



**Oshkosh Public Library Board of Trustees  
Agenda – Thursday, March 27, 2025  
Library Lower-Level Meeting Room**

<u>AGENDA</u>		<u>ACTION REQUIRED</u>	
<b>Call to Order:</b> 4:00 p.m.			
<b>Public Comments</b>			
<b>Consent Agenda:</b>		YES	65-68
1.	Minutes of the regular Board meeting of February 27, 2025		
2.	Authorized Payments from February 18, 2025 – March 18, 2025– \$83,677.18		
<b>Items Removed from Consent Agenda</b>			
<b>New Business</b>			
3.	<p><u>Memo—Proposed revisions to Fines and Fees Policy:</u> Consider updates to Fines and Fees policy disallowing in-kind replacement of lost or damaged items in lieu of payment as current practice allows.</p> <p><b>Action requested:</b> <i>Motion to approve updates to library policy to eliminate the acceptance of in-kind replacement for lost or damaged items.</i></p>	YES	69-75
4.	<p><u>Memo--Proposed revisions to and creation of library policy:</u> Consider updates to the “Meeting Room” policy, last reviewed in 2010. Consider creation of a new “Dome Rental Policy.”</p> <p><b>Action requested:</b> <i>Motion to approve updates to library policy, eliminating usage fees for meeting rooms and creating separate policy RE: rental of the Waters Building dome.</i></p>	YES	76-86
5.	<p><u>Memo—Position Description Update:</u> Review updates to Operations Coordinator position description.</p> <p><b>Action requested:</b> <i>Motion to approve updates to position description—Operations Coordinator.</i></p>	YES	87-96
6.	<p><u>Memo—Endowment Request Update:</u> A request to repurpose \$1500 from the Library Development fund previously approved for Staff Development Day to register OPL staff for the Wisconsin Association of Public Libraries (WAPL) conference in Oshkosh April 30 – May 2, 2025.</p> <p><b>Action requested:</b> <i>Approve repurposing of \$1500 from the Library Development fund for staff to attend the 2025 WAPL conference in Oshkosh.</i></p>	YES	97





7.	<u>Memo--Update on the third-party analysis of City-Library finance practices.</u>	NO	98
8.	<u>Memo—Report on process/timeline for reviewing proposals for the preparation of a 2026-2031 strategic plan for the Oshkosh Public Library.</u>	NO	99
<b><u>Informational Items</u></b>		NO	100-108
9.	Revenues and Donations		
10.	Expenditures		
11.	Library Highlights		
12.	Monthly Statistics		
13.	Personnel Changes		
<b><u>Library Director's Report</u></b>			
14.	Report on operations of the Oshkosh Public Library	NO	109
<b><u>Trustee Reports and Comments</u></b>		NO	
<b><u>Adjournment</u></b>		YES	
<b><u>Next Meeting Scheduled: Thursday, April 24, 2025 at 4 p.m.</u></b>			



**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
**February 27, 2025**

The February 27, 2025, 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 Trustee Perlman.

**Present:** Kim Brown, Susan Fojtik, Tony Kneepkens, Larry Lautenschlager, Christine Melms-Simon, Baron Perlman, David Rucker, Molly Templin, Adjunct Board Member and Jason Schmidt, Adjunct Board Member.

**Absent:** Bill Bracken, Lindsey Mugerauer and Amber Shemanski.

**Also Present:** Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Ruth Percey, Head of Circulation and Marcy Cannon, Winnefox Library System Business Manager.

**Consent Agenda**

- Minutes of the Regular Board Meeting of January 30, 2025
- Authorized Payments from January 24 – February 17, 2025, totaling \$50,961.24. It was noted that the financial report presented at this meeting contained a typographical error, which over-reported the expenditure for Cengage Learning as \$1,804.40. The correct expenditure amount for Cengage Learning is \$1,004.40, and the total should have been reported as \$50,061.24. The necessary adjustments have been made to the financial records to reflect the correct amounts.

Motion to approve the consent agenda.

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

**New Business**

- Motion to approve revisions to the Literature Distribution policy as presented.  
**Motion:** Fojtik; **Second:** Melms-Simon; **Vote:** Unanimous
- **Discussion:** Upon review of the Oshkosh Public Library Annual Report to DPI, the Board requested a few clerical revisions which did not affect the Statement of Library System Effectiveness.

Motion to approve the Statement of Library System Effectiveness for the annual report to DPI as presented.

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

- Motion to approve the Memorandum of Understanding regarding Oshkosh Public Library's participation in the JobPod project as presented.  
**Motion:** Melms-Simon; **Second:** Lautenschlager; **Vote:** Unanimous
- Motion to approve use of \$12,500 of Library Development Endowment funds for a compensation study.  
**Motion:** Lautenschlager; **Second:** Melms-Simon;  
**Vote:** Motion Passed 6-1 (Rucker opposed)

Motion to adjourn at 4:45 pm.

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

Respectfully submitted,



Darryl Eschete, Secretary  
Marcy Cannon, Recorder

**Oshkosh Public Library  
Authorized Payments  
February 18 through March 18, 2025**

Name	Memo	Amount	Totals
<b>Contracted Services</b>			
<b>Contractual Agreement Payments</b>			
Winnefox Library System	Contractual Services	12,971.75	
Total Contractual Agreement Payments			12,971.75
<b>Subscription/Licensing Contract</b>			
The Quipi Group	PITS Setup Fee	1,500.00	
Winnefox Library System	Pharos Maint	437.46	
Winnefox Library System	Adobe Creative Cloud	659.88	
Total Subscription/Licensing Contract			2,597.34
<b>Prevent Maintenance Contracts</b>			
Envisionware	Self-check machines	3,645.08	
Gordon Flesch Co, Inc	Copier maintenance	40.68	
Gordon Flesch Co, Inc	Copier maintenance	3.47	
Gordon Flesch Co, Inc	Copier maintenance	422.16	
Total Prevent Maintenance Contracts			4,111.39
<b>3rd Party Contracted Services</b>			
<b>Facility</b>			
Beez Electric, Inc	Electrical work	256.75	
Gartman Mechanical Services	Rooftop units	1,332.00	
Gartman Mechanical Services	Repair exhaust fans	888.00	
Gartman Mechanical Services	Fix Roof drain piping	2,475.00	
Gartman Mechanical Services	Plumbing services	222.00	
Gartman Mechanical Services	Plumbing services	370.00	
GFL Environmental	Waste disposal services	773.98	
Total Facility			6,317.73
<b>Collections</b>			
Unique Management Services, Inc	Collection services	442.90	
Winnefox Library System	Collections	311.15	
Winnefox Library System	Collection service	250.10	
Total Collections			1,004.15
<b>Program Support</b>			
Casperson, Darby	Speaker fees	400.00	
Moran, Mark	Speaker for event	450.00	
Total Program Support			850.00
<b>Total Contracted Services</b>			<b>\$27,852.36</b>
<b>Advertising/Postage/Print</b>			
MasterCard - MB	FedEx charge	27.25	
Oshkosh Herald LLC	Ad in Oshkosh Herald	780.60	
Winnefox Library System	Printing services	773.32	
Winnefox Library System	Printing expense	236.55	
Total Advertising/Postage/Print			<b>\$1,817.72</b>
<b>Employee Development &amp; Allowance</b>			
<b>Employee Training/Development</b>			
Winnefox Library System	Staff training	1,098.21	
Total Employee Training/Development			1,098.21
<b>Professional License/Membership</b>			
Bongers, Joe	Kiwanis meals	72.14	
Total Professional License/Membership			72.14
<b>Employee Allowance/Reimbursement</b>			
Toland, Sandy	Mileage for February	41.65	
Total Employee Allowance/Reimbursement			41.65

**Oshkosh Public Library  
Authorized Payments  
February 18 through March 18, 2025**

Name	Memo	Amount	Totals
<b>Total Employee Development &amp; Allowance</b>			<b>\$1,212.00</b>
<b>Fixed Costs</b>			
<b>Telephone/Internet</b>			
MasterCard - RP	Pay phone	25.00	
Winnefox Library System	Phone expense	34.24	
Winnefox Library System	Cell Phone	34.24	
Total Telephone/Internet			93.48
<b>Utilities Expense</b>			
Constellation	Gas Services	4,581.12	
Total Utilities Expense			4,581.12
Total Fixed Costs			<b>\$4,674.60</b>
<b>Office Supplies</b>			
Demco	Filament tape	219.19	
Elm USA, Inc.	Return Label	14.95	
Winnefox Library System	Office supplies	808.41	
Winnefox Library System	Office Supplies	1,197.15	
MasterCard - RP	Items from Oriental Trading	59.50	
Total Office Supplies			<b>\$2,299.20</b>
<b>Specialty Supplies</b>			
AWE Acquisition	Library materials	2,822.00	
Baker & Taylor	Library materials	4,748.85	
Cengage Learning	Library materials	15,610.63	
Center Point Large Print	Library materials	438.66	
Ingram	Library materials	59.54	
Mango	Library materials	2,814.20	
Midwest Tape	Library materials	988.01	
Midwest Tape - Hoopla	Library materials	5,342.52	
MasterCard - MD	Library materials	682.42	
MasterCard - MD	Library materials	1,367.77	
MasterCard - MD	Library materials	1,382.52	
MasterCard - MD	Library materials	465.43	
MasterCard - MD	Library materials	116.17	
MasterCard - MD	Library materials	778.03	
MasterCard - MD	Library materials	1,043.21	
Total Specialty Supplies			<b>\$38,659.96</b>
<b>Non-Inventory Supplies</b>			
<b>Technology</b>			
Winnefox Library System	Tech equip	32.98	
Winnefox Library System	Technology	62.70	
Total Technology			95.68
<b>Facility</b>			
Gartman Mechanical Services	Fix Roof drain piping	561.25	
Gartman Mechanical Services	Plumbing services	1,876.74	
Gartman Mechanical Services	Parts- repair exhaust fans	816.57	
Kitz & Pfeil	Maintenance supplies	177.28	
Pingry-Caswell	Mnt cleaning supplies	94.26	
Pingry-Caswell	Mnt cleaning supplies	124.37	
Pingry-Caswell	Mnt cleaning supplies	129.10	
Pingry-Caswell	Mnt cleaning supplies	70.00	
Winnefox Library System	Mnt cleaning supplies	79.96	
Winnefox Library System	Maintenance supplies	482.97	

Oshkosh Public Library  
 Authorized Payments  
 February 18 through March 18, 2025

Name	Memo	Amount	Totals
Winnefox Library System	Maintenance Supplies	1,014.99	
Total Facility			5,427.49
Total Non-Inventory Supplies			<b>\$5,523.17</b>
<b>Program Support</b>			
<b>Misc./Craft Supplies</b>			
Winnefox Library System	Children's Prog support	143.62	
Winnefox Library System	Children's craft supplies	24.90	
Winnefox Library System	Children's programming	626.30	
Winnefox Library System	Adult programming	91.09	
<b>Food</b>			
MasterCard - MB	Pizzas for Book Club	55.95	
MasterCard - MB	Pizzas for Book Clubs	144.86	
MasterCard - ST	Coffee for training	21.98	
MasterCard - ST	Winter Reading prizes	100.00	
Winnefox Library System	Children's programming	9.98	
Winnefox Library System	Teen Program support	32.35	
Winnefox Library System	Adult programming	1.85	
Winnefox Library System	Adult prizes	197.02	
Total Program Support			<b>1,449.90</b>
<b>Rental Expense</b>			
Great America Financial Services	Copier Lease	188.27	
Total Rental Expense			<b>\$188.27</b>
<b>Total Authorized Payments</b>			<b>\$83,677.18</b>



**MEMORANDUM**

DATE: March 27, 2025

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

RE: Revisions to library Fines and Fees policy to disallow in-kind replacement for lost or damaged items

I am proposing for Board consideration a change to our policy regarding lost materials, namely the elimination of the option for patrons to provide in-kind replacement copies when materials are lost or too damaged to further circulate.

We have encountered several issues with patrons attempting to replace lost items with in-kind donations. These issues include:

1. Incorrect Items-- Patrons frequently bring in replacement copies that do not match the exact title or edition of the lost item. This not only creates confusion but also makes it challenging for our staff to manage replacements effectively.
2. Condition of Items-- In many cases, the items provided as replacements are used or in unsatisfactory condition, defeating the original intent of the policy. We are unable to accept these items, leading to further frustration for patrons who feel they have made sufficient effort to replace the items.
3. Quality Control-- By mandating payment for lost or damaged items, the library maintains control of the acquisitions process and can ensure proper format, condition, etc.

By eliminating the acceptance of in-kind replacement copies, we can streamline our replacement process, enhance patron satisfaction, and uphold the quality of our collection.

Respectfully submitted,

Darryl H. Eschete



# **FINES AND FEES**

## 1. Fines

- a. Items checked out from the Oshkosh Public Library are exempt from overdue fines, with the exception of Inter Library Loan and hotspots, regardless of where the items are returned.
- b. Items borrowed from libraries outside of the Winnefox Library System via the Interlibrary Loan service, which are checked out from the Oshkosh Public Library, will be charged overdue fines at the daily rate of \$1.00 per day per / per item. The maximum fine per item is \$10.
- c. Hotspots will be charged overdue fines at the daily rate of \$1.00 per day per/per item. The maximum fine per item is \$10.
- d. Items checked out from another library within the Winnefox Library System and returned to the Oshkosh Public Library will be assessed fines according to the fine / fee policy of the library from which the item was checked out.
- e. The library will not charge fines for days when it is closed.
- f. Fines will begin the first day the item is overdue. There is no grace period.
- g. Patrons are allowed to check out material, access some online resources until their total accumulation of fines or fees reaches \$25. When this amount is exceeded, the patron must reduce the fine to below \$25 before additional material may be checked out.

## 2. Overdue Notices and Billing

Customers receive at least one overdue notification. A bill for the replacement of unreturned items is sent at 30 days. Accounts 45 days past due are referred to a collection agency. The schedule for e-mail notices is different from mailed paper notices and phone calls.



## FINES AND FEES

### 3. Lost Materials Fees

Patrons are responsible for all material checked out on their library card before the card is reported lost or stolen.

In the event of lost or damaged materials, library users will be assessed the actual price as assigned in the lost-item record. If no price information is assigned, library users will be charged standard replacement prices for library items that are lost or damaged beyond repair.

Item Type	Description	Default Price
AV	Audio-visual	\$60
AV-EQUIP	Audio-visual equipment	\$50
BOOK	Book	\$20
BOOK-LH	Book-Local Hold	\$20
BOOK-NH	Book-No Hold	\$20
CASSETTE	Cassette	\$15
CASS-LH	Cassette-Local Hold	\$15
CD	CD	\$12
CD-LH	CD-Local Hold	\$12
CD-BOOK	CD-Book	\$40
CD-BOOK-LH	CD-Book-Local Hold	\$40
CD-ROM	CD-ROM	\$45
CD-ROM-LH	CD-ROM-Local Hold	\$45
DIGITAL	Digital (Playaways, etc)	\$60
DIGITAL-LH	Digital (Playaways) - Local Hold	\$60
DVD	DVD	\$15
DVD-LH	DVD-Local Hold	\$15
DVD-NH	DVD-No Hold	\$15
ILL-BOOK	Interlibrary Loan Item	\$100
JBOOK	Children's Book	\$12
JBOOK-LH	Children's Book-Local Hold	\$12
JBOOK-NH	Children's Book-No Hold	\$12
JCASSETTE	Children's Cassette	\$15
JCASS-LH	Children's Cassette-Local Hold	\$15
JCD	Children's CD	\$12

## FINES AND FEES

Item Type	Description	Default Price
JCD-LH	Children's CD-Local Hold	\$12
JCD-BOOK	Children's CD-Book	\$25
JCD-BOOKLH	Children's CD-Book-Local Hold	\$25
JCD-ROM	Children's CD-ROM	\$45
JCD-ROM-LH	Children's CD-ROM-Local Hold	\$45
JDIGITAL	Children's Digital	\$60
JDIGITALLH	Children's Digital - Local Hold	\$60
JDVD	Children's DVD	\$15
JDVD-LH	Children's DVD-Local Hold	\$15
JDVD-NH	Children's DVD-No Hold	\$15
JKIT	Children's Kit	\$25
JMAGAZINE	Children's Magazine	\$5
JSPECIAL	Children's Puppet/Puzzle/Game	\$20
JVIDEO	Children's Video	\$15
JVIDEO-LH	Children's Video-Local Hold	\$15
KIT	Adult Kit	\$25
LONG-NH	Long-Loan-No Hold	\$20
MAGAZINE	Magazine	\$5
MAG-LH	Magazine	\$5
MICROFORM	Microform	\$100
NEW-BOOK	New book	\$20
NEWSPAPER	Newspaper	\$2
PAMPHLET	Pamphlet	\$2
REF-BOOK	Reference Item	\$80
SHORTLOAN	ShortLoan Item	\$20
UI-LOST	Unreturned Item-DRA	\$50
UNKNOWN	Other	\$0
VIDEO	Video	\$15
VIDEO-LH	Video-Local Hold	\$15

Authorized staff may make exceptions for material that is significantly differently priced than the standard replacement charge prices. Library staff will check reputable sources for prices.

## ***FINES AND FEES***

~~In lieu of paying the standard replacement price, a patron may replace a lost item with a new exact edition copy of the lost item.~~

Payments will be refunded up to one year after the item is paid for, if the item is located by the borrower and returned to the library or is located by the library and the borrower can be contacted.

Billing practices of libraries loaning materials to Oshkosh Public Library patrons may vary.

#### 4. Standard Charges for Damages

In the event of minor damage, no fee will be assessed. If the damage is severe and/or requires pieces or accessories to be replaced, the actual replacement cost will be charged.

#### 5. Lost Library Card Replacement Fee

Patrons - 18 years old and above - \$1.00

Patrons under age 18 - \$0.50

#### 6. Notary Public Service

No charge

#### 7. Print Out, Photocopy, Scan & FAX Charges

Computer print-outs and	\$0.10 per page b&w
Photocopies	\$0.25 per page color

FAX copies:	<u>\$2 flat fee</u>
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<u>Scan</u>	<u>No charge</u>
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Microfilm or Microfiche Prints:	\$0.10 per page
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Except for coin-operated public equipment, payment is to be made at designated service desks.

## **FINES AND FEES**

### 8. Miscellany

#### Book Store items

Hardcover books	\$1.00
Paperbacks	\$0.50
CDs and DVDs	\$1.00
Children's Books	\$0.50 and \$.25
Magazines	\$0.10

Items that are significantly more valuable than the standard price will be priced accordingly by authorized staff.

Ear Buds	No charge
Flash Drive (small)	\$1.00 (or market cost)
Flash Drive (large)	\$2.50 (or market cost)
Blank DVD	\$1.00 (or market cost)
Meeting Room	See Meeting Room Policy
Graphic Design (Contractual)	Varies by job

Written By:	OPL Administration
Approved By:	Library Board

Amended/Modified:	03/28/2024, 07/29/2021, 07/30/2020, 11/21/2019, 2/26/2015, 1/26/12, 12/16/10, 05/27/10, 10/12/09, 06/28/07, 12/22/05, 05/27/04, 3/25/04, 01/29/04, 01/31/02, 04/23/01, 05/25/00, 04/13/99, 3/28/24
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**MEMORANDUM**

DATE: March 27, 2025

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

RE: Update to Meeting Room Policy, Creation of Dome Rental Policy

Please find in this packet recommended updates to the Oshkosh Public Library's Meeting Room Policy as well as a new Dome Rental Policy. Currently, rental of the Waters Building Dome area is covered in the existing Meeting Room Policy, but with my request to allow meeting rooms other than the Dome to be used without charge to users, I felt it would be easier for staff and patrons to understand if the policies were separated.

Providing free meeting space aligns with our mission to be a welcoming and inclusive hub for the community. Many nonprofit organizations, grassroots groups, and small businesses operate on limited budgets, and the cost of renting a space can be a barrier to collaboration, education, and civic engagement. By removing this cost, we open the door for more community-driven initiatives, expanding the library's role as a center for discussion, innovation, and learning.

Additionally, offering free meeting space supports our efforts to improve key library metrics, such as door count, program attendance, and community partnerships. Increased foot traffic can lead to greater engagement with library resources, higher circulation of materials, and more spontaneous participation in other library programs and services.

Finally, this policy shift enhances the library's value as a taxpayer-funded institution. Many residents already contribute to the library through taxes, and ensuring free access to meeting spaces reinforces the idea that the library is a public good, not a fee-based service. We have an opportunity to lower barriers, build stronger relationships with community organizations, and position the library as a more vital and accessible resource for Oshkosh.

Averaging the past several years, the library takes in about \$3500 per year in meeting room usage revenue. Based on the experience of other libraries, we are hopeful that by transitioning to a donation-based approach, we would recoup that amount or perhaps more.

I would ask the Board to allow these policy changes, if voting to adopt, to have an effective date of May 1, 2025, as that should give us enough time to amend the functions of the library's website related to reserving rooms.

Respectfully Submitted,

Darryl Eschete



# MEETING ROOM POLICY

## Purpose:

Meeting rooms are intended primarily for use by the Library ~~for Library programs~~. In keeping with the vision a key part of the library, stated mission of the Oshkosh Public Library: “to be create a vital vibrant community gathering place ~~to find help on the lifelong path to knowledge,~~” meeting rooms will be made available to the public individuals 18 years of age or older under the terms and conditions of this policy when they are not needed in use or scheduled for Library purposes.

## Facilities Covered Under This Policy:

Meeting Room A (lower level)  
Meeting Room B (lower level)  
Conference Room (lower level)

~~Waters Building~~

*Note: Public use of the Dome area (Waters Building, 2<sup>nd</sup> Floor) involves the payment of rental charges and is covered under a [separate policy]. (LINK [HERE](#))*

## Sale of Products or Services:

1. Events involving the sale, advertising, solicitation or promotion of commercial products or services are prohibited. Admission fees may not be charged. Only library-Library-sponsored meetings or programs may involve sale of items, fund raising activities, or direct solicitation of donations.

## Fees:

~~One hour minimum rental is required. The fee structure is as follows:~~

~~First hour: \_\_\_\_\_ \$15 per room (\$30.00 if Rooms A & B are booked together)~~

~~Each additional half hour: \$5.00 per room~~

~~Rental of the Great Hall: \$300 per hour, one-hour minimum~~

- ~~• Exceeding scheduled time of event: \$150 per 30 minutes.~~
- ~~• Setup that exceeds one hour of library staff time: \$25 per 30 minutes.~~
- ~~• \$100 non-refundable deposit required.~~

The Library offers meeting space to the community free of charge as a public service.

Donations for use of the rooms are encouraged but not required. All such donations are maintained in a segregated fund used only for the maintenance and enhancements of the rooms.

**Hours of Availability:**

Meetings Use of meeting rooms must be scheduled during hours that the libraryLibrary is open, and must end at least 30 minutes before the libraryLibrary closes. No public access to the building is possible beyond scheduled libraryLibrary hours except for limited uses and by direct arrangement with the Library director as part of a partnership agreement or memorandum of understanding.

## **MEETING ROOM POLICY**

**Frequency:**

Meeting spaces may be reserved 12 times per year per organization. Exceptions will be made by the Library Director for uses deemed to offer a significant public good, and those exceptions may require a partnership agreement and/or Memorandum of Understanding.

**Access:**

Events may be closed to the general public. Library staff, however, may enter meeting rooms at any time.

**Reservations:**

To reserve the meeting room, a representative of the reserving group, business, or organization must fill out an application and make payment. Staff in the administrative office are the only staff authorized to schedule meetings in these rooms.

**Priority and Bumping:**

In all cases, the Library's use of the meeting rooms will be given first priority. To that effect, the Library reserves the right to cancel a reservation by the general public with one month's notice whenever the room is needed for Library purposes. If the Library cancels a reservation by the general public, an attempt will be made to find an alternate location in the Library for the meeting.

Library-sponsored activities are given priority in consideration of the use of meeting rooms; however, the Library will not cancel an existing reservation for the purpose of having a library program.



Rooms are reserved on a first-come, first-served basis through the library's website. Rooms may be reserved up to three months in advance. Room reservations must be made by an individual who is 18 years or older and who will ensure adult supervision is provided. The contact person listed on the booking request assumes full responsibility for damage to Library spaces and property in their custody.

When a reservation is approved by Library staff, the reserving individual will receive email confirmation.

Room reservations by the public will appear on the Library's event calendar as a "Reservation". The wording, "This is not a Library sponsored event" will also appear on the calendar entry.

#### **Cancellations:**

~~The Library Administrative Office must be notified at least two full business days in advance if any event or use is canceled. Lack of notification will result in payment of fees for that meetings(s). In the event of inclement weather, fees will be refunded only if the Library closes.~~

In the case that an individual becomes aware that they will not need their reserved meeting room, they should contact the Library immediately so that the reservation can be cancelled and the room freed for other users.

#### **Equipment:**

~~Refer to the Meeting Room Application Form for a list of~~Equipment available equipment.

#### **Telephone/Internet Service:**

~~No telephone land lines varies for each meeting room. Available options for each room are available shown in the library, although wireless internet access is available~~Library website's online room reservation form.

#### **Parking:**

~~The parking lot adjacent to the Library is the property of the City of Oshkosh. All-day permits for this lot may be purchased at the First Floor Customer Service Desk. It is the responsibility of the event organizers to be aware of current downtown Oshkosh Public Library parking rules and regulations at the time of the event.~~

#### **Room Rules:**

- ~~• Alcohol is not permitted.~~
- ~~• Smoking or use of tobacco products is not permitted.~~
- Individuals and groups using a meeting room must follow the Library's Behavior Policy (with exceptions noted below for food and drink) and adhere to this Meeting Room Policy.
- Events of such a nature or size which may interfere with the regular operation of the library are prohibited. Events which become excessively noisy or

disorderly will be terminated if organizers cannot regain order in a timely manner.

- Any breakage of equipment or damage to the library building or property shall be paid for by the individual or organization using the facility. The in such an instance, the contact person reserving the meeting room will be held accountable considered responsible for payment and billed accordingly.
- The meeting Meeting rooms must be left in a neat clean and orderly condition; organizations or groups which leave rooms in a state of disarray may be barred from future usage.

Oshkosh Public Library

Page 2 of 3

- Storage of supplies or equipment belonging to users of the rooms is not permitted.
- Nothing may be attached or affixed to the walls, ceilings, doors or furniture of any of the rooms.
- Attendance at meetings may not exceed the posted room capacities. In cases where capacity is exceeded, Library staff will alert organizers so that adjustments can be made.
- Food and drink is drinks are allowed. No However, any activity or equipment that produces smoke, flame, or excessive heat—such as cooking, heating, chafing or the use of candles or incense—is prohibited.
- Electric warming appliances such as coffee makers and warming trays are permitted.

Failure to comply with these rules will result in termination of the violator's meeting room privileges.

**Disclaimer:**

The Library assumes no responsibility or liability for accidents, injury, or loss of individual property in the Oshkosh Public Library.

The fact that a group is permitted to use a library Use of Library meeting room rooms by any organization or individual does not in any way constitute imply Library's endorsement of the group's policies or beliefs by the Library organization or individual's views or statements. In any public announcement announcements relating to events held at the Oshkosh Public Library, the user may not use the library's Library's name or logo in such a way that it may be inferred that the library Library is the host or sponsor of the scheduled meeting. The Library Director may cancel scheduled reservations for any group or organization found to be in violation of this rule.

Written By: Julie Schmude  
Approved By: Library Board  
Amended/Modified: [March 27, 2025](#)  
Date: 5/27/10

*Oshkosh Public Library*

Page [34](#) of [34](#)

# MEETING ROOM POLICY

## **Purpose:**

Meeting rooms are intended primarily for use by the Library for Library programs. In keeping with a key part of the stated mission of the Oshkosh Public Library: “to create a vibrant community gathering place,” meeting rooms will be made available to individuals 18 years of age or older under the terms and conditions of this policy when they are not in use or scheduled for Library purposes.

## **Facilities Covered Under This Policy:**

- Meeting Room A (lower level)
- Meeting Room B (lower level)
- Conference Room (lower level)

***Note:** Public use of the Dome area (Waters Building, 2<sup>nd</sup> Floor) involves the payment of rental charges and is covered under a [separate policy]. (LINK [HERE](#))*

## **Sale of Products or Services:**

Events involving the sale, advertising, solicitation or promotion of commercial products or services are prohibited. Admission fees may not be charged. Only Library-sponsored meetings or programs may involve sale of items, fund raising activities, or direct solicitation of donations.

## **Fees:**

The Library offers meeting space to the community free of charge as a public service.

Donations for use of the rooms are encouraged but not required. All such donations are maintained in a segregated fund used only for the maintenance and enhancements of the rooms.

## **Hours of Availability:**

Use of meeting rooms must be scheduled during hours that the Library is open and must end at least 30 minutes before the Library closes. No public access to the building is possible beyond scheduled Library hours except for limited uses and by direct arrangement with the Library director as part of a partnership agreement or memorandum of understanding.

## **Frequency:**

Meeting spaces may be reserved 12 times per year per organization. Exceptions will be made by the Library Director for uses deemed to offer a significant public good, and those exceptions may require a partnership agreement and/or Memorandum of Understanding.

**Access:**

Events may be closed to the general public. Library staff, however, may enter meeting rooms at any time.

**Reservations:**

Library-sponsored activities are given priority in consideration of the use of meeting rooms; however, the Library will not cancel an existing reservation for the purpose of having a library program.

Rooms are reserved on a first-come, first-served basis through the library's website. Rooms may be reserved up to three months in advance. Room reservations must be made by an individual who is 18 years or older and who will ensure adult supervision is provided. The contact person listed on the booking request assumes full responsibility for damage to Library spaces and property in their custody.

When a reservation is approved by Library staff, the reserving individual will receive email confirmation.

Room reservations by the public will appear on the Library's event calendar as a "Reservation". The wording, "This is not a Library sponsored event" will also appear on the calendar entry.

**Cancellations:**

In the case that a individual becomes aware that they will not need their reserved meeting room, they should contact the Library immediately so that the reservation can be cancelled and the room freed for other users.

**Equipment:**

Equipment available varies for each meeting room. Available options for each room are shown in the Library website's online room reservation form.

**Parking:**

The parking lot adjacent to the Library is the property of the City of Oshkosh. It is the responsibility of event organizers to be aware of current downtown Oshkosh parking rules and regulations at the time of the event.

**Room Rules:**

- Individuals and groups using a meeting room must follow the Library's Behavior Policy (with exceptions noted below for food and drink) and adhere to this Meeting Room Policy.
- Events of such a nature or size which may interfere with the regular operation of the Library are prohibited. Events which become excessively noisy or disorderly will be terminated if organizers cannot regain order in a timely manner.

- Any breakage of equipment or damage to the Library building or property shall be paid for by the individual or organization using the facility. In such an instance, the contact person reserving the meeting room will be considered responsible for payment and billed accordingly.
- Meeting rooms must be left in a clean and orderly condition; organizations or groups which leave rooms in a state of disarray may be barred from future usage.
- Storage of supplies or equipment belonging to users of the rooms is not permitted.
- Nothing may be attached or affixed to the walls, ceilings, doors or furniture of any of the rooms.
- Attendance at meetings may not exceed the posted room capacities. In cases where capacity is exceeded, Library staff will alert organizers so that adjustments can be made.
- Food and drinks are allowed. However, any activity or equipment that produces smoke, flame, or excessive heat—such as cooking, heating, chafing or the use of candles or incense—is prohibited.
- Electric warming appliances such as coffee makers and warming trays are permitted.

Failure to comply with these rules will result in termination of the violator's meeting room privileges.

**Disclaimer:**

The Library assumes no responsibility or liability for accidents, injury, or loss of individual property in the Oshkosh Public Library.

Use of Library meeting rooms by any organization or individual does not imply Library's endorsement of the organization or individual's views or statements. In any public announcements relating to events held at the Oshkosh Public Library, the user may not use the Library's name or logo in such a way that it may be inferred that the Library is the host or sponsor of the scheduled meeting. The Library Director may cancel scheduled reservations for any group or organization found to be in violation of this rule.

Written By:	Julie Schmude
Approved By:	Library Board
Amended/Modified:	March 27, 2025
Date:	5/27/10

*Oshkosh Public Library*

Page 4 of 4

# **DOME RENTAL POLICY**

**Purpose:**

The Library's Dome area (Waters Building, 2nd Floor) is intended primarily for use by Library staff for Library or Library-sponsored programs. However, due to its historical nature, photo-backdrop entrance/steps and the elegant environment of the Waters Building, the Dome area is available to the public to rent for private events outside of regular library hours.

**Fees:**

- \$300 per hour, one-hour minimum
- Exceeding scheduled time of event: \$75 per 15 minutes. Time overages will be rounded up to the next quarter hour.
- Setup that exceeds one hour of library staff time: \$25 per 30 minutes.
- \$100 non-refundable deposit required.

**Sale of Products or Services:**

Events involving the sale, advertising, solicitation or promotion of commercial products or services are prohibited. Admission fees may not be charged for events. Only Library-sponsored meetings or programs may involve sale of items, fund-raising activities, or direct solicitation of donations.

**Rental of the Dome Area:**

Reserving the Dome for private events is not done through the library website as with other rooms; those wishing to rent the Dome should contact the Library's administrative offices at 920-236-5210.

**Reservations:**

Individuals interested in renting the Dome area should be aware that providing the Library with ample advance notice (preferably 30 days) significantly enhances the likelihood of securing approval for the rental.

Room reservations by the public will appear on the library's online event calendar as a "Reservation". The wording, "This is not a library sponsored event" will also appear on the calendar entry.

**Cancellations:**

The Library Administrative Office must be notified at least **two full business days in advance** if any scheduled event or use is cancelled in order for fees to be refunded. Lack of notification will result in organizers forfeiting any refund for that event. In the event of inclement weather, fees will be refunded only if the Library closes.

**Access:**

Due to parking and considerations of building accessibility, the Washington Avenue entrance is usually closed. Upon request and at the discretion of the Library Director, those having private events in the Dome may be able to use the Washington Avenue entrance. Renters should understand that Library staff may enter the Dome area at any time during an event.

**Equipment:**

Available equipment options for the Dome may be found on the Library's website.

**Parking:**

The parking lot adjacent to the Library is the property of the City of Oshkosh. It is the responsibility of event organizers to be aware of current downtown Oshkosh parking rules and regulations at the time of the event.

**Room Rules:**

- Food and drink are allowed in the Dome area during private events, but the Dome must be left in a clean and orderly condition; organizations or groups which leave the Dome in a state of disarray may be barred from future usage. If special cleaning or remediation of the space is needed after an event, event organizers will be considered responsible for payment and billed accordingly.
- Alcohol may be distributed in the Dome **only at closed guestlist, invitation-only events**. It shall be the responsibility of event organizers to inquire about and obtain all licenses and clearances with the City of Oshkosh that would make the serving of alcohol possible. Documentation of licenses and clearances must be made available to Library administration for filing **10 days in advance** of the event.
- Any breakage of equipment or damage to the library building or property shall be billed to and paid for by the individual or organization using the facility. In such an instance, the contact person reserving the Dome will be considered responsible for payment and billed accordingly.
- Storage of supplies or equipment belonging to renters of the Dome is not permitted.
- Nothing may be attached or affixed to walls, ceilings, doors or furniture in the Dome area.
- Attendance may not exceed the posted space capacities. In cases where capacity is exceeded, Library staff will alert organizers so that adjustments can be made.

**Disclaimer:**

The Library assumes no responsibility or liability for accidents, injury, or loss of individual property in the Oshkosh Public Library.

Use of Library Dome by any organization or individual does not imply Library's endorsement of the organization or individual's views or statements. In any public announcements relating to events held at the Library, the user may not use the Library's name or logo in such a way that it may be inferred that the Library is the host or sponsor of the scheduled meeting. The Library Director may cancel scheduled reservations for any group or organization found to be in violation of this rule.

Written By:	Darryl Eschete
Approved By:	Library Board
Amended/Modified:	
Date:	March 27 2025





## MEMORANDUM

DATE: March 27, 2025  
TO: Oshkosh Public Library Board of Trustees  
FROM: Darryl Eschete, Library Director  
RE: Update to Operations Coordinator Position Description

I ask the Board to approve the attached position description for the *Operations Coordinator*. The position description includes a title change from *Public Services Operations Coordinator* to *Operations Coordinator* and represents a shift in responsibilities from coordinating operations for only the Public Services departments to coordinating Library-wide procedures and processes. The updated job description and included changes stem from a variety of organizational needs:

1. Realignment of responsibilities due to the organizational chart changes made in May of 2024 in which the Assistant Director of Public Services reduced responsibilities to those of a Department Head.
2. Organization and coordination of Leadership Team goals and initiatives
3. Assistance to Library Director in advancing organization-wide projects

The change in job description does not have any projected budgetary impact.

Respectfully submitted,

Darryl H. Eschete

# Oshkosh Public Library

## Position Description

**Position:** Public Services Operations Manager  
**Classification:** Operations Manager  
**Department:** First Floor Public Services  
**Date:** March 2022

**General purpose**

The person in this position schedules the activities of para-professional staff to provide continuous desk coverage and customer service as well as assists the Assistant Director of Public Services in the supervision and training of para-professional staff. Work includes scheduling service desk coverage, working shifts on the service desk, accomplishing non-routine projects related to providing quality customer service and guaranteeing the department runs smoothly and efficiently, and assisting with planning, organizing and implementing library services for adults and teens.

**Supervisor:** Assistant Director of Public Services  
**Supervises:** Assists with supervision of First Floor Library Assistants  
**Salary matrix level:** F

**Essential duties and responsibilities**

Duty / Responsibility	Performance Standards
<b>Manage public service staff</b>	
<ul style="list-style-type: none"> <li>Schedule employees to maximize services, as well as to give employees sufficient notice to schedule activities outside of work.</li> </ul>	<ul style="list-style-type: none"> <li>Department employees are available to provide service to external and internal customers as needed.</li> <li>Department employees report that they receive library work schedules in a timely fashion.</li> <li>Department employees are assigned off-desk tasks that further library, departmental, and individual goals.</li> <li>Service provided to external and internal customers is thorough, accurate and timely.</li> <li>All required and customary output measures are recorded accurately.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with supervising ongoing work of Library Assistants, including: Giving direction, assisting with prioritizing, coaching, advising on library policy, communicating information and developments of the department to appropriate library staff.</li> </ul>	<ul style="list-style-type: none"> <li>Staff reports that a supervisor is available to provide direction, guidance and advising.</li> </ul>
<ul style="list-style-type: none"> <li>Assign specific tasks or projects to individual employees to meet plan goals and objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Department goals and objectives are met on schedule.</li> </ul>
<ul style="list-style-type: none"> <li>Continuously improve workflow.</li> </ul>	<ul style="list-style-type: none"> <li>Document and report improvements.</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure that staff receives continuing education or other training needed to perform their duties and responsibilities at a high level.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff reports a high confidence level in their skills and knowledge required to perform their duties and responsibilities.</li> </ul>
<ul style="list-style-type: none"> <li>• Encourage continuing development of personal and professional skills and knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• There is a shared understanding of each employee's goals, and strategies are developed during the course of evaluations as well as regular supervision.</li> </ul>
<ul style="list-style-type: none"> <li>• Solicit input from employees for improvements in the collections, services and programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees report that their feedback and ideas are important to developing department services.</li> </ul>
<p><b>General departmental and library operations</b></p>	
<ul style="list-style-type: none"> <li>• Work at service desk as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Service provided to internal and external customers is consistently accurate and timely.</li> </ul>
<ul style="list-style-type: none"> <li>• Fill in for employees during vacations, illness, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Time-sensitive tasks are completed on time despite the absence of an employee.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide staff leadership and management presence during an accident, incident, customer confrontation or building emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Library employees know to whom to look for direction and leadership in a crisis.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with building security, including: disabling and enabling alarms, lost children, following proper procedures for handling biohazardous waste and blood borne pathogens, assist with keeping entrances free of snow and ice.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate assistance and actions are provided by library staff to ensure the public's safety and health while using the library.</li> </ul>
<ul style="list-style-type: none"> <li>• Enforce library policies, procedures and rules. Complete necessary reports in the case of accident, injury, theft of library property, disturbances, or inappropriate use of library equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Prompt and appropriate actions are taken in response to any accident or incident.</li> <li>• Reports are filed as soon after the conclusion of an accident or incident as is possible.</li> </ul>
<ul style="list-style-type: none"> <li>• Interpret, analyze and respond to customer questions, comments and complaints in regard to library policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Prompt and appropriate actions are taken in response to any accident or incident.</li> <li>• Reports are filed as soon after the conclusion of an accident or incident as is possible.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist in representing OPL interests in WALS (Winnefox Automated Library Services) discussions pertaining to circulation policies and procedures; OPAC functionality; and customer services.</li> </ul>	<ul style="list-style-type: none"> <li>• OPL concerns and views are expressed as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist in providing orientation for new library directors and staff to the WALS library automation system.</li> </ul>	<ul style="list-style-type: none"> <li>• New library directors and staff feel more confident in using the library automation system.</li> </ul>

<b>Library administration</b>	
<ul style="list-style-type: none"> <li>Attend and constructively participate in team or planning meetings as required by the Library Director.</li> </ul>	<ul style="list-style-type: none"> <li>Attends meetings; contributions are offered in a constructive and collegial spirit.</li> </ul>
<ul style="list-style-type: none"> <li>Support and promote services and programs of Oshkosh Public Library, of other library departments and of other libraries within the Winnefox Library System.</li> </ul>	<ul style="list-style-type: none"> <li>Opportunities for support and/or promotion of area libraries are seized when presented.</li> </ul>
<ul style="list-style-type: none"> <li>Report on goals, objectives and accomplishments of the department.</li> </ul>	<ul style="list-style-type: none"> <li>Regular progress reports are made.</li> </ul>
<b>Library services for adults and teens</b>	
<ul style="list-style-type: none"> <li>Assist in supervising library efforts to provide education and assistance to adults in the use of digital technologies. The department head and other members of the department may be called upon to help customers carry out any of the following tasks: <ol style="list-style-type: none"> <li>Use Microsoft Office products (Word, Power Point, Excel).</li> <li>Create and use a web-based email account.</li> <li>Use social media web sites like Facebook or YouTube.</li> <li>Fill out applications or forms.</li> <li>Print a web page or image file.</li> <li>Locate a website.</li> <li>Locate and complete an online job application.</li> <li>Use library-purchased online knowledge resources, such as magazine databases, language-learning tools, etc.</li> <li>Use portable devices for reading eBooks or listening to digital audiobooks.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Technology education and assistance is delivered in a confident, courteous and helpful manner.</li> <li>Technology information delivered to customers is current and accurate.</li> </ul>
<ul style="list-style-type: none"> <li>Perform basic computer software, hardware or printer troubleshooting, and refer more complex problems to trained IT support staff.</li> </ul>	<ul style="list-style-type: none"> <li>Customer inconvenience due to technology problems is minimized.</li> <li>Complex problems are promptly forwarded to IT support staff.</li> </ul>
<ul style="list-style-type: none"> <li>Assist in coordinating between the Program Team and Service Desk staff.</li> </ul>	<ul style="list-style-type: none"> <li>Staff reports a high confidence level in their knowledge of library programs and ability to communicate about those programs to customers.</li> <li>Customers are given high quality and consistent information or recommendations regarding library programs.</li> </ul>
<b>Continuing education</b>	
<ul style="list-style-type: none"> <li>Continually refresh knowledge of areas of professional expertise as well as issues and trends in public librarianship.</li> </ul>	<ul style="list-style-type: none"> <li>Personal and professional development goals are set in the annual performance review with the Library Director.</li> <li>Progress toward development goals is demonstrated during performance review meetings.</li> </ul>

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of current practices and developing trends in librarianship, specifically the areas pertaining to programs and services for children and teens in the general public.
- Knowledge of the WALS integrated library automation system, specifically the online public access catalog (OPAC) module; and the major features of the circulation module.
- Knowledge of principles and practices of library management and administration.
- Knowledge of principles and practices of personnel management.
- Coaching skills, including the ability to clearly and patiently explain how and why department tasks are to be performed.
- Thorough knowledge of library policies, procedures and rules; ability to explain them clearly to department employees.
- Above average computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation). Skill in the operation of library automation software, and web browser software, content management software for the public web site and internal blogs;
- Ability to work confidently in high-pressure, fast-paced environment. Able to prioritize tasks for oneself and department employees; ability to effectively delegate tasks to maximize the productivity of the department.
- Skill in communicating effectively and sensitively with people from diverse backgrounds; successfully negotiating situations where customers – whether external or internal -- are upset.
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.

## **REQUIRED EDUCATION AND/OR EXPERIENCE**

Five years of experience working in a public library.

Experience supervising employees or providing leadership to task teams or projects.

## **TOOLS AND EQUIPMENT USED**

Typical office equipment, computers and software including computer workstation, calculator, fax machine, photocopier, telephone, and printers. Also, equipment necessary for providing library collections, programs and services in a developing environment of networked digital information transfer: projectors, flash drives, portable devices for reading ebooks and listening to downloadable audiobooks, digital cameras, and mobile theater systems.

Building security systems including fire safety equipment .

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Position requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

## **WORK ENVIRONMENT**

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

The noise level in the work environment is moderate. Most work is indoors.

Occasionally, when acting as a member of the library's management team, the person in this position may be called upon to perform duties to assure the health or safety of others that fall well outside the typical tasks of the position. For example, the person in this position may be called upon to clean up blood or other bodily fluids (while taking proper precautions against infection by blood-borne pathogens); shovel snow; or salt an icy sidewalk.

## **SELECTION GUIDELINES**

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.

March 2022

## Oshkosh Public Library Position Description

**Position:** Operations Coordinator

**Classification:** Operations Manager

**Department:** Circulation

**Date:** February 2025

### General purpose

The individual in this role is responsible for coordinating organization-wide procedures and processes to ensure smooth and consistent operations. Key responsibilities include managing logistics, overseeing, or consulting on cross-departmental projects, recommending improvements to procedures and processes, and supporting continuous improvement in organizational efficiency. Also, this position is responsible for scheduling the activities of para-professional and professional staff to ensure continuous desk coverage, customer service, and attendance at organization-wide work group meetings.

This person will exhibit leadership in all areas of workplace expectations: Teamwork, Customer Service, Knowledge/ Skills/ Work Quality, Safety/ Respect for Property, Productivity, Communication, and Problem Solving/ Decision Making.

**Supervisor:** Head of Circulation

**Salary matrix level:** F

### Essential duties and responsibilities

Duty / Responsibility	Performance Standards
<b>Library Operations</b>	
<ul style="list-style-type: none"> <li>In consultation with the Director and key staff, coordinates logistics, staff efforts, and policy development for organization-wide projects, processes, and cross-departmental initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures project logistics are planned and executed on schedule.</li> <li>Communicates effectively with internal stakeholders to clarify needs and expectations.</li> <li>Maintains organized records and proactively brings challenges to the Director's attention.</li> </ul>
<ul style="list-style-type: none"> <li>Participates as a leader, member, Sponsor, or coach in organization-wide work groups.</li> </ul>	<ul style="list-style-type: none"> <li>Contributes expertise and efforts to work group efforts as needed.</li> </ul>

<ul style="list-style-type: none"> <li>Schedules employees to maximize services, ensure meeting availability, and to give employees sufficient notice to schedule activities outside of work.</li> </ul>	<ul style="list-style-type: none"> <li>Department employees are available to provide services to external and internal customers as needed.</li> <li>Department employees report that they receive library work schedules in a timely fashion.</li> <li>Department employees are assigned off-desk tasks that further library, departmental, and individual goals.</li> </ul>
<ul style="list-style-type: none"> <li>Analyze and consult regularly with employees on all aspects of library operations seeking actionable improvements.</li> </ul>	<ul style="list-style-type: none"> <li>Document and report improvements.</li> </ul>
<ul style="list-style-type: none"> <li>Assist and/or fill in at Service Desks in cases where no other staff are available.</li> </ul>	<ul style="list-style-type: none"> <li>Provides timely and professional desk coverage to maintain service continuity.</li> <li>Communicates effectively with desk staff to ensure seamless transitions.</li> </ul>
<b>Community</b>	
<ul style="list-style-type: none"> <li>Catalog and share feedback from library customers with key library staff. Suggest improvements based on those comments as appropriate.</li> </ul>	
<ul style="list-style-type: none"> <li>Seek out and maintain library-community partnerships that support literacy and the library's strategic goals.</li> </ul>	
<b>Safety &amp; Security</b>	
<ul style="list-style-type: none"> <li>As part of the Leadership Team, support and advise staff during critical situations such as patron behavior policy violations, building security breaches and alarms, reports of lost children, incidents involving biohazardous waste and/or blood borne pathogens, and weather-related emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>Library employees know whom to look to for direction and leadership in a crisis.</li> <li>Appropriate assistance and actions are provided by library staff to ensure the public's safety and health while using the library.</li> </ul>
<ul style="list-style-type: none"> <li>As part of the Leadership Team, inform the public of and enforce library policies, procedures, and rules. Complete necessary reports in the case of accident, injury, theft of library property, disturbances, or inappropriate use of library equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Prompt and appropriate actions are taken in response to any accident or incident.</li> <li>Reports are filed as soon after the conclusion of an accident or incident as is possible</li> </ul>
<b>Library administration</b>	
<ul style="list-style-type: none"> <li>Attending and constructively participating in teams or planning meetings as required by the Director.</li> </ul>	<ul style="list-style-type: none"> <li>Attending meetings contributes to a constructive and collegial spirit.</li> </ul>



<ul style="list-style-type: none"> <li>Assist with organization and follow through of Leadership Team goals by keeping meeting notes and managing shared working documents and files and assisting with general data-keeping matters.</li> </ul>	<ul style="list-style-type: none"> <li>The Leadership Team is kept informed and reports being able to find shared and/or needed documents.</li> </ul>
<ul style="list-style-type: none"> <li>Support and promote services and programs of Oshkosh Public Library, of other library departments and other libraries within the Winnefox Library System.</li> </ul>	<ul style="list-style-type: none"> <li>Opportunities for support and/or promotion of area libraries are sought and shared.</li> </ul>
<b>Continuing education</b>	
<ul style="list-style-type: none"> <li>As part of coordination of organization-wide processes, ensure that staff are offered the necessary development opportunities to comply with and execute library procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Staff is aware of and takes advantage of continuing education opportunities</li> <li>Staff reports they know how to log and track continuing education credits</li> </ul>
<ul style="list-style-type: none"> <li>Seeks opportunities to refresh knowledge, deepen professional expertise and explore issues and emerging trends in public librarianship.</li> </ul>	<ul style="list-style-type: none"> <li>Personal and professional development goals are set in the annual performance review with the Library Director.</li> <li>Progress toward development goals is demonstrated during performance review meetings.</li> </ul>

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of current practices and developing trends in librarianship.
- Knowledge of principles and practices of library management and administration.
- Coaching skills, including the ability to clearly and patiently explain how and why organizational or cross-departmental tasks are to be performed.
- Thorough knowledge of library policies, procedures and rules; ability to explain them clearly to department employees.
- Above average computer skills including confident use of personal productivity software (Microsoft Teams, word processing, spreadsheet, email, calendaring, presentation). Skill in the operation of library automation software, and web browser software, content management software for the public web site and internal blogs;
- Above average skills related to attention to detail, organization, efficiency, coordination, and data collection & analysis.
- Ability to work confidently in high-pressure, fast-paced environment. Able to prioritize tasks for oneself and department employees; ability to effectively delegate tasks to maximize the department's productivity.
- Skill in communicating effectively and sensitively with people from diverse backgrounds; successfully negotiating situations where customers – whether external or internal -- are upset.
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.

#### **REQUIRED EDUCATION AND/OR EXPERIENCE**

Five years of experience working in a public library or comparably complex organization.

Experience providing leadership to task teams or projects.

## **TOOLS AND EQUIPMENT USED**

Typical office equipment, computers and software including computer workstation, calculator, fax machine, photocopier, telephone, and printers. Also, equipment necessary for providing library collections, programs and services in a developing environment of networked digital information transfer: projectors, flash drives, portable devices for reading ebooks and listening to downloadable audiobooks, digital cameras, and mobile theater systems.

Building security systems including fire safety equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this position's duties, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. The position requires the employee to be able to push carts and lift boxes weighing up to 50 pounds.

## **WORK ENVIRONMENT**

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

The noise level in the work environment is moderate. Most work is indoors.

Occasionally, when acting as a member of the library's management team, the person in this position may be called upon to perform duties to assure the health or safety of others that fall well outside the typical tasks of the position. For example, the person in this position may be called upon to clean up blood or other bodily fluids (while taking proper precautions against infection by blood-borne pathogens); shovel snow; or salt an icy sidewalk.

## **SELECTION GUIDELINES**

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the employer's needs and job requirements.

February 2025



**MEMORANDUM**

DATE: March 27, 2025

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

RE: Request to Repurpose Previously Approved Endowment Funds

As previously approved, the Board of Trustees allocated \$3,300 from the Library Development Fund for Staff Development Day 2025. After spending \$1,033 on that effort, a balance of \$2,267 remains.

I propose using \$1,500 of these funds to send four staff members to the Wisconsin Association of Public Libraries (WAPL) conference, which will take place in Oshkosh from April 30 to May 2. Given the valuable training and networking opportunities this conference provides, this use aligns with the original intent of the expenditure.

Additionally, \$767 of the original allocation would remain available for other staff development activities in 2025.

Respectfully submitted,

Darryl H. Eschete





**MEMORANDUM**

DATE: March 27, 2025  
TO: Oshkosh Public Library Board of Trustees  
FROM: Darryl Eschete, Library Director  
RE: Update on the third-party analysis of City-Library finance practices

Discussions between the City Finance team, the Library team, and Yvette Mueller (CLA Consultant) have continued, focusing over the past month on the year-end closeout and financial reporting for the year ending December 31, 2024. Winnefox staff—Marcy Cannon and Tracie Schlaak—played a key role in these discussions.

A full update will be presented to the Library Board at its April 2025 meeting, outlining recommendations and proposed next steps for approval. Those involved in the discussions are optimistic about the opportunities identified for improving efficiency, transparency, and collaboration.

As noted, more details will be shared in April after internal staff review the recommendations and provide feedback, with the goal of rolling out implementation before the 2026 budget process begins.

By the end of the week of March 17, I expect to receive a project timeline (targeting full implementation by the end of May) along with documentation on the proposed migration of the Library's financial record-keeping from QuickBooks to Tyler-Munis, the City's financial system. Before full implementation, these plans will be reviewed and updated in collaboration with the Finance and Library teams.

Additionally, per Julie Calmes, Head of Oshkosh City Finance, her department has already begun implementing some of Ms. Mueller's finance-specific recommendations to assist with the ongoing standard audit.

Respectfully Submitted,

Darryl H. Eschete





**MEMORANDUM**

DATE: March 27, 2025

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

RE: Report on process/timeline for reviewing proposals for the preparation of a 2026- 2031 strategic plan for the Oshkosh Public Library

In February, I issued a Request for Proposals (RFP) seeking a consultant to facilitate the development of the Oshkosh Public Library's 2026–2031 strategic plan. We received ten responses, all of considerable quality and length—more than I anticipated based on past strategic planning efforts.

Due to the volume of submissions and scheduling constraints among the joint RFP review committee—comprising Board President Bracken, Board Members Perlman and Fojtik, and library staff Lisa Voss, Joe Bongers, Laura McDonald, and myself—some adjustments to the original timeline have been necessary. All responding firms have been informed of these changes.

The committee will hold its initial review discussion on Thursday, April 3. If follow-up questions or interview requests are necessary, we will reach out to selected firms early the following week (the week of April 7).

Barring unforeseen challenges, I anticipate the committee will present a report and/or recommendation to the Board at its next regular meeting on April 24.

I welcome any questions from the Board.

Respectfully submitted,

Darryl H. Eschete



**Oshkosh Public Library**  
**Statement of Revenues and Donations**  
**February 2025**  
**17 % of the year**

	BUDGET	FEBRUARY	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
<b>REVENUE</b>					
<b>Grants and Aids</b>					
Winnebago County	809,251.00		0.00	0.00%	(809,251.00)
Other County Aid (Fond du Lac, Green Lake & Waushara)			0.00	0.00%	0.00
Winnefox Library System	180,797.00	15,066.42	30,132.84	16.67%	(150,664.16)
<b>Total Grants and Aids</b>	<b>990,048.00</b>	<b>15,066.42</b>	<b>30,132.84</b>	<b>3.04%</b>	<b>(959,915.16)</b>
<b>Other Inflow</b>					
Book Sales		1,260.93	1,920.43	0.00%	1,920.43
Miscellaneous		36.14	51.66	0.00%	51.66
Meeting Room		210.00	405.00	0.00%	405.00
Photocopies		1,391.50	2,090.35	0.00%	2,090.35
<b>Total Other Inflow</b>		<b>2,898.57</b>	<b>4,467.44</b>		
<b>TOTAL REVENUE</b>	<b>990,048.00</b>	<b>17,964.99</b>	<b>39,077.28</b>	<b>3.95%</b>	<b>(955,438.16)</b>
<b>Oshkosh Transit System</b>					
Reloadable Passes	0.00	2,943.00	4,477.00		
<b>Total Receipts to Oshkosh Transit System</b>	<b>0.00</b>	<b>2,943.00</b>	<b>4,477.00</b>	<b>0.00</b>	<b>4,477.00</b>

City of Oshkosh Levy 2,876,500.00

<b>Donations since last board meeting</b>	
Donations given at the register	51.55
<b>Total Donations</b>	<b>51.55</b>

**Oshkosh Public Library  
Statement of Expenditures  
February 2025**

	2025	JANUARY	FEBRUARY	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	EXPENSES	ANNUAL	BALANCE
				TO DATE	BUDGET	
<b>Revolving Expenses</b>						
6102 Regular Pay	2,561,966.00	166,611.86	187,497.50	354,109.36	13.82	2,207,856.64
6104 Overtime Pay	21,684.00	4,910.57	5,703.34	10,613.91	48.95	11,070.09
6302 FICA - Employers Share	197,676.00	13,089.17	14,177.35	27,266.52	13.79	170,409.48
6304 Wisconsin Retirement Fund	164,059.00	11,073.23	12,473.76	23,546.99	14.35	140,512.01
6306 Health Insurance	523,490.00		39,209.88	39,209.88	7.49	484,280.12
6307 Health Insurance Admin Fee	1,030.00			0.00	0.00	1,030.00
6308 Dental Insurance	21,475.00		1,795.68	1,795.68	8.36	19,679.32
6310 Life Insurance	6,005.00	341.47	417.86	759.33	12.64	5,245.67
<b>Professional Services</b>						
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
<b>Contracted Services</b>						
6411 Advertising/Postage/Printing	25,000.00	489.71	56.28	545.99	2.18	24,454.01
6412 Contractual Agreement Payments	333,500.00	178,876.17	12,971.75	191,847.92	57.53	141,652.08
6415 Subscription/Licensing Contracts	10,000.00	2,492.74	1,095.99	3,588.73	35.89	6,411.27
6416 Prevent Maintenance Contracts	45,000.00	365.59	109.71	475.30	1.06	44,524.70
6417 Third Party Contracted Services	85,000.00	2,295.21	3,466.68	5,761.89	6.78	79,238.11
<b>Employee Development &amp; Allowance</b>						
6421 Employee Training/Development	6,500.00		4,375.00	4,375.00	67.31	2,125.00
6422 Professional License/Membership Dues/Bonds	5,000.00	232.00	300.00	532.00	10.64	4,468.00
6423 Employee Allowance/Reimbursement	800.00	40.74	66.50	107.24	13.41	692.76
<b>Inter-Department Services Charges</b>						
6431 Administrative/Engineering Fees				0.00	0.00	0.00
<b>Rental Expenses</b>						
6441 Rental Expenses	0.00			0.00	0.00	0.00
6443 Lease Expense	6,600.00	214.27	188.27	402.54	6.10	6,197.46
<b>Fixed Costs</b>						
6450 Insurance Expense	29,800.00		130.00	130.00	0.44	29,670.00
6451 Workers Comp Insurance	10,100.00	10,100.00		10,100.00	100.00	0.00
6452 Licenses and Permits	0.00			0.00	0.00	0.00
6454 Telephone/Internet Expense	3,500.00	140.46	106.51	246.97	7.06	3,253.03
6455 Utilities Expense	145,000.00	2,706.01	10,114.97	12,820.98	8.84	132,179.02
<b>Other - Finance Only Accounts</b>						
6465 Bank Fees	5,000.00	659.26	458.65	1,117.91	22.36	3,882.09
<b>Fuel/Lubricants</b>						
6519 Non-Inventory Miscellaneous Fuel	0.00			0.00	0.00	0.00
<b>Inventory/Supplies</b>						
6520 Office Supplies	22,000.00	851.88	942.89	1,794.77	8.16	20,205.23
6524 Specialty Supplies	350,000.00	5,530.15	15,072.47	20,602.62	5.89	329,397.38
6529 Non-Inventory Supplies	60,000.00	3,134.12	-1,016.69	2,117.43	3.53	57,882.57
6550 Minor Equipment	0.00			0.00		
<b>Total Other Expenditures</b>	<b>4,640,185.00</b>	<b>404,154.61</b>	<b>309,714.35</b>	<b>713,868.96</b>	<b>15.38</b>	<b>3,926,316.04</b>



## Oshkosh Public Library Highlights

March 2025

1. Local History Librarian Michael McArthur received kudos recently for sharing his knowledge with other Winnefox libraries. He presented an introductory webinar on March 11 about using Ancestry to help patrons with genealogy research. Angela Schneider, WLS Library Development Consultant, thanked Michael for his time and talent. "I know that the time he's given in sharing his expertise will empower our other libraries in using Ancestry and sharing it with their patrons."
2. Orders are coming in from patrons who want to use or learn more about the library's 3D printer. Several patrons have brought in designs to print fun trinkets. But there were also requests for practical pieces that solve a problem: A replacement part for home electronics; a part for an invention that a patron was designing.

Technology specialist Emillie Cieslewicz also has worked with patrons through our Book-a-Librarian service who wanted to learn how the 3D printer worked – one of whom is exploring printing adaptive equipment for occupational therapy patients. True to our brand, the 3D printer is building on OPL's role as a place to take the first step and engage in current learning experiences.

3. Bringing books to local nursing homes is a pretty standard activity for a public library but seeing the impact this can have on people's lives puts the importance of this service in perspective. After delivering books to Bethel Home, a library volunteer wanted to "share the joy" this simple act brought to residents.

Books were selected in hopes that they would start conversations and evoke memories. One resident couldn't wait to share her book about ocean life with staff and other residents. Another who is usually very reserved was all smiles and chatted eagerly about a book on labrador retrievers. And another woman loved her book on cats so much she looked through it with the volunteer twice: "She was so happy," the volunteer said. "When I left, she asked if the library would keep letting me bring books to share. I assured her that would happen."

4. As it turns out, we aren't the only ones who think the library's new brand is giving sparks. Quill Creative, the agency that worked with library staff to create the brand, recently won a Gold ADDY, a prestigious competition conducted annually by the American Advertising Federation.







Gold award winners advance to district competition. Congratulations to Quill and many thanks to the dedicated staff who worked so hard to guide the brand strategy and bring it to life in our community.

5. OPL has launched a new Teen Advisory Board, with six teens gathering at the library on March 5 to learn about this opportunity. The group will offer feedback about the library's services, help to shape teen programs and events and work to create a positive library experience for their peers. In addition to connecting with the library, TAB also offers participants the opportunity to build leadership skills.
6. A guest presenter shared techniques for dating old photos on March 13. Scott Jorgenson, President of the Omro Historical Society, demonstrated how to use details from photos to determine when they were taken and helped attendees date photos that they brought to the program. The program was sponsored by the Winnebagoland Genealogical Society and the Butte Des Morts Historical Preservation Society, with 25 people attending.
7. The library offered a unique opportunity to learn about and practice the art of traditional beadwork in two sessions focusing on Peyote stitch. Participants learned how to get started with this stitching technique, how to design beadwork patterns and how to finish off their projects. Nineteen people attended the sessions.
8. Local History Librarian Michael McArthur presented a program on important women in Oshkosh history to the local chapter of the American Association of University Women on March 18. Focusing on business, philanthropic and educational accomplishments, Michael highlighted Mary Ann Olcott, OPL's first librarian; Alberta Kimball, whose generous donation of \$5 million seeded the library's 1993-94 renovation and expansion; and Jessie Jack Hooper, a local suffragist, the first president of the Wisconsin League of Women Voters and an advocate for social change. Twenty-two people attended the program.
9. Impressive works of student art can be viewed in the library's lower level through April 31. Each year entries in the Helen Farnsworth Mears Art Contest are exhibited at the library so that artists' families and community members can enjoy and celebrate the creativity of Oshkosh's talented 7<sup>th</sup> and 8<sup>th</sup> grade students. Sponsored by the General Federation of Women's Clubs – Oshkosh Women's Arts Club, the contest honors the legacy of Mears, an accomplished Oshkosh-born sculptor.





10. OPL is offering a limited book club in support of the community event series **Bridging Past and Present, Exploring Native American Cultural Heritage**, presented by the Oshkosh Public Museum and the Oshkosh Seniors Center. Community Engagement Librarian Sandy Toland is leading discussions of the book *Braiding Sweetgrass* by Robin Wall Kimmerer, a book that mixes science and Native American wisdom to explore our relationship with nature. Two discussions are being held at the library, with two more scheduled at the Oshkosh Seniors Center.
  
11. Director Darryl Eschete and Community Engagement Librarian Sandy Toland represented the library at the Business Expo on March 19, where they spoke with hundreds of people from the area and offered a chance to spin the prize wheel to win a tote bag (full disclosure – everyone left a winner!). This type of event is an opportunity to hear about community concerns and interests; gauge sentiment toward the library; and connect people with what we offer in ways that matter to them. It’s living our brand through community engagement and participation.



MONTHLY REPORT  
Oshkosh Public Library  
February 2025

CIRCULATION	Feb 2025	Feb 2024	% Change	YTD 2025	YTD 2024	% Change
Book-Adult	12,708	13,197	-4%	26,240	27,642	-5%
Book-Juvenile	12,572	13,228	-5%	25,571	26,612	-4%
Book-YA/Teen	1,099	1,200	-8%	2,405	2,478	-3%
CD-Adult	624	1,098	-43%	1,420	2,335	-39%
CD-Juvenile	48	73	-34%	107	142	-25%
CD-Book-Adult	398	421	-5%	825	936	-12%
CD-Book-Juvenile	294	118	149%	644	259	149%
CD-Book-YA/Teen	4	9	-56%	9	30	-70%
DVD-Adult	4,624	5,289	-13%	9,904	11,008	-10%
DVD-Juvenile	939	894	5%	1,962	2,105	-7%
Game-Adult	471	646	-27%	1,060	1,262	-16%
Game-Juvenile	175	239	-27%	396	468	-15%
Magazine-Adult	459	393	17%	865	795	9%
Magazine-Juvenile	12	18	-33%	17	44	-61%
Magazine-YA/Teen	2	5	-60%	4	6	-33%
Other-Adult	244	175	39%	515	345	49%
Other-Juvenile	150	145	3%	301	302	0%
Other-YA/Teen	8	4	100%	13	12	8%
<b>Total Adult</b>	<b>19,528</b>	<b>21,219</b>	<b>-8%</b>	<b>40,829</b>	<b>44,323</b>	<b>-8%</b>
<b>Total Juvenile</b>	<b>14,190</b>	<b>14,715</b>	<b>-4%</b>	<b>28,998</b>	<b>29,932</b>	<b>-3%</b>
<b>Total YA/Teen</b>	<b>1,113</b>	<b>1,218</b>	<b>-9%</b>	<b>2,431</b>	<b>2,526</b>	<b>-4%</b>
<b>SUB TOTAL</b>	<b>34,831</b>	<b>37,152</b>	<b>-6%</b>	<b>72,258</b>	<b>76,781</b>	<b>-6%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	4,286	4,959	-14%	9,293	10,724	-13%
Hoopla E-Books	445	533	-17%	889	1,047	-15%
<b>E-BOOKS SUB TOTAL</b>	<b>4,731</b>	<b>5,492</b>	<b>-14%</b>	<b>10,182</b>	<b>11,771</b>	<b>-13%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	5,156	4,811	7%	10,627	9,814	8%
Hoopla Audiobooks	1,521	1,579	-4%	3,253	3,136	4%
<b>AUDIOBOOKS SUB TOTAL</b>	<b>6,677</b>	<b>6,390</b>	<b>4%</b>	<b>13,880</b>	<b>12,950</b>	<b>7%</b>
<b>Digital Media</b>						
Hoopla Music	29	51	-43%	56	86	-35%
Hoopla Video	257	229	12%	506	504	0%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>286</b>	<b>280</b>	<b>2%</b>	<b>562</b>	<b>590</b>	<b>-5%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>11,694</b>	<b>12,162</b>	<b>-4%</b>	<b>24,624</b>	<b>25,311</b>	<b>-3%</b>
<b>TOTAL CIRCULATION</b>	<b>46,525</b>	<b>49,314</b>	<b>-6%</b>	<b>96,882</b>	<b>102,092</b>	<b>-5%</b>
<b>PHYSICAL MATERIALS</b>						
% AV Materials Circulated	22%	24%	-8%	23%	24%	-6%
% Print Materials Circulated	78%	76%	2%	77%	76%	2%
% Adult Materials Circulated	59%	60%	-2%	57%	58%	-2%
% Youth Materials Circulated	41%	40%	3%	43%	42%	3%
Average Circulation Per Hour	179	168.9	6%	179.4	177.9	1%

MONTHLY REPORT  
Oshkosh Public Library  
February 2025

<b>MISCELLANEOUS</b>	Feb 2025	Feb 2024	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	18,520	20,241	-9%	39,410	39,217	0%
Average Daily Traffic	661	698	-5%	679	676	0%
New Card Registrations	195	221	-12%	431	447	-4%
Self-check % of Checkout	50.1%	48.6%	3%	51.0%	48.2%	6%
Volunteer Hours Worked	87	91	-4%	120	178	-33%
Teacher Packs	2	3	-33%	4	6	-33%
<b>ELECTRONIC RESOURCES</b>	Feb 2025	Feb 2024	% Change	YTD 2025	YTD 2024	% Change
OPL Website Sessions	17,308	17,185	1%	37,063	36,972	0%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Mango Languages	106	59	80%	235	130	81%
Reference Solutions	52	76	-32%	91	139	-35%
Value Line	128	0	0%	0	0	0%
<b>SUB-TOTAL</b>	286	261	10%	575	507	13.4%
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	38	24	58%	75	38	97%
City Directories	1	54	-98%	5	118	-96%
Digital Collections	69	73	-5%	135	152	-11%
Local History Books	14	24	-42%	23	38	-39%
Oshkosh Facts, Firsts, and FAQ	9	1	800%	12	6	100%
Oshkosh Vital Records Index	79	134	-41%	159	311	-49%
Riverside Cemetery Index	11	7	57%	20	22	-9%
UWDC - Atlases & Histories	6	0	0%	12	1	1100%
<b>SUB-TOTAL</b>	227	317	-28%	441	686	-36%
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>17,821</b>	<b>17,763</b>	<b>0%</b>	<b>38,079</b>	<b>38,165</b>	<b>-0.2%</b>
<b>PUBLIC COMPUTER USE</b>	Feb 2025	Feb 2024	% Change	YTD 2025	YTD 2024	% Change
Wireless Access	6,720	7337	-8%	13890	13978	-1%
<b>Public Computer Use</b>						
Adult	1484	1590	-7%	3300	3301	0%
Youth	146	131	11%	330	241	37%
<b>TOTAL USE</b>	<b>1630</b>	<b>1721</b>	<b>-5%</b>	<b>3630</b>	<b>3542</b>	<b>2.5%</b>
<b>QUESTIONS ANSWERED</b>	Feb 2025	Feb 2024	% Change	YTD 2025	YTD 2024	% Change
<b>Adult Department</b>						
Reference	715	819	-13%	1,619	1,593	2%
<b>Youth Department</b>						
Reference	31	238	-87%	69	440	-84%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>746</b>	<b>1,057</b>	<b>-29%</b>	<b>1,688</b>	<b>2,033</b>	<b>-17%</b>

MONTHLY REPORT  
Oshkosh Public Library  
February 2025

<b>PROGRAMS</b>	<b>Feb 2025</b>	<b>Feb 2024</b>	<b>% Change</b>	<b>YTD 2025</b>	<b>YTD 2024</b>	<b>% Change</b>
Adult	8	17	-53%	24	38	-37%
Teen	2	2	0%	5	7	-29%
Youth	19	34	-44%	72	50	44%
Roving Reader	14	10	40%	20	23	-13%
<b>TOTAL</b>	<b>43</b>	<b>63</b>	<b>-32%</b>	<b>121</b>	<b>118</b>	<b>3%</b>
<b>Program Attendance</b>						
Adult	57	254	-78%	251	376	-33%
Teen	23	25	-8%	52	93	-44%
Youth	661	1005	-34%	1,635	1,607	2%
<b>TOTAL</b>	<b>772</b>	<b>1284</b>	<b>-40%</b>	<b>2,010</b>	<b>2,076</b>	<b>-3%</b>

**MEMORANDUM**

TO: Darryl Eschete, Director  
FROM: Tracie Schlaak  
DATE: March 20, 2025  
SUBJECT: Personnel Changes since last board meeting

Mark Kapanowski – New Custodian was hired on 2/24/25.

## Library Director's Report

### February-March 2025

Since the regular Board meeting of February 27, 2025, library staff and I have been at work on the following:

- **Staff Development Day**—On February 28, OPL staff took part in several training sessions at the library, including an all-staff internal SWOT analysis and “future vision” exercise; “Stop the Bleed” training led by County health facilitators and training regarding the use of Microsoft Teams, which has been a major communications initiative.
- **Leadership Oshkosh**—As part of “Health and Human Services” day on March 12, my Leadership Oshkosh cadre spent the morning at Evergreen Retirement Community, hearing about Winnebago County Health Department, senior living communities and organizations in the area, Wisconsin help lines. In the afternoon, we visited Father Carr’s community and then travelled to the Day-by-Day Warming shelter for a tour.
- **Library as City Facility**—On March 10, I met with John Urben (who oversees the care of other Oshkosh City facilities) to discuss the research and information needed to bring the Library under the care of that department. A facility condition assessment is the next step, and that will be discussed at a meeting on March 20.
- **Job Pod**—On March 13, Hannah Good Zima from the Nicolet Federated Library System and Jodi Roberts from KI industries visited the library to assess various spaces for the creation of the Job Pod. As part of that conversation, I also asked Ms. Roberts to prepare quotes for glass partition walls to create an adjacent meeting or equipment space on the second floor and a more enclosed, sound segregated Young Adult space on the first floor of the library, largely where it currently exists.
- **Digital Signage**—Digital Services Librarian Emillie Cieslewicz and I have been in ongoing training and setup for the digital signage in the building. The large signs are functional. We are ironing out data issues but are still fully expecting the meeting room signs to be in working order by the April Board meeting.
- **Compensation Study**--On Friday, March 21, I will take part in the “kickoff meeting” with Cottingham-Butler for the compensation study. I will report on the discussion at this Board meeting.
- **Hicks Washington Bust Study/Meeting**—On Tuesday March 25, I will take part in a meeting/discussion with representatives of the public museum and neighborhood associations regarding the future placement of the Hicks-sculpted bust of Washington that was formerly housed at Washington Elementary. Part of the discussion will be the need for any preservation or care measures that may be necessary and I will report to the Board at this meeting.
- **Meet With City Manager**—The day after this Board meeting, my first one-on-one meeting with new City Manager Rebecca Grill is scheduled. Any Board insight or input regarding priorities is appreciated.

Respectfully Submitted,

Darryl Eschete