Public Library
December 2024

MISCELLANEOUS	Dec-24	Dec-23	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	18,597	19,717	-5.7%	236,877	229,316	3.3%
Average Daily Traffic	641	680	-5.7%	8,366	679	1131.8%
Meetings Held	0	83	-100.0%	1,056	1,174	-10.1%
New Card Registrations	170	157	8.3%	2,751	2,790	-1.4%
Self-check % of Checkout	46%	0	-2.6%	6	49%	1070.0%
Volunteer Hours Worked	98	72	36%	1,304	1,198	8.9%
Teacher Packs	4	3	33.3%	34	46	-26.1%

ELECTRONIC RESOURCES	Dec-24	Dec-23	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	16,036	16,933	-5%	211,722	207,829	1.9%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	22	33	-33%	377	604	-37.6%
EBSCO Sessions	0	0	0%	0	0	0.0%
HeritageQuest Sessions	0	0	0%	0	0	0.0%
Mango Languages	70	55	27%	901	600	50.2%
Newsbank	0	0	0%	479	0	0.0%
Reference Solutions	126	82	54%	873	1,078	-19.0%
Value Line	0	0	0%	1,408	0	0.0%
SUB-TOTAL	255	170	50%	4,038	2,282	77.0%
LOCAL DATABASE SESSIONS						
1957 Address Change	24	46	-48%	410	493	-16.8%
City Directories	1	87	-99%	698	1,457	-52.1%
Digital Collections	71	70	1%	714	1,200	-40.5%
Local History Books	9	16	-44%	257	201	27.9%
Oshkosh Facts, Firsts, and FAQ	5	3	67%	41	41	0.0%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	107	154	-31%	1,841	2,256	-18.4%
Riverside Cemetery Index	13	5	160%	129	110	17.3%
UWDC - Atlases & Histories	0	3	-100%	1	14	-92.9%
SUB-TOTAL	230	384	-40%	4,091	5,772	-29.1%
TOTAL ELECTRONIC RESOURCE SESSIONS	16,521	17,487	-6%	219,851	215,883	1.8%

PUBLIC COMPUTER USE	Dec-24	Dec-23	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	6583	7047	-7%	82,122	78708	4.3%
Public Computer Use						
Adult	1,596	1,705	-6%	19532	19521	0.1%
Youth	181	166	9%	2436	2453	-0.7%
TOTAL USE	1,777	1,794	-1%	21968	21974	0.0%

QUESTIONS ANSWERED	Dec-24	Dec-23	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	742	842	-12%	9,161	12,325	-25.7%
Youth Department						
Reference	28	197	-86%	1,828	2,873	-36.4%
TOTAL QUESTIONS ANSWERED	770	970	-21%	10,989	15,198	-27.7%

MONTHLY REPORT
Oshkosh Public Library
 December 2024

PROGRAMS	Dec-24	Dec-23	% Change	YTD 2024	YTD 2023	% Change
Programs Given						
Adult	10	11	-9%	157	184	-14.7%
Teen	3	1	200%	44	46	-4.3%
Youth	20	19	5%	312	329	-5.2%
Roving Reader	12	11	9%	171	95	80.0%
All Ages	6	0	0%	36	0	
TOTAL	45	42	7%	684	654	4.6%

Program Attendance	Dec-24	Dec-23	% Change	YTD 2024	YTD 2023	% Change
Adult	130	136	-4%	1,810	2,333	-22%
Teen	48	19	153%	441	1,022	-57%
Youth	447	570	-22%	8,988	13,000	-31%
All Ages	90	0	#DIV/0!	322	0	#DIV/0!
TOTAL	715	725	-1%	11,561	15,630	-26%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: January 24, 2025
SUBJECT: Personnel Changes since last board meeting

Leeann Hershey – new LAll in Circulation hired on 12/09/24

David Green – Custodian resigned 12/5/24 after 7 months of service

Grace Gehrke – New page hired on 12/23/24

Library Director's Report

December 2024 - January 2025

Since the regular Board meeting of December 19, 2024, library staff and I have been at work on the following:

- **ARPA Projects**—The digital signage install work has progressed as the large signs are all on the network and functional. Time and scheduling restraints have made the work more challenging than originally supposed, but the large signs are displaying placeholder content ahead of more configuration work.
- **Learning in Retirement**—On December 20, I presented for Learning in Retirement at Evergreen, discussing the history of public libraries. The group received the presentation warmly and I look forward to opportunities to present to LIR again in the future.
- **“Community Music Jam” Program**—As part of a staff-wide effort to increase and improve programming offerings here at the library in 2025, I and Community Engagement Librarian Sandra Toland led the first monthly “community jam” music program on January 4. The program was enthusiastically received, and we’ll continue it on the first Saturday of the month going forward, hoping for increasing participation.
- **Leadership Oshkosh**—In January, as part of “Business Day,” my Leadership Oshkosh class visited Oshkosh Corporation headquarters and the test track of Oshkosh Defense as well as various businesses in the community. My cadre visited Blended Waxes and took a tour of operations there.
- **Salary Study**—As of this writing, I’m working with City HR/City Manager’s Office to schedule a call with Cottingham-Butler (formerly Carlson-Dettman) earlier in the week of this meeting to discuss a salary study. Should the meeting materialize as expected, I will share highlights with the Board at this meeting.
- **Annual Winnefox Meeting**—On Tuesday, January 28 the annual Winnefox meeting will be in Green Lake. I will share any pertinent information that emerges.
- **Meeting With County Executive**—I have been invited to a meeting with Jon Doemel, Winnebago County Executive, on the same day as this meeting (Jan. 30) to discuss “how local agencies work together and how leaders can improve communications between agencies,” as per the invitation’s email. I will be ready to discuss in person.
- **Leadership Course at FVTC**—As part of efforts to continuously improve the OPL organization, all supervisor/dept. heads at the library have been enrolled in a 20-hour, 5-class course at Fox Valley Technical College: “Leading for Engagement and Results” beginning February 3 and meeting every other Monday until March 31.
- **City Manager Selection**—Incoming City Manager Rebecca Grill (currently in West Allis) begins work at City Hall on February 24, and through interim City Manager John Fitzpatrick, department heads have been informed that she plans to meet with us each individually in her first weeks in the new position.

Respectfully Submitted,

Darryl Eschete