



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

<u>AGENDA</u>		<u>ACTION REQUIRED</u>	
Call to Order:	4:00 p.m.		
Public Comments			
Consent Agenda:		YES	
1.	Minutes of the regular Board meeting of January 30, 2025		35-39
2.	Authorized Payments from January 24 - February 17 2025– \$50,961.24		
Items Removed from Consent Agenda			
New Business			
3.	<u>Proposed revisions to library policy:</u> Consider updates to the “Literature Distribution” policy, last reviewed in 2001. Action requested: <i>Approve updates to library policy concerning the distribution of literature by patrons and outside parties at the library.</i>	YES	40
4.	<u>Memo—Statement of Library System Effectiveness:</u> Each year, the Library Board must vote to approve a message regarding library system effectiveness as part of submitting the library’s annual report to the Department of Public Instruction. Action requested: <i>Review and approve statement of Library System effectiveness for annual report to DPI.</i>	YES	41
5.	<u>Memo—JobPod Program:</u> Information about and memorandum of understanding (MOU) regarding Oshkosh Public Library’s participation in the JobPod project, a joint program of the Nicolet Federated Library System, Wisconsin Workforce Development. Action requested: <i>Review information and approve memorandum of understanding.</i>	YES	42-48
6.	<u>Memo—Compensation Study for OPL:</u> Information about and a professional services agreement pertaining to a compensation study for Oshkosh Public Library. Action requested: <i>Approve the use of \$12,500 of Library Development endowment funds for a compensation study.</i>	YES	49-53





7.	<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	54
<u>Informational Items</u>		NO	55-61
8.	Revenues and Donations		
9.	Expenditures		
10.	Library Highlights		
11.	Monthly Statistics		
12.	Personnel Changes		
<u>Library Director's Report</u>			
13.	Report on operations of the Oshkosh Public Library	NO	62
<u>Trustee Reports and Comments</u>		NO	
<u>Adjournment</u>		YES	
<u>Next Meeting Scheduled:</u> Thursday, March 27, 2025 at 4 p.m.			



MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
January 30, 2025

The January 30, 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 President, Bill Bracken.

Present: Bill Bracken, Susan Fojtik, Tony Kneepkens, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, David Rucker, Amber Shemanski, Molly Templin, Adjunct Board Member and Jason Schmidt, Adjunct Board Member.

Absent: Kim Brown and Larry Lautenschlager.

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 Sandy Toland, Community Engagement Librarian.

Consent Agenda

- Minutes of the Regular Board Meeting of December 19, 2024
- Minutes of the Director Compensation meeting of January 21, 2025
- Authorized Payments from December 2024 - \$418,890.95
- Authorized Payments from January 2025-\$190,926.14

Discussion. Amend January 21, 2025 Director Compensation meeting minutes as follows: Rucker was absent from meeting because he did not receive notification of the rescheduled meeting, state closed session pursuant to purpose and state statute, and record roll call votes.

Motion to approve the consent agenda as amended.

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

New Business

- Motion to approve the creation of the Three Dimensional (3D) Printer Usage Policy and the revisions to existing Collection Development Policy as presented.

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

- Motion to approve Endowment Fund Round Two Allocations as presented.

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

After Board Discussion, Motion Rescinded: Perlman; **Second Rescinded:** Melms-Simon

Motion to direct the Director to solicit Strategic Planning RFPs.

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

Motion to approve funding of \$3,000.00 for new carts in the Technical Services department.

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

Closed Session

Motion to enter Closed Session at 5:05 p.m. pursuant to Section 19.85(1)c Wisconsin State Statutes to discuss matters pertaining to performance evaluation data.

Motion: Perlman; **Second:** Rucker; **Roll Call Vote:** Motion Passed 8-0 **Aye:** Fojtik, Kneepkens, Melms-Simon, Mugerauer, Perlman, Shemanski, Bracken; Rucker.

No motions were made nor votes taken.

Open Session

Motion to adjourn closed session and resume open session at 5:45 p.m.

Motion: Perlman; **Second:** Shemanski; **Roll Call Vote:** Motion Passed 8-0 **Aye:** Fojtik, Kneepkens, Melms-Simon, Mugerauer, Perlman, Shemanski, Bracken; Rucker.

Motion to approve the following:

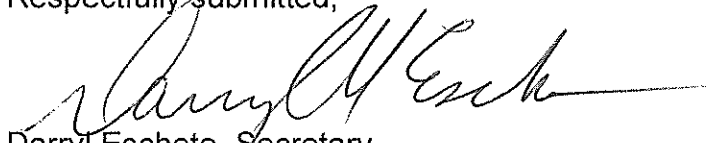
- Pay Grade M (which includes the Library Director position) to increase by 4.25% as part of the overall compensation structure change for the Library, effective the pay period including 1/1/2025.
- The Director to move from step 2 to step 3 in the salary matrix based on acceptable performance, effective the pay period including 1/1/2025
- The Director will receive 2% of additional merit pay.

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

Motion to adjourn at 5:48 pm.

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

Respectfully submitted,



Darryl Eschete, Secretary
Tracie Schlaak – Recorder

**Oshkosh Public Library
Authorized Payments
January 24 through February 17, 2025**

Name	Memo	Amount	Totals
Contracted Services			
Contractual Agreement Payments			
Winnefox Library System	Contractual services	12,971.75	
Total Contractual Agreement Payments			12,971.75
Subscription/Licensing Contract			
NMT Partners LLC	ResCarta-Web Hosting Jan, Feb, Mar 2025	150.00	
Reader Zone	Reader Zone Subscription	945.99	
Total Subscription/Licensing Contract			1,095.99
Prevent Maintenance Contracts			
Gordon Flesch Co, Inc	Copier maint	3.95	
Gordon Flesch Co, Inc	Copier Maint	36.18	
Gordon Flesch Co, Inc	Copier Maint	69.58	
Total Prevent Maintenance Contracts			109.71
3rd Party Contracted Services			
Facility			
Beez Electric, Inc	Repaired Electrical in Reading Room	205.40	
Beez Electric, Inc	Repair electrical in director's office	205.40	
Beez Electric, Inc	Electrical work	102.70	
Gartman Mechanical Services	Air conditioning services	730.00	
Gartman Mechanical Services	Repair toilet	146.00	
Gartman Mechanical Services	Toilet repair	438.00	
GFL Environmental	Waste disposal	773.98	
Total Facility			2,601.48
Collections			
Winnefox Library System	Unique Mgmt	331.19	
Unique Management Services, Inc	Recovery placements	865.20	
Total Collections			1,196.39
Total Contracted Services			\$17,975.32
Advertising/Postage/Print			
MasterCard - RP	Facebook Ad	56.28	
Winnefox Library System	Printing services	194.71	
Total Advertising/Postage/Print			\$250.99
Employee Development & Allowance			
Employee Training/Development			
Fox Valley Technical College	CE for OPL Supervisors	4,375.00	
Total Employee Training/Development			4,375.00
Professional License/Membership			
Oshkosh Mid Morning Kiwanis	Annual Dues for 2025	300.00	
Total Professional License/Membership			300.00
Employee Allowance/Reimbursement			
Toland, Sandy	Mileage for January 2025	66.50	
Total Employee Allowance/Reimbursement			66.50
Total Employee Development & Allowance			\$4,741.50
Fixed Costs			
Telephone/Internet			
MasterCard - RP	Pay Phone	25.00	
Winnefox Library System	US Cellular	34.24	
Total Telephone/Internet			59.24
Utilities Expense			
Constellation	Gas services	2,742.72	
Total Utilities Expense			2,742.72
Total Fixed Costs			\$2,801.96

**Oshkosh Public Library
Authorized Payments
January 24 through February 17, 2025**

Name	Memo	Amount	Totals
Office Supplies			
Demco	Month labels for tech	85.32	
General Book Covers	Book jackets	216.55	
Staples	Office Supplies	65.78	
Staples	Office Supplies	488.72	
Staples	Office Supplies	66.77	
Staples	Office Supplies	6.26	
Staples	Office Supplies	13.49	
Winnefox Library System	Office Supplies	290.06	
Total Office Supplies			\$1,232.95
Specialty Supplies			
Baker & Taylor	Library Materials	2,326.08	
Cengage Learning	Library materials	1,804.40	
Center Point Large Print	Library materials	438.66	
Globe Pequot	Library materials	317.85	
Heritage Wisconsin	Library materials	48.00	
Ingram	Library materials	183.68	
MasterCard - MD	Library materials	1,275.94	
MasterCard - MD	Library materials	886.48	
MasterCard - MD	Library materials - Gannett	81.18	
Midwest Tape	Library materials	2,099.20	
Midwest Tape - Hoopla	Library materials	11,114.80	
Total Specialty Supplies			\$20,576.27
Non-Inventory Supplies			
Misc Supplies			
Winnefox Library System	Reimburseables	10.92	
Total Misc Supplies			10.92
Facility			
Beez Electric, Inc	Materials to repair electrical	24.83	
Gartman Mechanical Services	Parts to repair toilet	14.80	
Gartman Mechanical Services	Parts for toilet repair	192.75	
Kitz & Pfeil	Maint supplies	111.45	
Kitz & Pfeil	Maint supplies	39.60	
Kitz & Pfeil	Maintenance Supplies	45.84	
Menards	Shelving units	79.98	
Pingry-Caswell	Cleaning supplies	94.36	
Winnefox Library System	Reimburseables	14.99	
Winnefox Library System	Reimburseables	482.67	
Total Facility			1,101.27
Total Non-Inventory Supplies			\$1,112.19
Program Support			
Misc./Craft Supplies			
Children/Tweens			
Winnefox Library System	Reimburseables	258.25	
Adults			
Winnefox Library System	Reimburseables	294.85	
Misc./Craft Supplies - Other			
Winnefox Library System	Reimburseables	47.96	
Food			
Children/Tweens			
	Food for Pretween & Teen Book Clubs	163.84	
MasterCard - MB		163.84	
Winnefox Library System	Reimburseables	39.94	

Oshkosh Public Library
 Authorized Payments
 January 24 through February 17, 2025

Name	Memo	Amount	Totals
Prizes			
Children/Tweens			
Winnefox Library System	Reimburseables	16.59	
Adults			
MasterCard - ST	Gift Cards for prizes	100.00	
Winnefox Library System	Reimburseables	12.97	
Winnefox Library System	Reimburseables	27.95	
Outreach/Community Engagment			
Promotional Giveaway			
4imprint	OPL Merchandise	1,119.44	
Total Program Support			\$2,081.79
Rental Expense			
Lease Expense			
Great America	Lease Expense	188.27	
Total Rental Expense			<u>\$188.27</u>
	Total Authorized Payments		<u><u>\$50,961.24</u></u>

LITERATURE DISTRIBUTION

PUBLIC AREAS

The Oshkosh Public Library provides designated racks and counters for use by the public to distribute flyers, brochures, newsletters, etc. Space is available on a first-come, first-served basis. Utilization of such a space by an organization or individual shall not imply endorsement or approval by the Oshkosh Public Library. A disclaimer so stating shall appear on the designated rack or counter.

Items will remain on display until all copies have been picked up or until the event promoted has passed. Library staff will dispose of the latter items.

LIBRARY AREAS

All other areas suitable for literature distribution are reserved for the sole use of the Oshkosh Public Library and its affiliated organizations.

LEAFLETING AND PAMPHLETEERING PROHIBITED

In order to maintaining a welcoming and orderly environment and in keeping with the Library Rules of Behavior, library users may not campaign, pamphleteer, leaflet, petition, interview or survey patrons or staff or attempt to do so inside the building.

Approaching patrons to offer or hand them literature or promotional or informational items is prohibited inside the building. Such activities can take place on the grounds outside of the library building provided they are not a hindrance to the uninterrupted and safe passage of automobile or foot traffic.

Written By:	John Nichols
Approved By:	Library Board
Amended/Modified:	04/23/01; 02/27/2025
Date:	05/27/86



MEMORANDUM

DATE: February 27, 2025
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Statement of Library System Effectiveness

As per the requirements of the Department of Public Instruction, library boards serving libraries which are members of library systems must submit a statement expressing their thoughts on the effectiveness of the library system as part of the annual report process.

As the report is due the day after this meeting, I offer the following for Board consideration and ask a motion to submit the statement as written or to do so after discussing and deciding upon changes or edits that Board members may deem necessary.

Statement:

The Winnefox Library System provided excellent leadership, service and training in 2024. Winnefox maintains an array of services including 5 day/week van delivery, high-quality printing services, library automation, continuing education support, Internet Technology/IT support and ongoing special project help. The System is invaluable in our daily operation and has been seen to support member libraries with similar attention and dedication.

Respectfully Submitted,

Darryl Eschete





MEMORANDUM

DATE: February 27, 2025
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: JobPod Program and Memorandum of Understanding

On February 14, I, along with Head of Adult Services Joe Bongers and Digital Services Librarian Emillie Cieslewicz, met with Danielle Zeamer of Brown County Library to discuss Oshkosh Public Library participating the JobPod program. This grant-funded program, administered and operated by the Nicolet Federated Library System (of which Brown County Library is a part), offers libraries attractive, enclosed rooms/structures in which job-seeking patrons can concentrate on their job search efforts. The units are paid for entirely by the grant money that participating libraries receive. The program has a standalone website: <https://jobpodwi.org>

This program would be an excellent way to support the efforts of the Wisconsin Department of Workforce Development, which is also involved in the program, and which already holds defined hours in the Oshkosh Public Library on Wednesday afternoons.

I am waiting to find out as of this writing (2/18) whether it is possible to work directly with KI of Green Bay (the furniture firm contracted by the Nicolet System to build the standalone JobPod units) to build the space into the floorplan of the library proper rather than install it as a separate structure.

A flyer explaining more about the JobPod program and a copy of the Memorandum of Understanding with the responsibilities of all parties is enclosed in this packet for the Board's review.

Respectfully Submitted,

Darryl Eschete





CREATING CONNECTIONS
IN LOCAL LIBRARIES

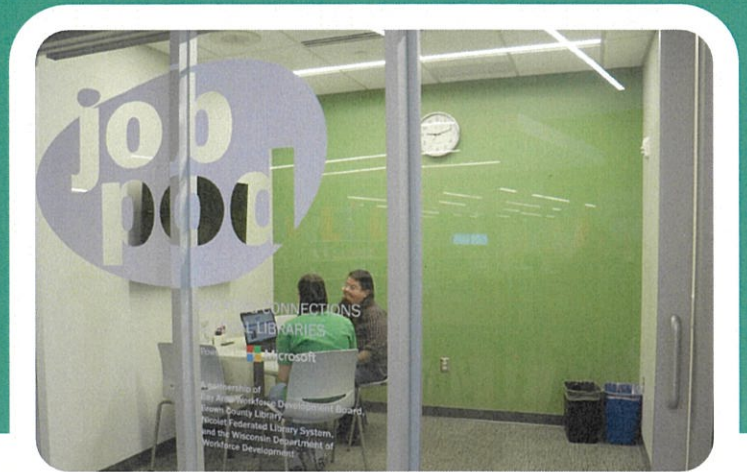
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About JobPod

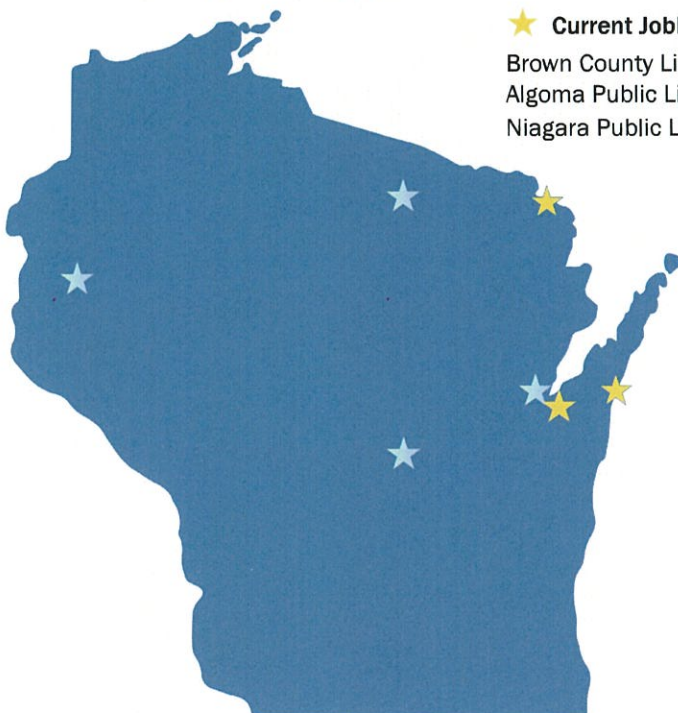
JobPod facilitates easy and reliable access to job search resources for job seekers by merging community library spaces with existing workforce development services. JobPod enables community members across Wisconsin to access a full range of existing job services regardless of where they live.

The Driving Force

Optimizing public library spaces, this program functions to fill an urgent and essential need in our community caused by a sharp reduction in stand-alone employment centers, which have decreased by 60% in Northeast Wisconsin and 20% on a national level over the past ten years. More centers are slated to close or reduce services in the coming years.



Participating Libraries



★ Current JobPod Sites

- Brown County Library - East Branch (Green Bay)
- Algoma Public Library (Algoma)
- Niagara Public Library, part of the Marinette County Consolidated Library Service (Niagara)

★ JobPod Sites Coming Soon

- Patterson Memorial Library (Wild Rose)
- Amery Area Public Library (Amery)
- Walter E Olson Memorial Library (Eagle River)
- Brown County Library - Weyers-Hilliard Branch (Howard)

“JobPod is a game-changer in bridging the gap between job seekers and vital workforce development resources, right from the convenience of the local library. By fostering stronger community partnerships, we’re making real strides toward creating more accessible, strong pathways to employment for all.”

Vickie Patterson, Executive Director
Bay Area Workforce Development Board

jobpod@nflsoffice.org | jobpodwi.org

JobPod: A Functional Framework

JobPod develops public libraries into definitive access points for online and virtual workforce development services by:

- **Galvanizing library infrastructure**, including creating a confidential meeting space, prioritized for job seekers
- **Leveraging library staff expertise**, by providing access to information and resources, basic technology assistance and general support
- **Developing and strengthening community partnerships**, including relationships with local workforce development boards, to determine additional collaborative opportunities to support job seekers

JobPod Services

Through its partnership with Microsoft and collaboration between state, local, and regional entities, JobPod connects job seekers to a robust menu of services including:



- Job search assistance
- Employment training and development
- Virtual connections to workforce development experts
- Resume, cover letter, and interview guidance
- Digital literacy skill development and upskilling opportunities

Founding Partners and Operating Entity

JobPod was created by:

- Bay Area Workforce Development Board
- Brown County Library
- Wisconsin Department of Workforce Development
- Nicolet Federated Library System

JobPod is operated by Nicolet Federated Library System. For questions and discussion, please email JobPod: jobpod@nflsoffice.org, or contact Tracy Vreeke, Executive Director, Nicolet Federated Library System, (920) 448-4414.





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Memorandum of Agreement Between JobPod and Participating Library

Parties:

This Agreement is by and among JobPod, the _____ Library, a public library located in _____, Wisconsin (the "Participating Library"), and the _____ Workforce Development Board located within the _____ Workforce Development Board service area ("Local Workforce Development Board"). [The Participating Library is a branch library of the _____ County Library (if applicable).]

About JobPod:

JobPod is a partnership between the Bay Area Workforce Development Board, Brown County Library, Nicolet Federated Library System ("Nicolet"), and the Wisconsin Department of Workforce Development ("DWD").

JobPod Location:

The Participating Library's JobPod site will be located at the following address:

_____.

The JobPod name and logo may only be used at the location designated in this Section and cannot be used at any additional locations, such as additional branch libraries located within the library system unless an agreement is made between such other library location and JobPod.

Project Description:

JobPod creates an access point for existing online and virtual workforce development services in public libraries across the State of Wisconsin. Under this Agreement, the Participating Library agrees to host a JobPod access point in the library building, set forth above. The Participating Library agrees to facilitate the connection between the job seeker and workforce development services so that the job seeker may receive expert assistance regarding all aspects of a job search, job training or career exploration. The Participating Library agrees to provide assistance to job seekers by providing the following core elements:

- Confidential meeting space which use of can be prioritized for job seekers (to be provided by the Participating Library);
- Laptop equipped with functioning video camera and microphone for participation in virtual meetings;
- High-speed internet access through a network connection or Wi-Fi with sufficient internet security software;
- Technology assistance; and



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- Basic customer assistance with the Job Center of Wisconsin website and registration.

JobPod Responsibilities:

- Facilitate the collaboration between the Participating Library, Local Workforce Development Board, and DWD.
- Conduct a library space assessment and planning for placement of the JobPod within the applicable library building.
- [Manage the procurement, installation, and initial set-up of the JobPod privacy booth and components in collaboration with designated staff at the Participating Library.]
- Provide a customized JobPod Standard Operating Procedures (SOP) training manual, certification checklist, sample policies, logo, marketing materials and resources for each JobPod location.
- Provide an orientation and training for the Participating Library staff and provide ongoing consultation, as needed.
- Provide updated SOP and additional training if new initiatives which support job seekers and/or relate to workforce development are implemented as part of JobPod.
- Review feedback and evaluations from JobPod sites and implement changes, as needed.
- Maintain the official JobPod website.
- Provide required specifications for technology, materials, and components required for participation.

Participating Library Requirements & Expectations:

- The Participating Library will own the JobPod space, materials, and components in their library and will be integrated into their service model. The space will be governed by the Library Board and all library policies will apply accordingly.
- The Participating Library will be responsible for and liable for any and all harm or damage that occurs in the JobPod physical space.
- Identify and develop partnerships to support JobPod initiatives; partnerships at a minimum should include the Local Workforce Development Board and DWD.
- Maintain at least one staff member who has completed an approved JobPod training.
- Ensure current and incoming front-line staff who are implementing JobPod have received appropriate training and resources.
- Follow standards of service outlined in the SOP and certification checklist.
- Provide basic customer and technology assistance with the Job Center of Wisconsin website and registration for JobPod users.
- Provide and Maintain equipment needed for JobPod services, including desktop or laptop computer with functioning web camera and microphone capabilities.
- Maintain designated, confidential meeting space to ensure the space is clean and safe for use by job seekers.



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- Implement new initiatives which support job seekers and/or relate to workforce development, as determined by JobPod.
- Regularly review and update Participating Library-specific and local community services and resources to ensure job seekers receive accurate information.
- Provide feedback and complete evaluations as requested by JobPod, Local Workforce Development Board and/or DWD.
- Ensure the official JobPod website contains accurate information about the Participating Library's JobPod location.
- Use the JobPod name and logo on all materials that promote the project. The tagline should read: *JobPod™ Powered by Microsoft.*
- Notify JobPod, Local Workforce Development Board and DWD of intent to discontinue Participating Library as a JobPod location.
- Allow JobPod to use Participating Library name and logo for informational and promotional purposes related to JobPod.

Workforce Development Board Responsibilities:

- Assist with the facilitation of the collaboration between the Participating Library, DWD and JobPod.
- Maintain communication with Participating Library to provide updates in regard to DWD services that are available for the local community.
- Ensure Participating Library is in compliance with the JobPod SOP by visiting and evaluating the Participating Library using the certification checklist at a minimum of once every three years.
- Communicate with JobPod in the event the Participating Library is not in compliance with the SOP.
- Allow JobPod to use Local Workforce Development Board name and logo for informational and promotional purposes related to JobPod.
- Collaborate with library for joint marketing and outreach efforts to promote JobPod services to the community.

Cost for JobPod Participation

The cost to become a JobPod location is three thousand dollars (\$3,000) to be paid by the Participating Library to Nicolet Federated Library System. [This fee has been paid by grant funding from _____ (if applicable).]

[One-time funding for the purchase and installation of a privacy booth for the Participating Library will also be funded by the grant.]



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JobPod Intellectual Property & Commercial Application; Confidentiality:

JobPod, including logo and trademark, and any other intellectual property related to JobPod is owned and operated by Nicolet. In the event that project activities result in a JobPod product(s) with potential for commercial application, all such rights will be retained by JobPod and Nicolet.

The Participating Library shall hold the Confidential Information (defined below) in confidence, using at least the same degree of care for protection that the Participating Library uses to protect its own confidential information of a similar nature. The Participating Library acknowledges and agrees to direct any inquiries by other libraries (or similar entities) regarding Confidential Information to Nicolet to provide such information or onboard such entity to the JobPod program. "Confidential Information" shall mean official JobPod training information learned during training, Standard Operating Procedures (SOP) training manual, certification checklist, and any other underlying JobPod information provided to library which in its nature is not publicly available information.

Term of the Agreement:

This Agreement will remain in effect for as long as the Participating Library is following the JobPod guidelines and implementing all core components of the JobPod program.

Termination

In the event one of the JobPod partners no longer provides a significant service which renders JobPod ineffectual, the Agreement will terminate. Upon termination of this Agreement for any reason, all parties shall immediately return any and all applicable property to the appropriate party.

Tracy Vreeke, Director
Nicolet Federated Library System
Date: _____

NAME, Director/CEO
XXX Workforce Development Board
Date: _____

XXX
Participating Library Director
XXX Public Library
Date: _____

XXX
Participating Library Board President
XXX Public Library
Date: _____



MEMORANDUM

DATE: February 27, 2025
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Library Compensation Study and Related Endowment Request

On February 5, I met with Jenna Bidwell of Cottingham-Butler and Michelle Behnke from City HR to discuss a possible salary study concentrating on the Oshkosh Public Library.

Particular points discussed:

- **The desired outcome**—a closer alignment of City & library paygrades so that budgets might be easier to collaborate on and so that library staff might benefit from the merit pay mechanisms that the City offers managers/employees in other departments;
- **The desired timeline**—the study to be completed in time for the 2026 budget cycle (the City wants preliminary department budgets complete and submitted some time in August, typically) so that any planning that needs to be done for staging possible/likely adjustments of some positions' salary into a multi-year plan, if needed;
- **What the study entails**-- looking at comparable markets, comparable organizations and different aspects of each of the general categories of job in the library (educational requirements, intellectual capacity needed, command range, decision-making scope, how much the skills are worth in the private sector, etc.)

As per the professional service agreement, if the work begins immediately, it should be completed in time to be an informing document as we begin planning the 2026 FY budget. Ms. Bidwell stated that since our department is relatively small, with few stratifications, finishing in 90 -120 days should not be an issue, provided library managers complete and submit job description questionnaires in a timely fashion.

It is worth noting that Cottingham-Butler has experience doing these studies for public libraries. They produced the Wisconsin Public Library Staff Compensation Survey Report in July of 2023, a statewide study completed in partnership with the Institute of Museum and Library Services, Wisconsin Department of Public Instruction and the Southwest Wisconsin Library System.

The enclosed professional services agreement includes the fee schedule, which quotes the work at \$12,500 plus expenses. As per previous discussions with this body, this study could be paid for with endowment monies from the Library Development Fund which, pending a review of proposals for strategic planning, has \$38,241 available for projects.

Respectfully Submitted,

Darryl Eschete



**PROFESSIONAL SERVICE AGREEMENT BETWEEN
OSHKOSH PUBLIC LIBRARY
AND
TOTAL REWARDS CONSULTING**

This professional service agreement (hereinafter the "Agreement") is made and entered into by and between Oshkosh Public Library located in Oshkosh, Wisconsin (hereinafter "the Client") and Total Rewards Consulting, a division of Cottingham & Butler Insurance Services, LLC, an Iowa limited liability company (hereinafter "Consultant").

WHEREAS, The Client wishes to enter into an agreement with Consultant to provide professional consulting services for an assessment of the Client's classification and compensation programs; and,

WHEREAS, Consultant has an established history of providing similar services to private and public employers, and is willing to provide the professional consulting services to the Client.

THEREFORE, the Client and Consultant agree to the following:

1. Term. The term of this Agreement shall be from the date of the last signature of this Agreement and remain in force until all services are contemplated hereunder are completed.
2. Scope of Services. The Consultant shall provide to the Client consulting services as follows:
 - a) Explore a total rewards philosophy to frame rewards practices.
 - b) Implement the TRC Job Evaluation System to establish equitable internal relationships for each unique Library Classification.
 - c) Determine competitive base compensation practices for as many of the employed positions that can be safely matched to similar positions outside of the organization.
 - d) Combine job evaluation scores with market data to create geographically appropriate, competitive pay structure.
 - e) Audit and critique existing pay policies and procedures – to the extent that new pay policies are called for, we would provide specific recommendations.
 - f) Assist in the communication effort necessary to communicate the results of the study at project end.
 - g) Consultant is prepared to begin project in February of 2025 and anticipate completion within 120 days, provided there are no undue delays in the process.
3. Job Documentation and Compensation Information. The Client shall provide Consultant with current job descriptions, organizational charts, and compensation detail necessary to complete this project.
4. Base Project Fee. Unless noted elsewhere, the project fee includes those items identified in the Scope of Services. The Client shall pay the Consultant a project price of \$12,500, plus expenses, to conduct this project.
5. Additional/Optional Fees.
 - a) Expenses. Client shall reimburse the Consultant for reasonable out-of-pocket expenses related to travel for this project, including mileage at the appropriate IRS rate, meals, and lodging. Such expenses shall be billed to Client at cost on a monthly basis.
 - b) Work Beyond Scope of Services. The billable hourly rate for other additional work is \$250 per hour.

6. Payment. Consultant shall submit invoices in four (4) equal installments of \$3,125. The first installment shall be billed upon the start of the project, second and third installment due at the start of the second and third month of the project, and final payment shall be due upon submission of Consultant's findings and recommendations.
7. Performance Requirements of Consultant. The Consultant shall complete the services as stated above. The Consultant shall furnish all labor, materials, administration, services, supplies, equipment, transportation, and quality control necessary to provide professional consulting services. Consultant shall provide progress reports upon request by the Client.
8. Performance Requirements of Client. The Client shall provide and make available to the Consultant access to its human resources and related systems of record as necessary to fulfill said services.
9. Independent Contractor. It is mutually understood and agreed, and it is the intent of the parties hereto, that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. The Consultant shall remain an independent contractor under this Agreement. All employees of Consultant or subcontractors shall remain the responsibility of the Consultant and shall not become employees of the Client under this Agreement. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, withholding taxes or other benefits available to Client employees shall accrue to the Consultant or its employees performing services under this Agreement.
10. Indemnification. The Consultant agrees it shall defend, indemnify, and hold harmless the Client, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Client, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of the Consultant, its officers or employees, in the performance of its duties under this Agreement. The Client agrees it shall defend, indemnify, and hold harmless the Consultant, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Consultant, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the: (i) negligent or intentional acts or omissions of the Client, its officers or employees; and (ii) any allegation that Client's compensation program or structure is administered in any way noncompliant with local, state or federal law.
11. Trade Secrets. The Cottingham & Butler Total Rewards Consulting Point Factor Job Evaluation System and methodology, marketplace surveys performed, Total Rewards Method, and job point evaluation data collected and analyzed to perform the Scope of Services is owned by Consultant, is confidential and proprietary, and is a trade secret pursuant to Wis. Stats. s. 134.90. The Client (including its officers, employees, agents and representatives) shall not disclose, disseminate, or otherwise misappropriate these trade secrets without the express consent of Consultant.
12. Confidential Client Information. Consultant agrees to keep confidential information and data provided by Client to Consultant for the purpose of enabling Consultant to complete the Scope of Work detailed above.
13. Assignment. Client may not assign or transfer this Agreement, or any part thereof, without the written consent of the Consultant, which shall not be unreasonably withheld.
14. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement. The remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance.

15. Interpretation of Law. This contract is to be interpreted under the laws of the Wisconsin.
16. Entire Agreement. This Agreement sets forth the entire understanding of the parties and supersedes all prior arrangements and/or understandings, whether written or oral, with respect to the subject matter contained in this Agreement.

OSHKOSH PUBLIC LIBRARY

Name: _____

Title: _____

Signature: _____

Date: _____

TOTAL REWARDS CONSULTING, a division of COTTINGHAM & BUTLER INSURANCE SERVICES, LLC.

Name: Matt Shefchik

Title: Assistant Vice President

Signature: _____

Date: _____

Oshkosh Public Library
PROPOSED 2025 Endowment Fund Expenditures - 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				\$ -		
Interactive Media Play Installations				\$ 10,000		
Washer & Dryer X				\$ 5,000		
DVD NF Endcap Shelving				\$ 5,000		
Carts for Tech Svc. Workroom X				\$ 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				\$		
Compensation Study				\$ 12,500		
Library Development	\$ 1,006,021	3 YR Q3 BAL 2022-2024	\$ 50,301	\$ 24,560	\$ 24,560	\$ 25,741
Freedom to Read Program Support - September 2024				\$ 2,000		
Reading Challenge Prizes - Adults (Books)				\$ 2,500		
Reading Challenge Prizes - Elementary (Books)				\$ 3,800		
Reading Challenge Prizes - Tweens (Books)				\$ 2,500		
Reading Challenge Prizes - Teens (Books)				\$ 2,500		
Book Club Books - Elementary				\$ 2,500		
Book Club Books - Tweens				\$ 2,500		
Book Club Books - Teens				\$ 2,500		
Book Club Books - Young Adults				\$ 2,500		
Library Programming-2025				\$ 10,000		
Lakefly Writer's Conference - 2025				\$ 5,000		
Programming Support	\$ 1,033,461	3 YR Q3 BAL 2022-2024	\$ 51,673	\$ 38,300	\$ 38,300	\$ 13,373
Heavy Duty Doc Shredder				\$ 1,500		
3D Printer X				\$ 3,000		
Print Management Starter--Adult Services				\$ 2,500		
Tech Improvements	\$ 914,444	3 YR Q3 BAL 2022-2024	\$ 45,722	\$ 7,000	\$ 7,000	\$ 38,722
Young Authors Program				\$ 1,000		
Malnar Fund	\$ 27,604	3 YR Q3 BAL 2022-2024	\$ 1,380	\$ 1,000	\$ 1,000	\$ 380
Restricted Collection Funds						
Archer	\$ 2,534	Changing South	\$ 127	127		
Gruenewald	\$ 3,795	Progressivism	\$ 190	190		
Hilton II	\$ 16,872	Biographies	\$ 844	844		
Hoxtel	\$ 24,224	Audiobooks	\$ 1,211	1211		
Jackson	\$ 2,266	Children's	\$ 113	113		
Kelsh	\$ 3,852	Various NF topics	\$ 193	193		
Kenny	\$ 13,622	Audiobooks, Biographies	\$ 681	681		
Rasmussen, M	\$ 48,698	Genealogy	\$ 2,435	2435		
Rojahn, F&A	\$ 4,089	Audiobooks	\$ 204	204		
Schuster, J&H	\$ 239,904	Large Print, Audiobooks	\$ 11,995	11995		
Steiger, W	\$ 14,489	Children's	\$ 724	724		
Zellmer, S	\$ 119,247	Genealogy	\$ 5,962	5962		
	\$ 493,593	3 YR Q3 BAL 2022-2024	\$ 24,680	\$ 24,680	\$ 24,680	
Total Proposed Trust Fund Expenditures				\$ 140,108	\$ 140,108	
Total remaining for other projects						\$ 163,811



MEMORANDUM

DATE: February 27, 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 February 17, I exchanged emails 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.

Ms. Mueller asked me to relay that she and her firm are working steadily with Julie Calmes and others in City Finance on the expected report but that they are slightly behind schedule due to some misaligned vacation schedules among stakeholders. She states confidently that the report will be completed in the first weeks of March at which time she will meet with me and representatives of City Finance and talk about next steps and solidify the timeline.

Depending on the date of the final report's publication, it may be best to meet and discuss with the Finance Committee of the Board ahead of the March 27 Board meeting, just for their detailed review.

Respectfully Submitted,
Darryl Eschete



**Oshkosh Public Library
Statement of Revenues and Donations**

January 2025

8 % of the year

	BUDGET	JANUARY	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
REVENUE					
Grants and Aids					
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	15,066.42	8.33%	(165,730.58)
Total Grants and Aids	990,048.00	15,066.42	15,066.42	1.52%	(974,981.58)
Other Inflow					
Book Sales		659.50	659.50	0.00%	659.50
Miscellaneous		15.52	15.52	0.00%	15.52
Meeting Room		195.00	195.00	0.00%	195.00
Photocopies		698.85	698.85	0.00%	698.85
Total Other Inflow		1,568.87	1,568.87		
TOTAL REVENUE	990,048.00	16,635.29	18,169.29	1.84%	(973,447.58)
Oshkosh Transit System					
Reloadable Passes	0.00	1,534.00	1,534.00		
Total Receipts to Oshkosh Transit System	0.00	1,534.00	1,534.00	0.00	1,534.00

City of Oshkosh Levy 2,876,500.00

Donations since last board meeting	
Donations given at the register	50.33
Jeffrey & Sharlene Christensen	195.00
Paul Janty for literacy materials	3,000.00
Total Donations	3,245.33

Oshkosh Public Library
Statement of Expenditures
January 2025

	2025	JANUARY	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,561,966.00	166,611.86	166,611.86	6.50	2,395,354.14
6104 Overtime Pay	21,684.00	4,910.57	4,910.57	22.65	16,773.43
6302 FICA - Employers Share	197,676.00	13,089.17	13,089.17	6.62	184,586.83
6304 Wisconsin Retirement Fund	164,059.00	11,073.23	11,073.23	6.75	152,985.77
6306 Health Insurance	523,490.00		0.00	0.00	523,490.00
6307 Health Insurance Admin Fee	1,030.00		0.00	0.00	1,030.00
6308 Dental Insurance	21,475.00		0.00	0.00	21,475.00
6310 Life Insurance	6,005.00	341.47	341.47	5.69	5,663.53
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	25,000.00	489.71	489.71	1.96	24,510.29
6412 Contractual Agreement Payments	333,500.00	178,876.17	178,876.17	53.64	154,623.83
6415 Subscription/Licensing Contracts	10,000.00	2,492.74	2,492.74	24.93	7,507.26
6416 Prevent Maintenance Contracts	45,000.00	365.59	365.59	0.81	44,634.41
6417 Third Party Contracted Services	85,000.00	2,295.21	2,295.21	2.70	82,704.79
Employee Development & Allowance					
6421 Employee Training/Development	6,500.00		0.00	0.00	6,500.00
6422 Professional License/Membership Dues/Bonds	5,000.00	232.00	232.00	4.64	4,768.00
6423 Employee Allowance/Reimbursement	800.00	40.74	40.74	5.09	759.26
Inter-Department Services Charges					
6431 Administrative/Engineering Fees			0.00	0.00	0.00
Rental Expenses					
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	6,600.00	214.27	214.27	3.25	6,385.73
Fixed Costs					
6450 Insurance Expense	29,800.00		0.00	0.00	29,800.00
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	140.46	4.01	3,359.54
6455 Utilities Expense	145,000.00	2,706.01	2,706.01	1.87	142,293.99
Other - Finance Only Accounts					
6465 Bank Fees	5,000.00		0.00	0.00	5,000.00
Fuel/Lubricants					
6519 Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
Inventory/Supplies					
6520 Office Supplies	22,000.00	851.88	851.88	3.87	21,148.12
6524 Specialty Supplies	350,000.00	3,340.03	3,340.03	0.95	346,659.97
6529 Non-Inventory Supplies	60,000.00	2,801.44	2,801.44	4.67	57,198.56
6550 Minor Equipment	0.00		0.00		
Total Other Expenditures	4,640,185.00	400,972.55	400,972.55	8.64	4,239,212.45



Oshkosh Public Library Highlights

February 2025

1. January's Mini Job Fair drew 80 people to OPL to meet with a dozen employers about employment opportunities in our area. Job fairs at public libraries have been increasingly successful in connecting job seekers with employers in a more personal and productive way. Fox Valley Job Centers is holding these events at libraries throughout our region, with two more scheduled at OPL through the end of 2025.
2. Community Engagement Librarian Sandy Toland spent a recent Saturday afternoon with members of the Twentieth Century Club, one of Oshkosh's longest running women's groups. The focus was the group's own fascinating history and Sandy brought it to life with a trivia game, complete with OPL swag as prizes. If you want to learn more about the club, the July 2023 episode of Librarian Learns provides a look at this group that has endured in Oshkosh for more than 125 years. Check it out on our YouTube channel!
3. Several new TIY Kits have been added to OPL's collection to get teens excited about trying something new. New kits include a movie projector; podcasting equipment; an electronic drum set; Raspberry Pi keyboard and mouse; and a vinyl turntable.
4. OPL's partnership with the Repair Café Oshkosh continues to benefit the community, bringing 87 people to the library for assistance from volunteer "fixers" who lend their hands to repair everything from jewelry to small appliances to small pieces of furniture. Although the Repair Café is not run by the library, we're happy to serve as a place where neighbors help neighbors and build a stronger community.
5. The annual update of OPL's genealogy resources drew 12 people to the library on Feb. 13, as Local History Librarian Michael McArthur showcased the latest materials acquired to help local history researchers unearth the stories of their ancestors.
6. OPL recently installed a new 3D Printer on the 2nd floor. The printer is a significant upgrade from a previous model and one that surpasses what individuals typically purchase for home use. Patrons may submit ready-to-print designs or use software available on OPL computers to create an item for print. Staff is also available by appointment to help users learn how to design with the available software. The 3D printer is also available to staff to support programming and outreach. There will be a small charge to the public to cover the cost of filament used to print





items. The 3D printer was purchased with library endowment funds and if you head up to second floor you might just see it in action!

7. Library Assistant Emma McCarry has been selected as an Inclusive Services Consultant for the Winnefox Library System. Emma has worked at the library for nearly six years and is currently part of the Adult Services department. In this additional role, she will serve as the system's representative on state and systemwide initiatives aimed at making library services accessible and inclusive. Congratulations Emma!



MONTHLY REPORT
Oshkosh Public Library
January 2025

CIRCULATION	Jan 2025	Jan 2024	% Change	YTD 2025	YTD 2024	% Change
Book-Adult	13,532	14,445	-6%	13,532	14,445	-6%
Book-Juvenile	12,999	13,384	-3%	12,999	13,384	-3%
Book-YA/Teen	1,306	1,278	2%	1,306	1,278	2%
CD-Adult	796	1,237	-36%	796	1,237	-36%
CD-Juvenile	59	69	-14%	59	69	-14%
CD-Book-Adult	427	515	-17%	427	515	-17%
CD-Book-Juvenile	350	141	148%	350	141	148%
CD-Book-YA/Teen	5	21	-76%	5	21	-76%
DVD-Adult	5,280	5,719	-8%	5,280	5,719	-8%
DVD-Juvenile	1,023	1,211	-16%	1,023	1,211	-16%
Game-Adult	589	616	-4%	589	616	-4%
Game-Juvenile	221	229	-3%	221	229	-3%
Magazine-Adult	406	402	1%	406	402	1%
Magazine-Juvenile	5	26	-81%	5	26	-81%
Magazine-YA/Teen	2	1	100%	2	1	100%
Other-Adult	271	170	59%	271	170	59%
Other-Juvenile	151	157	-4%	151	157	-4%
Other-YA/Teen	5	8	-38%	5	8	-38%
Total Adult	21,301	23,104	-8%	21,301	23,104	-8%
Total Juvenile	14,808	15,217	-3%	14,808	15,217	-3%
Total YA/Teen	1,318	1,308	1%	1,318	1,308	1%
SUB TOTAL	37,427	39,629	-6%	37,427	39,629	-6%
Digital Book Formats						
OverDrive E-Books	5,007	5,765	-13%	5,007	5,765	-13%
Hoopla E-Books	444	514	-14%	444	514	-14%
E-BOOKS SUB TOTAL	5,451	6,279	-13%	5,451	6,279	-13%
Audiobook Formats						
OverDrive Audiobooks	5,471	5,003	9%	5,471	5,003	9%
Hoopla Audiobooks	1,732	1,557	11%	1,732	1,557	11%
AUDIOBOOKS SUB TOTAL	7,203	6,560	10%	7,203	6,560	10%
Tumblebooks	0	2	-100%	0	2	-100%
DIGITAL BOOKS SUB TOTAL	0	2	-100%	0	2	-100%
Digital Media						
Hoopla Music	27	35	-23%	27	35	-23%
Hoopla Video	249	275	-9%	249	275	-9%
DIGITAL MEDIA SUB TOTAL	276	310	-11%	276	310	-11%
DIGITAL CONTENT SUB TOTAL	12,930	13,151	-2%	12,930	13,151	-2%
TOTAL CIRCULATION	50,357	52,780	-5%	50,357	52,780	-5%
PHYSICAL MATERIALS						
% AV Materials Circulated	23%	25%	-5%	23%	25%	-5%
% Print Materials Circulated	77%	75%	2%	77%	75%	2%
% Adult Materials Circulated	60%	62%	-2%	57%	58%	-2%
% Youth Materials Circulated	40%	38%	3%	43%	42%	3%
Average Circulation Per Hour	179.8	187.2	-4%	179.8	187.2	-4%
MISCELLANEOUS						
Library Facility Traffic	20,890	18,976	10%	20,890	18,976	10%
Average Daily Traffic	696	654	6%	696	654	6%
New Card Registrations	236	226	4%	236	226	4%
Self-check % of Checkout	51.8%	47.7%	9%	51.8%	47.7%	9%
Volunteer Hours Worked	33	87	-62%	33	87	-62%
Teacher Packs	2	3	-33%	2	3	-33%

MONTHLY REPORT
Oshkosh Public Library
January 2025

ELECTRONIC RESOURCES	Jan 2025	Jan 2024	% Change	YTD 2025	YTD 2024	% Change
OPL Website Sessions	19,755	19,787	0%	19,755	19,787	-0.2%
SUBSCRIPTION DATABASE SESSIONS						
Mango Languages	129	71	82%	129	71	81.7%
Reference Solutions	39	63	-38%	39	63	-38%
Value Line	121	0	0%	0	0	#DIV/0!
SUB-TOTAL	289	246		289	246	17.5%
LOCAL DATABASE SESSIONS						
1957 Address Change	37	14	164%	37	14	164.3%
City Directories	4	64	-94%	4	64	-93.8%
Digital Collections	66	79	-16%	66	79	-16.5%
Local History Books	9	14	-36%	9	14	-35.7%
Oshkosh Facts, Firsts, and FAQ	3	5	-40%	3	5	-40.0%
Oshkosh Newspaper Index	0	0	0%	0	0	0%
Oshkosh Vital Records Index	80	177	-55%	80	177	-54.8%
Riverside Cemetery Index	9	15	-40%	9	15	-40.0%
UWDC - Atlases & Histories	6	1	500%	6	1	500.0%
SUB-TOTAL	214	369		214	369	-42.0%
TOTAL ELECTRONIC RESOURCE SESSIONS	20,258	20,402	-1%	20,258	20,402	-0.7%
PUBLIC COMPUTER USE						
Jan 2025	Jan 2024	% Change	YTD 2025	YTD 2024	% Change	
Wireless Access	7,170	6641	8%	7170	6641	8.0%
Public Computer Use						
Adult	1816	1590	14%	1816	1590	14.2%
Youth	184	131	40%	184	131	40.5%
TOTAL USE	2000	1721	16%	2000	1721	16.2%
QUESTIONS ANSWERED						
Jan 2025	Jan 2024	% Change	YTD 2025	YTD 2024	% Change	
Adult Department						
Reference	904	774	17%	904	774	17%
Youth Department						
Reference	38	202	-81%	38	202	-81%
TOTAL QUESTIONS ANSWERED	942	976	-3%	942	976	-3%
PROGRAMS						
Jan 2025	Jan 2024	% Change	YTD 2025	YTD 2024	% Change	
Programs Given						
Adult	16	21	-24%	16	21	-24%
Teen	3	5	-40%	3	5	-40%
Youth	53	16	231%	53	16	231%
Roving Reader	6	13	-54%	6	13	-54%
TOTAL	78	55	42%	78	55	42%
Program Attendance						
Adult	194	122	59%	194	122	59%
Teen	29	68	-57%	29	68	-57%
Youth	974	602	62%	974	602	62%
TOTAL	1238	792	56%	1,238	792	56%

MEMORANDUM

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

Kallie Schell, Youth Services Librarian, resigned on 2/14/25 after 3 years of service.

Library Director's Report

January - February 2025

Since the regular Board meeting of January 30, 2025, library staff and I have been at work on the following:

- **ARPA Projects**—The large digital signs in the building are displaying content very closely to how it will look in the final iteration. We have yet to complete the initiation of the small signs outside the lower level meeting rooms, as both vendor and staff time have been limited, but they are expected to be functional this Spring.
- **Strategic Planning RFP**—I posted an RFP for library strategic planning on the websites of the Library Consultants Directory (libraryconsultants.org) and the Wisconsin Planning Association. A copy was also shared with the strategic planners who have worked with the City of Oshkosh on strategic planning in recent years. The deadline for follow-up questions is March 7 and the deadline to send proposals in is March 14. Board President Bracken and Board members Perlman and Fojtik have agreed to serve as the Board members on a joint Board-staff *ad hoc* committee with me and fellow library staff members Lisa Voss and Joe Bongers.
- **Leadership Oshkosh**—As part of “Education Day” on February 12, I spent several hours at Vel Phillips Middle School with Principal Amanda Patza touring the facility. I also got to spend time in a 7th-grade Literacy class and a 7th-grade Social Studies class. I was deeply impressed by the efficiency of the school day, the relaxed but orderly environment and the rapport the teachers and administrators had with the students.
- Other matters dealt with as of the time of this writing (2/19) have been enclosed in separate memoranda to the Board in this packet.

Respectfully Submitted,

Darryl Eschete