

Oshkosh Public Library Board of Trustees

Agenda – January 26, 2023

Library Lower Level Meeting Room, 106 Washington Avenue

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<u>Call to Order:</u> 4:00 p.m.		
<u>Public Comments</u>		
<u>Consent Agenda:</u>	YES	3-12
1. Minutes of the regular meeting of December 22, 2022		
2. Minutes of the Director’s Compensation Committee meeting of January 19, 2023.		
3. December 2022 vouchers payable totaling \$277,804.27		
4. January 2023 vouchers payable totaling \$205,375.74		
5. Statement of Winnefox system effectiveness for OPL 2022 state annual report.		
<u>Items Removed From Consent Agenda</u>		
<u>New Business</u>		
6. 2023 trust fund expenditure proposal – Round Two	YES	13
7. 2022 Strategic Action Plan Year-end Progress Report	NO	14-17
8. 2023 Proposed revisions to Strategic Plan Goals and Objectives	YES	18-20
9. 2023 Strategic Action Plan – Two Project Proposals for Board Consideration: Director memo describes two projects suggested by City Administration for Library Board consideration.	YES	21
10. 2023 Strategic Action Plan Proposal	YES	22-24
<u>Informational Items</u>	NO	25-37
11. Revenues		
12. Expenditures		
13. Library Highlights		
14. Monthly Statistics		
15. Donations		
16. Personnel Changes		
17. OACF Funds for Library Excellence – Q4 2022 Report		
<u>Library Director’s Report</u>	NO	
<u>Trustee Reports and Comments</u>	NO	

Closed Session

18. Library Director Performance Evaluation: Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes in order to conduct an evaluation of the Library Director, to receive and discuss the recommendation of the Director Compensation Committee for 2023 compensation, and to discuss 2023 goals for the Library Director. NO

Resume Open Session

19. Library Director 2023 Compensation: Take action, if desired, on matters discussed in closed session. YES

Adjournment

Next Meeting Scheduled

February 23, 2023 at 4 p.m.

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
December 22, 2022

The Regular Meeting of the Oshkosh Public Library Board of Trustees was held on December 22, 2022, in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:15 PM President, Bill Bracken.

Present were: Bill Bracken, Christine Melms-Simon, Baron Perlman, David Romond, Amber Shemanski and Samantha Teal, Adjunct Board Member. Absent were: Kim Brown, Julie Davids, Larry Lautenschlager, Lindsey Mugerauer and David Rucker. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director; Julie Schmude, Business Manager and Tracie Schlaak, Administrative Specialist.

Consent Agenda Items:

- **Meeting Minutes** of the Regular Meeting of November 17, 2022.
- **Vouchers payable** - \$316,585.43

Motion to approve consent agenda as presented at the meeting
Motion: Romond; **Second:** Melms-Simon; **Vote:** Unanimous

New Business

- **2023 OPL Pay Plan:** The 2023 pay plan matrix is presented for Library Board consideration. These pay rates were built into the final version of the 2023 operating budget approved by the Board on September 29, 2022.

Motion to approve the 2023 OPL Pay Plan as presented
Motion: Perlman; **Second:** Shemanski; **Vote:** Unanimous

- **Appointments to Board Finance Committee for 2022-2023**

Motion to approve the slate of nominees consisting of Barry Perlman, David Romond, David Rucker, Bill Bracken and Samantha Teal, Adjunct Board Member.

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

- **Board Finance Committee Meeting Calendar – 2023:** Director proposes establishing meeting dates for the Finance Committee. These dates will ensure a quarterly regular meeting of the committee to take place the week before a regular full board meeting, enabling incorporation of any recommended action by the committee on the next agenda for the full Board. 2023 dates proposed: Tuesday, February 14; Tuesday, May 16; Tuesday August 22; and Tuesday November 21. All meetings to begin at 4:00 pm.

Motion to approve the Finance Committee Meeting Calendar as proposed.
Motion: Perlman; **Second:** Romond; **Vote:** Unanimous

- **Proposed Revision - Expenditure Policy for Gifts, Bequests, or Endowments:** Revised policy incorporating Oshkosh City Attorney advice (memo dated 11-21-2021) that, because the Library's permanent funds are endowments and not legally established trusts, they ought to be referenced as gifts, bequests or endowments. Main revisions are to the title of the policy and to Section I. Purpose.

Director also proposes revising Section IV. Spending Guidelines – General to alter the three-year fund balance basis from December 31 to September 30. This change will allow endowment fund allocations to be considered by the Board before the end of each year, thus allowing projects to get underway immediately in the new year.

Motion to refer this agenda item to the Finance Committee for their next meeting.
Motion: Perlman; **Second:** Romond; **Vote:** Unanimous

- **Endowment Fund 2023 Allocation Proposals – Round One:** Proposed 2023 endowment fund allocations with fund limits calculated using a 3-year, end of third quarter average balance.

Motion to approve the Endowment Fund 2023 Allocation Proposals – Round One with an addition of \$1400.00 added to the Facility Improvement Fund to purchase a new small sofa/love seat in CFOS.

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

- **Appointments to Director Compensation Committee for 2021-2023**

Motion to approve the slate of nominees for the Director Compensation Committee consisting of Lindsey Mugerauer, David Rucker, David Romond, Christine Melms-Simon and Bill Bracken.

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

- **Director Performance Evaluation Process:** Director’s memo with proposed timetable for 2022 performance evaluation process is included in this month’s document packet. Action requested: Board decide whether to approve the timetable as proposed.

Motion to approve the proposed timetable for the Director’s Performance Evaluation process.

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

Future Agenda Items

- January: 2022 Strategic Action Plan Year-end Report/2023 Strategic Action Plan
- January: Director 2022 performance evaluation/2023 goals

Adjournment

Motion to Adjourn the meeting at 4:46 PM

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

Respectfully,



Jeff Gilderson-Duwe, Secretary
Tracie Schlaak – Recorder

MINUTES OF THE DIRECTOR COMPENSATION COMMITTEE – OPL Board
January 19, 2023 PM
Oshkosh Public Library Lower-level Meeting Room

The meeting of the Oshkosh Public Library Board – Director Compensation Committee was held on January 19, 2023. The meeting was called to order at 4:00 PM. by Bill Bracken.

Present were: Bill Bracken, Christine Melms-Simon, Lindsey Mugerauer, David Rucker, David Romond and Jeff Gilderson-Duwe, Director of the Oshkosh Public Library.

Public Comments none

Motion to go into Closed Session at 4:05 PM. **Motion:** Melms-Simon; **Second:** Mugerauer; **Roll Call Vote:** Unanimous

Motion to exit Closed Session at 5:09 PM. **Motion:** Rucker; **Second:** Melms-Simon; **Roll Call Vote:** Unanimous

New Business

Committee Recommendation to Library Board

Motion to increase the director's 2023 salary by 3.5 % above the 2022 rate, retroactive to January 1, 2023.

Motion: Romond; **Second:** Melms-Simon; **Roll Call Vote:** Unanimous

Motion to adjourn at 5:17 PM. **Motion:** Romond; **Second:** Mugerauer; **Vote:** Unanimous

Respectfully submitted,



Jeff Gilderson-Duwe, Secretary

**Oshkosh Public Library
Vouchers Payable
Additional December 2022**

	<u>Invoices</u>	<u>Totals</u>
<u>Regular Pay</u>		
Salaries & Wages	\$ 162,536.63	
		\$ 162,536.63
<u>Fringe Benefits</u>		
FICA / Social Security	\$ 11,760.76	
Wisconsin Retirement	\$ 9,798.87	
Group Health Insurance	\$ 29,274.23	
Group Dental Insurance	\$ 1,281.89	
Group Life Insurance	\$ 505.58	
		\$ 52,621.33
<u>Advertising/Postage/Printing</u>		
Digital Printing Innovations	\$ 54.35	
Winnefox Library System	\$ 3,231.59	
		\$ 3,285.94
<u>Contractual Agreement Payments</u>		
Oshkosh Office Systems	\$ 270.11	
		\$ 270.11
<u>Preventative Maintenance Contracts</u>		
Oshkosh Office Systems	\$ 53.28	
		\$ 53.28
<u>3rd Party Contracted Services Repairs and Maintenance</u>		
Beez	\$ 1,241.79	
Hunter Security	\$ 214.90	
Gartman	\$ 136.00	
GFL	\$ 648.98	
Unique Mgmt	\$ 1,451.40	
Winnefox Automated Library Services	\$ 259.09	
		\$ 3,952.16
<u>Employee Training/Development</u>		
Rotary Club - Jeff	\$ 232.00	
Winnefox - Conference travel reimbursement - Nancy Bell	\$ 262.50	
Winnefox - Conference travel reimbursement - Justine Elliott	\$ 556.50	
Winnefox - Conference travel reimbursement - Kallie Schell	\$ 201.88	
Winnefox - Conference travel reimbursement - Michael McArt	\$ 164.35	
		\$ 1,417.23
<u>Auto, Cell Phone, Clothing, Uniform Allowance & Reimbursement</u>		
Sandy Toland - mileage	\$ 48.88	
Winnefox Library System	\$ 29.85	
		\$ 78.73
<u>Lease Expense (long term)</u>		
Great America	\$ 214.27	
		\$ 214.27

Telephone/Internet Expense

Revolving Charge - AT&T	\$	243.74	
Revolving Charge - Centurylink	\$	2.88	
PTS (pc)	\$	50.00	
Winnefox - US Cellular	\$	22.45	
			\$ 319.07

Utilities Expense

City Revolving Charges	\$	1,236.54	
Constellation	\$	2,331.94	
Wisconsin Public Service	\$	5,405.04	
			\$ 8,973.52

Office Supplies

Accucut (pc)	\$	38.00	
Amazon (pc)	\$	67.87	
Demco (po)	\$	298.14	
General Book Covers (po)	\$	674.00	
Staples (pc)	\$	115.69	
Terracycle(pc)	\$	213.00	
Winnefox reimbursement - Amazon	\$	51.99	
Winnefox Reimbursement - Newegg	\$	149.29	
Winnefox Reimbursement - Staples	\$	160.99	
Winnefox reimbursement for paper	\$	24.36	
			\$ 1,793.33

Specialty Supplies (Library Materials)

Amazon		\$1,965.48	
Baker and Taylor		\$13,566.47	
Blackstone Publishing		\$421.40	
Cengage		\$1,684.64	
Center Point Large Print		\$239.10	
Child's World		\$433.05	
Ingram		\$371.06	
Jump Books		\$394.95	
Lerner Books		\$760.64	
Magnolia Journal (pc)		\$20.00	
Midwest Tape		\$3,230.52	
Oshkosh Examiner (pc)		\$50.00	
Usborne Books (pc)		\$256.74	
			\$23,394.05

Non-Inventory Supplies

Amazon (pc)	\$	173.81	
Block Iron	\$	96.00	
Dollar Tree (pc)	\$	55.00	
Global Industrial	\$	874.51	
Jack's Maintenance	\$	66.12	
Winnefox reimbursement - Pick N Save	\$	44.49	
			\$ 1,309.93

<u>Minor Equipment/Tools</u>			
Hunter Security-Hard drive	\$	1,392.49	
			\$ 1,392.49
<u>OPL Programming Support</u>			
Winnefox reimb - BookDepot for 100 books program	\$	2,107.51	
			\$ 2,107.51
<u>OPL Collection Improvement Fund</u>			
Baker & Taylor	\$	254.59	
Winnefox reimb - Books for School - baby book bags	\$	1,999.00	
			\$ 2,253.59
<u>OPL Memorial Fund</u>			
Baker and Taylor	\$	27.16	
Cengage	\$	237.51	
LaSure's Catering	\$	112.50	
Winnefox reimb - Fstop supplies	\$	46.46	
			\$ 423.63
<u>OPL Collection Improvement Fund - S Zellmer</u>			
Cengage	\$	683.05	
			\$ 683.05
<u>OPL Facility and Improvement Fund</u>			
Engberg Anderson	\$	10,428.06	
			\$ 10,428.06
<u>OPL Collection Improvement Fund - Schuster</u>			
Center Point Large	\$	188.16	
			\$ 188.16
<u>OPL Programming Support</u>			
DPI	\$	108.20	
			\$ 108.20
Total Vouchers Payable			<u><u>\$ 277,804.27</u></u>

**Oshkosh Public Library
Voucher's Payable**

Name	January 2023	Memo	Amount
Contracted Services			
6412 · Contractual Agreement Payments			
Winnefox Library System		Secretarial/Clerical Support	13,145.00
WALS		2023 WALS Fee	152,061.60
Total 6412 · Contractual Agreement Payments			<u>165,206.60</u>
6415 · Subscription/Licensing Contract			
WALS		Service for 11 Mobile Beacon Devices	1,320.00
Envisionware		Maintenance	426.77
Total 6415 · Subscription/Licensing Contract			<u>1,746.77</u>
6416 · Prevent Maintenance Contracts			
Jack's Maintenance Service		Janitorial Service - Monthly Contract	4,546.00
K and C Pest Control		Pest Control	110.00
Accu-Com		Alarm Monitoring Yearly Billing	576.00
OSHKOSH Office Systems		Color Copiers	252.41
Envisionware		Maintenance	2,058.00
Total 6416 · Prevent Maintenance Contracts			<u>7,542.41</u>
6417 · 3rd Party Contracted Services			
Justin Cole		Event Calendar, Wild Winter Read Off Materials	3,660.00
Justin Cole		December & January eNewsletter	1,080.00
Von Briesen		Professional Services Through Nov 30th 2022	882.00
Total 6417 · 3rd Party Contracted Services			<u>5,622.00</u>
6411 · Advertising/Postage/Print			
Fox Cities Magazine		Oshkosh City Guide 2023	1,395.00
Winnefox Library System		Oct-Dec 2022 Postage	72.33
Winnefox Library System		Supplies from Office Max	775.20
Total 6411 · Advertising/Postage/Print			<u>2,242.53</u>
Total Contracted Services			<u>182,360.31</u>
Fixed Costs			
6454 · Telephone/Internet			
MasterCard - Ruth		PTS - Public Pay Phone	25.00
Total Fixed Costs			<u>25.00</u>
Inventory Supplies			
6520 · Office Supplies			
MasterCard - Ruth		Amazon: Food storage Containers	9.99
Winnefox Library System		Supplies from Amazon	836.12
Total 6520 · Office Supplies			<u>846.11</u>
6524 · Specialty Supplies			
ProQuest		Ancestry Library Jan-Dec 2023	4,139.41
Baker & Taylor		DVDs	38.86
Baker & Taylor		Books	252.02
Baker & Taylor		Books	31.08
Ingram		Books	8.21
Ingram		Books	32.65
Ingram		Books	12.03
Ingram		Books	23.99
Baker & Taylor		DVDs	28.07
Cengage Learning		Books	57.58

**Oshkosh Public Library
Voucher's Payable
January 2023**

Cengage Learning	Books	51.73
Cengage Learning	Books	71.97
Cengage Learning	Books	53.98
Mango	Subscription Renewal	2,552.56
Thomson Reuters	Subscription	439.47
Baker & Taylor	DVDs	14.03
Baker & Taylor	DVDs	11.51
Baker & Taylor	DVDs	43.19
Baker & Taylor	DVDs	7.19
Baker & Taylor	Books	662.89
Ingram	Books	12.62
Ingram	Books	6.64
Ingram	Books	11.66
Midwest Tape	DVDs	206.15
Baker & Taylor	Books	84.82
Baker & Taylor	Books	304.52
Ingram	Books	10.16
Ingram	Books	171.03
Ingram	Books	38.38
Ingram	Books	7.96
Ingram	Books	10.49
Ingram	Books	31.07
Ingram	Books	21.03
Ingram	Books	13.08
Ingram	Books	7.26
Ingram	Books	10.88
Ingram	Books	25.44
MasterCard - Ruth	Amazon - Books	339.19
Center Point Large Print	Books	239.10
Total 6524 · Specialty Supplies		10,083.90
6529 · Non-Inventory Supplies		
Kitz & Pfeil	Standard Key Single	5.37
Kitz & Pfeil	Maintenance Materials	116.07
Kitz & Pfeil	Salt Softener	6.83
KML Specialty Chemicals	BWT-221	1,154.16
Pingry-Caswell	Hand Soap 3.5LTR	68.36
Kitz & Pfeil	Toaster	41.99
MasterCard - Ruth	Dollar Tree - Barbasol Saving Cream	55.00
MasterCard - Ruth	Zaronis Pizza - Pizza for Book Clubs	172.90
Winnefox Library System	Supplies from Pick'n Save	81.08
MasterCard - Ruth	Amazon: Books	101.47
MasterCard - Ruth	Amazon: Sanitizer, Measuring Spoon, Scoop	47.94
MasterCard - Ruth	Materials for WWRO Outreach Activity	9.46
Total 6529 · Non-Inventory Supplies		1,860.63
Total Inventory Supplies		12,790.64

**Oshkosh Public Library
Voucher's Payable
January 2023**

Rental Expense

6443 · Lease Expense

Great America	Standard Payment	214.27
Great America	Standard Payment	158.84

Total 6443 · Lease Expense 373.11

Total Rental Expense 373.11

80603 · Schuster

Center Point Large Print	Books	188.16
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Total 80603 · Schuster 188.16

80615 · Memorial Fund

Winnefox Library System	Baby Book Bags from 4 All Promos	1,732.57
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Total 80615 · Memorial Fund 1,732.57

80629 · OPL Development & Support Fund

Oshkosh Public Library	Emillie Rathsack - John V. Nichols Scholarship	1,200.00
WiLS	2023 Wisconsin City Library Collective	1,800.00

Total 80629 · OPL Development & Support Fund 3,000.00

80631 · OPL Programming Support

Winnefox Library System	WWRO Program Books from Scholastic	782.14
MasterCard - Ruth	Amazon - Books for Book Club Elementary	892.74
Baker & Taylor	Book Club Books	814.09
MasterCard - Ruth	Amazon - Books for Book Club Tween	1,163.68
Baker & Taylor	Book Club Books	625.84
MasterCard - Ruth	Amazon - Books for Book Club Teen	124.46
Winnefox Library System	Mad Science of Milwaukee OPL WWRO Event	503.00

Total 80631 · OPL Programming Support 4,905.95

Total: 205,375.74



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: January 16, 2023
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
RE: Annual Report Statement

Chap. 43 Wis Stats requires we submit an Annual Report to the Division of Libraries and Technology (DLT) at DPI. One requirement of that report is that we report on how we perceive the effectiveness of the Winnefox Library System. The following is suggested language from my perspective on Winnefox's performance. Please feel free to suggest any modifications that you, as Board members, would feel appropriate.

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

During 2022, the Winnefox Library System continued to provide excellent leadership and was responsive to the needs of Oshkosh Public Library and the citizens we serve. Winnefox has effectively maintained a full array of services, including: 5 day/week van delivery service for Oshkosh patrons; printing services; our automation consortium, continuing education support, and technical support. The relationship between the System, Resource Library (OPL) and member libraries is excellent.

Oshkosh Public Library
Approved 2023 Endowment Fund Expenditures - Round Two

Funds for Library Excellence	Average Asset Value 2020-2022	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	Round 2 Proposed Allocation	All Rounds Total	Available For Projects
Expand Internation and Cultural Diversity of the Classics Collection					\$ 1,500		
OverDrive eBooks / eAudiobooks				\$ 20,000			
Collection Improvement	\$ 718,754	3 YR Q3 BAL 2020-2022	\$ 35,938	\$ 20,000	\$ 1,500	\$ 21,500	\$ 14,438
Loveseat sofa for Children's Department				\$ 1,400			
Basket carts (shopping carts into which our current baskets fit)				\$ 2,100			
Shelf talkers				\$ 1,200			
Architectural Consultant Fees for Facility Use Planning				\$ 50,000			
Facility Improvement	\$ 1,273,199	3 YR Q3 BAL 2020-2022	\$ 63,660	\$ 54,700	\$ -	\$ 54,700	\$ 8,960
John V Nichols Professional Library Education Scholarship				\$ 2,400			
Sponsor Literacy Council Spelling Bee Team (up to 8 people)				\$ 360			
Wisconsin City Library Collaborative				\$ 1,800			
Library Development	\$ 423,287	3 YR Q3 BAL 2020-2022	\$ 21,164	\$ 4,560	\$ -	\$ 4,560	\$ 16,604
Teen Lit Loot Box Prizes					\$ 3,000		
Freedom to Read Program Support - September 2023				\$ 2,000			
Reading Challenge Prizes - Adults (Books)				\$ 2,200			
Reading Challenge Prizes - Elementary (Books)				\$ 3,500			
Reading Challenge Prizes - Tweens (Books)				\$ 2,200			
Reading Challenge Prizes - Teens (Books)				\$ 2,200			
Book Club Books - Elementary				\$ 2,200			
Book Club Books - Tweens				\$ 2,200			
Book Club Books - Teens				\$ 2,200			
Book Club Books - Young Adults				\$ 2,200			
Lakefly Writer's Conference - 2023				\$ 10,000			
Programming	\$ 739,005	3 YR Q3 BAL 2020-2022	\$ 36,950	\$ 30,900	\$ 3,000	\$ 33,900	\$ 3,050
Wild Winter Readoff - Author Event Feb 2023 - Dean Robbins				\$ 1,000			
Malnar Fund	\$ 26,333	3 YR Q3 BAL 2020-2022	\$ 1,317	\$ 1,000	\$ -	\$ 1,000	\$ 317
Baby Book Bags					\$ 3,500		
OPL Memorial				\$ -	\$ 3,500	\$ 3,500	
Restricted Collection Funds							
Archer	\$ 2,230	Changing South	\$ 111	\$ 100			
Gruenewald	\$ 3,331	Progressivism	\$ 167	\$ 160			
Hilton II	\$ 15,754	Biographies	\$ 788	\$ 775			
Hoxtel	\$ 20,427	Audiobooks	\$ 1,021	\$ 1,000			
Jackson	\$ 1,985	Children's	\$ 99	\$ 75			
Kelsh	\$ 3,467	Various NF topics	\$ 173	\$ 150			
Kenny	\$ 12,194	Audiobooks, Biographies	\$ 610	\$ 600			
Rasmussen, M	\$ 22,647	Genealogy	\$ 1,132	\$ 1,100			
Rojahn, F&A	\$ 1,593	Audiobooks	\$ 80	\$ 80			
Schuster, J&H	\$ 217,047	Large Print, Audiobooks	\$ 10,852	\$ 10,850			
Steiger, W	\$ 12,062	Children's	\$ 603	\$ 600			
Zellmer, S	\$ 105,890	Genealogy	\$ 5,294	\$ 5,275			
		3 YR Q3 BAL 2020-2022	\$ 20,931	\$ 20,765	\$ -	\$ 20,765	
Total Proposed Trust Fund Expenditures				\$ 131,925	\$ 8,000	\$ 131,925	

As 2022 came to a close OPL saw progress on efforts to make the library a more welcoming and comfortable place; define and maintain service excellence; and engage with the community both in person and digitally.

Goal 1: A Community-Driven Library

We are inspired by our community. We are committed not only to strategically using our resources to support community needs, but also to further existing initiatives.

Objective A: Increase intentional, two-way communication with community members to better understand, respond to and support community goals

Listening to community members; tracking patron service requests; and recording patron comments helps the library respond by adding or modifying services to meet expressed needs. Some examples from 2022:

- Book club offerings for kids and teens were reconfigured to better serve their reading interests. The library added Elementary and Tween book clubs; pared back the Teen Book Club to serve grades 6-8 and added a Young Adult Book Club for high schoolers. Participants and their parents had expressed a desire for this type of change, which was also deemed beneficial by library staff.
- A document shredder and laminator were purchased for public use after numerous requests from patrons.
- Weekly pickup of library materials from Oshkosh North and West high schools resumed, based on requests from the schools and students. Making it easier to return materials makes it more convenient for busy students to use the library.
- High use of the library's notary service is reinforcing OPL's decision to improve access. Previously, notaries in the Administration Office handled these duties, but hours and staff availability were limited. The service was moved to Information Services and all staff are now notaries, providing the service by appointment during the library's extensive regular hours. In 2022, 754 documents were notarized during 447 appointments.
- Numerous requests from patrons and interest expressed to library staff in the community led Information Services to offer Everyday Tech. These one-hour sessions focus on technology used in daily life—useful smartphone features; digital photography; using social media and virtual meeting platforms — as well as one-on-one assistance with general tech issues, debuted in January.

Objective B: Gather and use data and information to guide decisions, provide assessment measures, and allow for clear reporting.

Developing performance measures is a work in progress but there are examples where data is already by used to guide decisions and improve library offerings.

A draft list of performance indicators tied to strategic plan objectives has been completed and shared with the administrative team. Next steps include determining data collection responsibilities and reporting protocols. Practices are tentatively set to be piloted as part of a program evaluation system in 2023.

OPL's eNewsletter is a study in monitoring analytics and going where the data leads to achieve success. The library uses Constant Contact to create and distribute a newsletter via email each month to 6,800 subscribers. Monthly analytics consistently pointed to reading recommendations as the area of greatest interest for subscribers, so content

was heavily geared to Staff Picks and other types of book lists. Ongoing study of the analytics has helped to shape additional content, inform when the email is delivered and improve engagement. The results: In November 2022 the eNews logged a 53 percent open rate – significantly higher than previous rates of 30 percent and well above the 2022 industry average of 21 percent.

Objective C: Increase and strengthen community partnerships to build the library’s reputation as a trusted collaborator and a place where people and ideas come together.

Maintaining ongoing dialog with community partners has led the library to collaborate on services that benefit the community. A few examples:

- The Winnebago Free Legal Assistance Clinic resumed and work continues to improve the sustainability of the service. Attendance at the clinic in Oshkosh was 181, with 235 more people served at the Neenah and Menasha public libraries.
- Winnebago County Public Health resumed weekly COVID-19 vaccine clinics at the library and made home test kits available for pickup during regular library hours.
- A partnership with the Department of Workforce Development, Fox Valley Job Center and more recently the Society for Human Resource Management is making weekly one-on-one assistance for job seekers available at the library.
- A Comfort Cabinet of basic hygiene items was set up on the library’s first floor for patrons in need and staff from the Day by Day Warming Shelter began holding regular office hours at the library.

Goal 2: A library card that matters

We want our library card to offer value to all community members, so we will stay attuned to people’s lives and goals.

Issuing and updating library cards during community engagement and outreach activities removes barriers to checking out library materials and using online resources. Mobile circulation technology makes it possible for library staff, armed with an iPad or laptop, to get library cards in order at community sites and events in our area. OPL’s Community Engagement Librarian Sandy Toland has been conducting regular card clinics at Evergreen, the Oshkosh YMCA, and Oshkosh Area Community Pantry, with regular sessions added at Carmel Residence and Simeanna Apartments in 2022. She also visited Pollack Community Waterpark regularly throughout the summer.

Goal 3: A catalyst for learning and growth

Our commitment to our community can be found in our building, in our virtual spaces, and in all the work we do and the resources we provide. As a community catalyst, we understand that it is our role to learn from and respond to the needs, goals and aspirations of the people of our community.

Objective A: Increase visits to the physical library.

Engberg Anderson Architects has conducted a building use audit and is collecting facility and community data for use in developing a master facilities plan. Library staff is working to assemble a steering committee for the project and collecting data on current building use.

Work began on a new customer service model for OPL, built on the foundation of the library’s core values and incorporating principles including Whole Person Librarianship, Positive Behavior Intervention Systems and the tenets of civility. Early in 2022 ARPA grant funds were used to train staff in Whole Person Librarianship and hold a series of Lunch & Learn sessions about community agencies and other resources. A customer service committee of staff from across the organization was assembled to begin work on the model. Recently a draft that outlines the correlation between current practices and the library’s organizational values was shared with library staff. Revisions will be made

based on staff feedback and new practices and concepts will be incorporated into the model. As this work continues, training opportunities and additional procedures that support customer service outcomes are being identified for future implementation.

Effective policies and procedures contribute to maintaining a desirable library environment – one that allows all patrons to enjoy using the library. Recent revisions to procedures and documentation for reporting rule violations and other incidents in the library were made to add clarity, consistency and support for staff in their jobs. In addition to revising incident forms and procedures, the following were also created:

- A guide to following the new reporting procedures.
- A logging system that front-line staff can use to track issues that don't require formal reporting.
- A follow-up procedure that incorporates reflective practice, discussion of how the incident was handled and any additional action that needs to be taken.

Objective B: Increase visits to the library's virtual spaces, including the website and social media channels.

OPL found success using its social media channels to connect patrons with library activities and expertise in 2022.

- September's Freedom to Read initiative included a scavenger hunt for challenged books conducted via Facebook. The activity led to impressive increases in people reached (50%), post reach (101%), engagement with posts (168%), page likes (229%) and page views (295%).
- March Book Madness debuted on Instagram for the first time. In the Final Four-styled bracket, the library's top checkouts of 2021 went head-to-head, with followers voting for their favorites.
- OPL reached out to followers on Instagram and Facebook to choose the theme for this year's F Stop Photography Contest. Four options were posted on the platforms and followers cast their votes. The theme that resonated most with them: Joy.

Other activities related to Goal 3: While not tied to designated projects, several activities that embody this goal merit mention. OPL offered opportunities for community members to showcase their talents in creative writing, photography and poetry and provided a venue to share them with the wider community.

- Local poets submitted 180 poems for the April Poetry Walk. Twenty were selected for display in downtown businesses throughout April and all entries were highlighted on the library website.
- The Lakefly Writers Contests drew 86 entries from 74 individuals in Personal Essay, Poetry, Short Story and Teen Short Story categories, all centered on the theme, Into the Unknown.
- The F Stop Photo Contest returned for its third year, with entrants sharing 29 striking images that expressed their interpretation of joy. In addition to featuring the entries on the OPL website, an in-person exhibit was held at the library for the first time thanks to a grant from a local business.
- Other annual programs offering creative outlets for kids and teens continue to be popular, including the LEGOmania Design Contest, Teen Two Sentence Horror Story Contest and Creature Carnival for children.

Goal 4: A provider of and connector to trusted information.

We are committed to creating, providing and connecting the people of our community to trusted information. We will be our community's lifelong learning platform

Objective B: Create trusted content that informs community members and showcases the library's unique skills and collections.

The library's genealogy and local history resources and expertise were showcased frequently with programming, community presentations, displays and research assistance.

- Local history librarian Michael McArthur did a variety of community talks on topics including the Athearn Hotel, Stein's Shop and OPL's online genealogy resources. Library programs included the popular Genealogy Lock-in, a suite of nine programs on a variety of local history and genealogy topics and Librarian Learns, McArthur's monthly local history show on YouTube.
- Displays featured on the library's second floor in 2022 included a collection of Oshkosh Corporation memorabilia and an Oshkosh man's collection of decoy ducks, hand-carved by Oshkosh artists.
- An article in the local weekly newspaper highlighted OPL resources available for researching the history of a house. Staff also assembled resources and provided research assistance to Communities students from Oshkosh North High School for a local history project about named schools, parks and other locations around Oshkosh.

OPL's Freedom to Read initiative combined a scavenger hunt for challenged books; a community movie screening; a panel discussion and a series of book talks with Readers' Advisory Librarian Nancy Bell to creatively advocate for the right to freely read and express ideas. The effort spurred community conversation; staff was interviewed and invited to speak on the topic; and the library took the opportunity to better educate staff about the freedom to read as well as review related policies and procedures.

2023 Proposed update to OPL Strategic Goals & Objectives

Goal #1 – A community-driven library

Objective A: Engage with the public to better understand and support community needs.

Objective B: Gather, report and use data to guide decisions and evaluate services.

Objective C: Respond to community needs by supporting existing or developing new initiatives.

Objective D: Increase and strengthen community partnerships to position the library as a trusted collaborator and a place where people and ideas come together.

Goal #2 – A library that matters

Objective A: Improve patron satisfaction by recruiting, retaining and developing staff who are knowledgeable, helpful and committed to connecting users with the resources they need.

Objective B: Support each individual's goals with services that help them to grow and thrive through literacy, lifelong learning, participation in the workforce, access to community resources and participation in our democracy.

Objective C: Increase the library's impact by building relationships with community members via outreach, community engagement (in person and digital) and advocacy.

Objective D: Increase use of the library building, by making it a welcoming, comfortable place where people want to spend time and connect with others.

Goal #3 – A catalyst for learning and growth

Objective A: Build and ensure access to collections of library materials in a variety of formats to inform, entertain, and inspire the people who use them.

Objective B: Increase participation in library programs by offering them in a variety of formats and locations that are fun and educational for people of all ages.

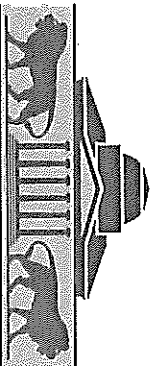
Objective C: Create opportunities for community members to engage in creative expression and share their work with the public.

Goal #4 – A provider of and connector to trusted information.

Objective A: Increase activities that connect people with and demonstrate the value of the library's resources.

Objective B: Create trusted content that informs community members and showcases the library's unique skills and collections.

Objective C: Increase activities that help patrons assess and evaluate information resources.



O S H K O S H
P U B L I C
L I B R A R Y

Strategic Plan 2021

Goal 1: A community-driven library.

- Engage with the public to better understand and support community goals.
- Gather, report and use data and information to guide decisions and evaluate services.
- Increase and strengthen community partnerships to position the library as a trusted collaborator and a place where people and ideas come together.

Goal 2: A library card that matters.

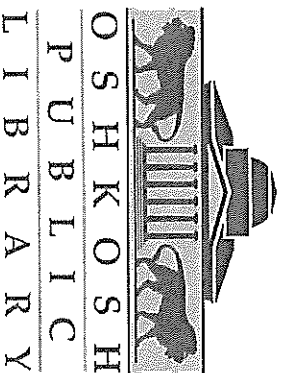
- Increase active use of new and existing library cards.
- Reverse the decline in registered cardholders.

Goal 3: A catalyst for learning and growth.

- Increase visits to the library building.
- Increase visits to the library's virtual spaces, including the website and social media channels.
- Increase the library's presence in the community.

Goal 4: A provider of and connector to trusted information.

- Increase activities that connect people with the library's online resources.
- Create trusted content that informs community members and showcases the library's unique skills and collections.



Vision: A Library in Every Life

Mission: To help people find knowledge resources; provide free access to information; preserve local history; and create a vibrant community gathering place.

Oshkosh Public Library Values

- Literacy** - Literacy opens the door to knowledge, opportunity and self-sufficiency. The library will champion literacy as the foundation for lifelong learning.
- Learning** - The library will be a partner in helping people to reach their life goals through learning. We will foster a culture of learning among our staff to better serve our patrons.
- Access** - The library will preserve free access to information, resources and experiences as the gateway to a world of knowledge.
- Equity** - Each person's life and goals deserve respect. The library will commit to equity and inclusion in serving our community.
- Service** - The library will commit to creating an excellent user experience by putting the needs of our patrons at the center of all that we do.
- Community** - The library will strengthen our community by staying attuned to and supporting the needs of its citizens.
- Privacy and Freedom from Censorship** - The library will protect each person's right to privacy and freedom from censorship in choosing materials.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: January 18, 2023
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe, Library Director
RE: Possible 2023 Strategic Action Plan Projects

In meetings during and after last Fall's process to establish the City's 2023 operating budget, city administrators and councilors expressed concerns about two areas in which they view the Library as being out of step with the City as a whole.

Those areas are:

- 1) Library personnel policy alignment with City personnel policy; and
- 2) Library pay plan alignment with the rest of the City based on non-participation in the City's 2022 classification and compensation market study.

To address each of these matters will likely require significant staff effort and potential expense. Board President Bill Bracken and I agreed to frame responses to these concerns as possible 2023 action plan projects and to put it to the full Library Board to decide whether to include either or both of them in the 2023 action plan.

I propose the following language for each project as follows. Each may be considered separately and, if approved, inserted into the proposed plan when it is considered at a later point in the agenda:

Project: Systematically compare the Library Employee Handbook and the City of Oshkosh Employee Handbook. Where differences are discovered, describe and address with the Library Board. (Project Leader: Library Director)

Project: Commission a classification and compensation study using the same methodology as that employed by the City of Oshkosh. Library Board will then have data with the same market basis as the City to establish 2024 and subsequent pay plans for Library employees. (Project Leader: Library Director)

"A Library in Every Life"



2023 Proposed Strategic Action Plan

OPL's 2023 Strategic Action Plan focuses in large part on completing major projects that are currently in progress. These are significant efforts that lay the foundation and set expectations for service excellence, engaging with community members and partners and measuring the impact of library services. New initiatives include staff engagement, building community support and activities that support collection development.

Goal #1 – A community-driven library

Objective A: Engage with the public to better understand and support community needs.

Project: Draft a model to guide staff in community listening and sharing ideas and concerns they hear from patrons and community members.

Staff Lead: Assistant Director for Library Development

Objective B: Gather, report and use data to guide decisions and evaluate services.

Project: Finalize draft proposal for key performance indicators that measure strategic plan objectives.

Staff Lead: Library Director

Project: Create a Program Evaluation Guide to help gauge patron satisfaction and evaluate library programming.

Staff Lead: Library Director; Program Team Leads

Objective C: Respond to community needs by supporting existing or developing new initiatives.

Project: Offer Everyday Tech programming to assist patrons with technology needs.

Staff Lead: Head of Information Services and Digital Services Librarian

Objective D: Increase and strengthen community partnerships to position the library as a trusted collaborator and a place where people and ideas come together.

Project: Complete Partnership Guide and develop plan for implementation.

Staff Lead: Assistant Director for Library Development and Public Services Operations Manager

Goal #2 – A library that matters

Objective A: Improve patron satisfaction by recruiting, retaining and developing staff who are knowledgeable, helpful and committed to connecting users with the resources they need.

Project: Assemble a Staff Engagement Team to assess current engagement and build a Staff Recognition Program.

Staff Lead: Assistant Director for Library Development

Project: Continue work on a new customer service model.

Staff Lead: Assistant Director for Public Services

Project: Develop key hiring tools, such as library-wide interview questions, to better assess job candidates.

Staff Lead: Assistant Director for Public Services

Objective B: Support each individual's goals with services that help them to grow and thrive through literacy, lifelong learning, participation in the workforce, access to community resources and participation in our democracy.

Project: Reconfigure the children's fiction collection to make the collection more appealing and easier for patrons to use.

Staff Lead: Head of Children's & Family Outreach

Objective C: Increase the library's impact by building relationships with community members via outreach, community engagement (in person and digital) and advocacy.

Project: Establish a new Friends of the Library group.

Staff Lead: Assistant Director for Library Development

Project: Redesign the library website to better meet patron and community needs.

Staff Lead: Marketing Coordinator (in partnership with Winnefox Web Developer)

Objective D: Increase use of the library building by making it a welcoming, comfortable place where people want to spend time and connect with others.

Project: Continue work on a library facility plan with Engberg Anderson Architects; process to be completed by mid-year 2023.

Staff Lead: Library Director

Goal #3 – A catalyst for learning and growth

Objective A: Build and ensure access to collections of library materials in a variety of formats to inform, entertain and inspire people who use them.

Project: Write a collection development policy for circulating kits and other non-traditional physical items.

Staff Lead: Head of Collection Development

Project: Develop a plan for further automating OPL's acquisition procedures.

Staff Lead: Head of Collection Development

Objective B: Increase participation in library programs by offering them in locations that are fun and educational for people of all ages.

Project: No new project proposed at this time. Focus will be on developing a Program Evaluation Guide. (Goal #1; Objective B.)

Objective C: Create opportunities for community members to engage in creative expression and share their work with the public.

Project: No new project proposed at this time.

Goal #4 – A provider of and connector to trusted information

Objective A: Increase activities that connect people with and demonstrate the value of the library's resources.

Project: Offer regularly scheduled library tours.

Staff Lead: Assistant Director for Public Services

Project: Transition Washington Avenue Historic Tour to new platform and begin development of new walking tours.

Staff Lead: Head of Information Services

Project: Develop staff competencies in local history and genealogy.

Staff Lead: Local History and Genealogy Librarian

Objective B: Increase activities that help patrons assess and evaluate information resources.

Project: No new project proposed at this time.

Oshkosh Public Library
Statement of Revenue and Receipts
December 2022
100% of the year

	BUDGET	DECEMBER	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
RECEIPTS					
Oshkosh Public Library					
Gifts and Donations		2,419.47	24,356.77		24,356.77
Material Lost and Paid For		500.69	5,565.18		5,565.18
Other Receipts			0.00		0.00
Total Oshkosh Public Library Receipts		2,920.16	29,921.95		29,921.95
City of Oshkosh					
Grants and Aids					
Winnebago County	771,800.00	192,941.50	771,766.00	100.00%	(34.00)
Other County Aid (Fond du Lac, Green Lake & Winnefox Library System)	33,000.00		33,070.00	100.21%	70.00
	210,000.00	17,501.17	210,014.04	100.01%	14.04
Total Grants and Aids	1,014,800.00	210,442.67	1,014,850.04	100.00%	50.04
Other Inflow					
Graphic Design Contractual Revenues	0.00		0.00	0.00%	0.00
Book Sales	8,000.00	906.93	8,029.29	100.37%	29.29
Miscellaneous	0.00	64.05	561.78	0.00%	561.78
Meeting Room		104.76	1,351.67	0.00%	1,351.67
Photocopies	6,000.00	1,767.99	12,211.30	203.52%	6,211.30
Sales Tax Payable	0.00	130.35	1,026.27	0.00%	1,026.27
Library Material Reimb. (refund)	0.00		0.00	0.00%	0.00
Meeting Room Rental Reimb (refund)	0.00		0.00	0.00%	0.00
Postage Reimbursement (refund)	0.00		0.00	0.00%	0.00
Total Other Inflow	14,000.00	2,974.08	23,180.31	165.57%	9,180.31
Total Revenue Submitted to City of Oshkosh	1,028,800.00	213,416.75	1,038,030.35	100.90%	9,230.35
TOTAL REVENUE	1,028,800.00	215,206.75	1,051,940.35	102.25%	23,140.35
Oshkosh Transit System					
Monthly Bus Passes	0.00	980.00	6,800.00	0.00%	6,800.00
Quarterly Bus Passes	0.00	810.00	7,110.00	0.00%	7,110.00
Total Receipts to Oshkosh Transit System	0.00	1,790.00	13,910.00	0.00	13,910.00

City of Oshkosh Levy 2,792,700.00

**Oshkosh Public Library
Statement of Expenditures
December 2022
100% of the year**

	2022 BUDGET	DECEMBER EXPENSES	NET EXPENSES TO DATE	% OF ANNUAL BUDGET	UNEXPENDED BALANCE
Payroll-Direct Labor					
Salaries, Wages, & Benefits	2,197,500.00	159,737.19	2,093,323.62	95.26	104,176.38
Retirement Payout Reserve			0.00	0.00	0.00
Overtime Pay	26,000.00	2,799.44	32,721.08	125.85	-6,721.08
Total Direct Labor	2,223,500.00	162,536.63	2,126,044.70	95.62	97,455.30
Payroll-Indirect Labor					
FICA	166,600.00	11,760.76	157,441.04	94.50	9,158.96
Wisconsin Retirement	134,200.00	9,798.87	128,556.20	95.79	5,643.80
WRS Pension Prior Service	0.00		0.00		
Health Insurance	283,700.00	29,274.23	298,110.39	105.08	-14,410.39
Health Insurance Administration	21,000.00		0.00	0.00	21,000.00
Dental Insurance	16,300.00	1,281.89	16,651.32	102.16	-351.32
Life Insurance	5,000.00	505.58	5,857.70	117.15	-857.70
Income Continuation Insurance	0.00		0.00	0.00	0.00
Total Indirect Labor	626,800.00	52,621.33	606,616.65	96.78	20,183.35
Professional Services					
Contractual Services	340,400.00		181,779.08	53.40	158,620.92
Misc. Contractual Services	2,500.00		0.00	0.00	2,500.00
Legal	0.00		0.00	0.00	0.00
Contracted Services					
Advertising/Postage/Printing	10,000.00		20,825.37	208.25	-10,825.37
Contractual Agreement Payments	6,000.00	12,776.00	129,511.68	2,158.53	-123,511.68
Subscription/Licensing Contracts	9,500.00	1,320.00	16,812.35	176.97	-7,312.35
Preventative Maintenance Contracts	54,000.00	7,423.72	40,422.43	74.86	13,577.57
Third Party Contracted Services	3,500.00	5,865.84	140,907.86	4,025.94	-137,407.86
Repairs and Maintenance					
Employee Development & Allowance					
Employee Training/Development	5,000.00	45.55	5,049.09	100.98	-49.09
Professional License/Membership Dues/Bonds	2,000.00		3,625.00	181.25	-1,625.00
Auto, Cell Phone, Clothing/Uniform Allowance & Reimbursement	800.00	101.88	1,281.13	160.14	-481.13
Rental Expenses					
Lease Expense	1,500.00	399.11	7,592.49	506.17	-6,092.49
Fixed Costs					
Insurance Expense	30,500.00		25,600.00	83.93	4,900.00
Workers Comp Insurance	8,800.00		0.00	0.00	8,800.00
Licenses and Permits	1,200.00		0.00	0.00	1,200.00
Telephone/Internet Expense	3,000.00	374.14	3,240.14	108.00	-240.14
Utilities Expense	77,200.00	12,990.72	112,514.22	145.74	-35,314.22
Other					
Bank Fees	0.00		2,561.01	0.00	-2,561.01
Interest Expense	0.00		4,461.87	0.00	-4,461.87
Fuel/Lubricants					
Fuel	100.00		0.00	0.00	100.00
Inventory/Supplies					
Office Supplies	23,100.00	1,184.11	14,832.21	64.21	8,267.79
Inventory Supplies	17,400.00		3,702.58	21.28	13,697.42
Inventory/Supplies Library Materials	330,000.00	59,008.32	294,532.17	89.25	35,467.83
Non-Inventory Supplies	22,000.00	3,603.22	37,351.45	169.78	-15,351.45
Materials					
Non Inventory Repair Parts	0.00		2,544.22	0.00	-2,544.22
Street and Landscaping Materials	500.00		0.00	0.00	500.00
Chemicals	500.00		0.00	0.00	500.00
Minor Equipment					
Minor Equipment	13,200.00	2,394.04	30,278.28	229.38	-17,078.28
Total Other Expenditures	962,700.00	107,486.65	1,079,424.63	112.12	-116,724.63
TOTALS	3,813,000.00	322,644.61	3,812,085.98	99.98	914.02

**Oshkosh Public Library
Statement of Expenditures
January 2023
8% of the year**

		2023	JANUARY	NET	% OF	UNEXPENDED
		BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
				TO DATE	BUDGET	
Professional Services						
6401	Engineering/Surveying/Appaisals	0.00	0.00	0.00	0.00	0.00
6402	Audit	0.00	0.00	0.00	0.00	0.00
6403	Legal	0.00	0.00	0.00	0.00	0.00
6404	Misc. Consulting/Studies	0.00	0.00	0.00	0.00	0.00
Contracted Services						
6411	Advertising/Postage/Printing	23,500.00	2,242.53	2,242.53	9.54	21,257.47
6412	Contractual Agreement Payments	340,000.00	165,206.60	165,206.60	48.59	174,793.40
6413	Contractual Employment	0.00	0.00	0.00	0.00	0.00
6415	Subscription/Licensing Contracts	1,900.00	1,746.77	1,746.77	91.94	153.23
6416	Prevent Maintenance Contracts	16,600.00	7,542.41	7,542.41	45.44	9,057.59
6417	Third Party Contractd Services	50,000.00	5,622.00	5,622.00	11.24	44,378.00
6418	Uniform Laundry/Rugs/Cleaning Services	0.00	0.00	0.00	0.00	0.00
Employee Development & Allowance						
6421	Employee Training/Development	6,000.00	0.00	0.00	0.00	6,000.00
6422	Professional License/Membership Dues/Bonds	5,000.00	0.00	0.00	0.00	5,000.00
6423	Employee Allowance/Reimbursement	800.00	0.00	0.00	0.00	800.00
Inter-Department Services Charges						
6431	Administrative/Engineering Fees	0.00	0.00	0.00	0.00	0.00
6433	Interfund Chargebacks	0.00	0.00	0.00	0.00	0.00
Rental Expenses						
6441	Rental Expenses	0.00	0.00	0.00	0.00	0.00
6443	Lease Expense	7,000.00	373.11	373.11	5.33	6,626.89
Fixed Costs						
6450	Insurance Expense	28,300.00	0.00	0.00	0.00	28,300.00
6451	Workers Comp Insurance	9,900.00	0.00	0.00	0.00	9,900.00
6452	Licenses and Permits	0.00	0.00	0.00	0.00	0.00
6454	Telephone/Internet Expense	3,500.00	25.00	25.00	0.71	3,475.00
6455	Utilities Expense	83,000.00	0.00	0.00	0.00	83,000.00
Other - Finance Only Accounts						
6465	Bank Fees	0.00	0.00	0.00	0.00	0.00
Fuel/Lubricants						
6519	Non-Inventory Miscellaneous Fuel	0.00	0.00	0.00	0.00	0.00
Inventory/Supplies						
6520	Office Supplies	21,100.00	846.11	846.11	4.01	20,253.89
6524	Inventory/Supplies	248,400.00	10,083.90	10,083.90	4.06	238,316.10
6529	Non-Inventory Supplies	22,000.00	1,860.63	1,860.63	8.46	20,139.37
Repairs and Maintenance						
6539	Non Inventory Repair Parts	12,000.00	0.00	0.00	0.00	12,000.00
Total Other Expenditures		879,000.00	195,549.06	195,549.06	22.25	683,450.94

Oshkosh Public Library Highlights January 2023

1. The Wild Winter Read Off is underway, encouraging readers of all ages to warm up their winter experience by snuggling up with a good book. There are prizes for reading, engaging in fun activities, writing book reviews and more. Oshkosh is in hot pursuit of a 300,000-minute community reading goal and patrons are invited to vote for a lawn game to add to the library collection if we reach that milestone. Participants can log their reading on the Beanstack app or pick up a paper reading log at any service desk. The WWRO runs through Feb. 25.
2. OPL is now offering Everyday Tech. The program includes drop-in sessions for one-on-one assistance with general technology issues, as well as one-hour sessions focusing on specific topics such as smartphone and email basics, Facebook, managing digital photos and using video chat platforms.
3. The Winnebago Free Legal Assistance Clinic served 181 people in Oshkosh during 2022. Another 235 were served at Neenah and Menasha public libraries. The clinic resumed in January after suspending service in 2020 and 2021 in response to the pandemic.
4. Library staff notarized 754 documents during 447 appointments in 2022. Moving the service to Information Services, having additional staff commissioned as notaries and offering the service during most library hours has opened up access and increased use of this high demand service.
5. Teen Services Librarian Maggie Mueller conducted book talks and promoted the Wild Winter Read Off to more than 300 students at Carl Traeger Middle School in December. Teens can earn goodie bags with treats and prizes for reading 200 minutes and enter drawings to win gift cards, autographed books and more for logging additional minutes.
6. Oshkosh Area Music Teachers Association drew 58 people to the library for their Winter Recital featuring music inspired by the wintery wonderland.
7. Children's Librarian Kallie Schell received a Standout Book award from Library Journal for academic writing in 2022. She contributed to the book, *Harry Potter and the Other: Race, Justice and Difference in the Wizarding World*. Her contribution is titled *Cho Chang is Trending: What it means to be Asian in the World of Wizarding*. Library Journal deemed *Harry Potter and the Other* "A superb and necessary collection. Purchase and share this stellar collection with all the Potterheads in your library."

MONTHLY REPORT
Oshkosh Public Library
 December 2022

CIRCULATION	Dec-22	Dec-21	% Change	YTD 2022	YTD 2021	% Change
Book-Adult	12,374	11,848	4%	167,378	146,829	14.0%
Book-Juvenile	11,007	9,112	21%	158,299	136,373	16.1%
Book-YA/Teen	1,213	1,144	6%	18,386	15,112	21.7%
CD-Adult	1,449	1,024	42%	13,052	12,043	8.4%
CD-Juvenile	61	85	-28%	920	1,088	-15.4%
CD-Book-Adult	473	613	-23%	7,781	7,875	-1.2%
CD-Book-Juvenile	197	156	26%	2,526	2,314	9.2%
CD-Book-YA/Teen	2	29	-93%	176	224	-21.4%
DVD-Adult	6,115	6,532	-6%	70,139	69,542	0.9%
DVD-Juvenile	1,362	1,281	6%	15,261	14,392	6.0%
Game-Adult	619	511	21%	7,264	6,402	13.5%
Game-Juvenile	175	115	52%	2,086	1,606	29.9%
Magazine-Adult	504	536	-6%	6,751	7,679	-12.1%
Magazine-Juvenile	10	35	-71%	187	206	-9.2%
Magazine-YA/Teen	0	0	0%	1	9	-88.9%
Other-Adult	252	138	83%	2,116	1,352	56.5%
Other-Juvenile	125	51	145%	1,475	750	96.7%
Other-YA/Teen	8	4	100%	65	47	38.3%
Total Adult	21,786	21,202	3%	274,481	251,722	9.0%
Total Juvenile	12,937	10,835	19%	180,754	156,729	15.3%
Total YA/Teen	1,223	1,177	4%	18,628	15,392	21.0%
SUB TOTAL	35,946	33,214	8%	473,863	423,843	11.8%
Digital Book Formats						
OverDrive E-Books	4,681	4,448	5%	57,795	57,729	0%
Hoopla E-Books	362	335	8%	4,659	3,893	20%
E-BOOKS SUB TOTAL	5,043	4,783	5%	62,454	61,622	1%
Audiobook Formats						
OverDrive Audiobooks	3,824	3,426	12%	45,886	42,028	9%
Hoopla Audiobooks	900	676	33%	10,869	8,408	29%
AUDIOBOOKS SUB TOTAL	4,724	4,102	15%	56,755	50,436	13%
Tumblebooks	32	7	357%	150	113	33%
DIGITAL BOOKS SUB TOTAL	32	7	357%	150	113	33%
Digital Media						
Hoopla Music	72	49	47%	648	681	-5%
Hoopla Video	227	222	2%	2,380	2910	-18%
DIGITAL MEDIA SUB TOTAL	299	271	10%	3,028	3,591	-16%
DIGITAL CONTENT SUB TOTAL	10,098	9,163	10%	122,387	115,762	6%
TOTAL CIRCULATION	46,044	42,377	9%	596,250	539,605	10.5%

PHYSICAL MATERIALS	Dec-22	Dec-21	% Change	YTD 2022	YTD 2021	% Change
% AV Materials Circulated	29%	31%	-7%	26%	28%	-7%
% Print Materials Circulated	71%	69%	3%	74%	72%	3%
% Adult Materials Circulated	64%	67%	-5%	62%	63%	-2%
% Youth Materials Circulated	36%	33%	10%	38%	37%	3%
Average Circulation Per Hour	157.7	148	6%	288	286	1%
MISCELLANEOUS						
Library Facility Traffic	15,266	12,674	20.5%	195,791	145,028	35.0%
Average Daily Traffic	545	453	20.5%	577	423	36.5%
Meetings Held	65	17	282.4%	912	136	570.6%
New Card Registrations	152	123	23.6%	2,561	2,038	25.7%
Self-check % of Checkout	49%	50%	-1.9%	49%	44%	9.6%
Volunteer Hours Worked	107	0	0.0%	1,079	568	90.1%
Teacher Packs	4	4	0.0%	70	94	-25.5%

MONTHLY REPORT
Oshkosh Public Library
December 2022

ELECTRONIC RESOURCES	Dec-22	Dec-21	% Change	YTD 2022	YTD 2021	% Change
OPL Website Sessions	15,942	15,609	2%	206,989	196,747	5.2%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	47	308	-85%	844	3,533	-76.1%
EBSCO Sessions	37	72	-49%	580	1,113	-47.9%
HeritageQuest Sessions	189	45	320%	1,611	1,033	56.0%
Mango Languages	56	53	6%	690	777	-11.2%
Mitchell Auto Repair	3	13	-77%	83	120	-30.8%
NewspaperARCHIVE	236	399	-41%	3,015	4,138	-27.1%
Oshkosh Northwestern - Click Tracking	18	36	-50%	386	621	-37.8%
RefUSA	86	141	-39%	1,358	1,160	17.1%
SUB-TOTAL	672	1,067	-37%	8,567	12,495	-31.4%
LOCAL DATABASE SESSIONS						
1957 Address Change	27	32	-16%	455	575	-20.9%
City Directories	58	98	-41%	952	1,147	-17.0%
Digital Collections	653	328	99%	4,143	9,352	-55.7%
Local History Books	18	25	-28%	462	342	35.1%
Oshkosh Facts, Firsts, and FAQ	4	1	300%	44	47	-6.4%
Oshkosh Newspaper Index	0	0	0%	220	0	0.0%
Oshkosh Vital Records Index	182	219	-17%	2,489	3,623	-31.3%
Riverside Cemetery Index	4	13	-69%	158	211	-25.1%
UWDC - Atlases & Histories	1	1	0%	18	32	-43.8%
SUB-TOTAL	947	717	32%	8,941	15,329	-41.7%
TOTAL ELECTRONIC RESOURCE SESSIONS	17,561	17,393	1%	224,497	224,571	0.0%
PUBLIC COMPUTER USE						
	Dec-22	Dec-21	% Change	YTD 2022	YTD 2021	% Change
Wireless Use	4956	4116	20%	64,738	55228	17.2%
Public Computer Use						
Adult	1,321	1,398	-6%	17961	14184	26.6%
Youth	128	108	19%	1937	1339	44.7%
TOTAL USE	1,449	1,506	-4%	19898	15523	28.2%
QUESTIONS ANSWERED						
	Dec-22	Dec-21	% Change	YTD 2022	YTD 2021	% Change
Adult Department						
Reference	1,115	1,100	1%	14,731	15,112	-2.5%
Youth Department						
Reference	202	231	-13%	3,394	2,556	32.8%
TOTAL QUESTIONS ANSWERED	1,317	1,331	-1%	18,125	17,668	2.6%

MONTHLY REPORT
Oshkosh Public Library
December 2022

PROGRAMS	Dec-22	Dec-21	% Change	YTD 2022	YTD 2021	% Change
Programs Given						
Adult	13	3	333%	153	29	427.6%
Teen	9	1	800%	57	25	128.0%
Youth	21	7	200%	349	154	126.6%
Roving Reader	10	11	-9%	82	41	100.0%
TOTAL	53	22	141%	641	249	157.4%

Program Attendance	Dec-22	Dec-21	% Change	YTD 2022	YTD 2021	% Change
Adult	177	84	111%	2,351	1,054	123%
Teen	412	11	3645%	1,947	640	204%
Youth	826	765	8%	13,024	6,566	98%
TOTAL	1415	860	65%	17,322	8,260	110%

PROGRAMS

DATE

Adult

F Stop photo reception	12/1/2022
Job Search Assistance	12/7/2022
WGS: History of Butte des Morts	12/9/2022
Crafternoon	12/9/2022
OAMTA Recital	12/13/2022
Job Search Assistance	12/14/2022
Memory Café	12/14/2022
Not Your Classic Book Club	12/15/2022
Movies with Friends	12/18/2022
Winnebago Legal Clinic	12/20/2022
Job Search Assistance	12/21/2022
Crafternoon	12/27/2022
Job Search Assistance	12/28/2022

Teen

F Stop photo reception	12/1/2022
Teen and Young Adult Book Clubs	12/2/2022
Crafternoon	12/9/2022
OAMTA Recital	12/13/2022
Movies with Friends	12/18/2022
WWRO Book Talks at Traeger Middle	12/21/2022
Crafternoon	12/27/2022
Teen DIY Take & Make Kits	12/1/22-12/10/22

Children

High Hopes Storytime (2 sessions)	12/1/2022
Tween Book Club	12/2/2022
LEGO wall	12/3/2022
Family Storytime	12/5/2022
D.I.Y. Decorations	12/7/2022
High Hopes Storytime (2 sessions)	12/8/2022
Crafternoon	12/9/2022
Elementary Book Club	12/9/2022
Family Storytime	12/12/2022
OAMTA Recital	12/13/2022
High Hopes Storytime (2 sessions)	12/14/2022
Ms. Klatt's 4th Gr Web-Stanley class: Catalog instruction	12/14/2022
High Hopes Storytime (2 sessions)	12/15/2022
D.I.Y. Decorations	12/16/2022
D.I.Y. Decorations	12/17/2022
LEGO wall	12/17/2022
Crafternoon	12/27/2022

MONTHLY REPORT
Oshkosh Public Library
December 2022

LEGO Wall	12/30/2022
Vote for favorite pie	12/1/22-12/18/22
STEAM Take and Make Kits	12/1/22-12/31/22
Early Learning Packets	12/1/22-12/31/22

Roving Reader

RR at Wee Wisdom	12/13/2022
RR at Arts for Kids	12/13/2022
RR at Miller's Daycare	12/14/2022
RR at Arts for Kids	12/14/2022
RR at Davis	12/19/2022
RR at Arts for Kids	12/20/2022

MEMORANDUM

TO: Jeff Gilderson-Duwe
FROM: Tracie Schlaak
DATE: January 20, 2023
SUBJECT: December 2022 Donations

Donations given at register	\$ 124.27
Paul Jantry – to be used for library materials	\$2,000.00
Wegner – additional funds from income tax	\$1,184.51
Osborn – additional funds	\$ 297.62
Tim & Judy Young – to be used for books	\$ 100.00
Anonymous Donation to OACF for Collection Development	\$1,000.00
Total Donations	<u>\$4,706.40</u>

MEMORANDUM

TO: Jeff Gilderson-Duwe
FROM: Tracie Schlaak
DATE: January 20, 2023
SUBJECT: December 2022 Personnel Changes

Liz Diol – LA II in Information services, resigned after 3 years with the library

Anne-Marie Cunningham – Page in FFPS resigned after 3 months with the library

Oshkosh Public Library - OACF Endowment Funds - Q4 and Full Year 2022 Report

	AV Trust		Malnar		Nichols	
	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date
Other Restricted Funds						
Opening Fund Balance	\$ 29,535.68	\$ 36,714.98	\$ 24,469.26	\$ 30,417.09	\$ 59,962.78	\$ 74,538.05
Additions to Fund Balance						
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 2,222.81	\$ (5,400.48)	\$ 1,863.05	\$ (4,452.61)	\$ 4,512.67	\$ (10,964.04)
Realized Gains/Losses	\$ 164.21	\$ 318.71	\$ 133.97	\$ 261.97	\$ 333.39	\$ 647.05
Investment Income	\$ 363.69	\$ 758.96	\$ 297.24	\$ 624.69	\$ 738.34	\$ 1,540.82
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 2,750.71	\$ (4,322.81)	\$ 2,294.26	\$ (3,565.95)	\$ 5,584.40	\$ (8,776.17)
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (33.39)	\$ (139.17)	\$ (27.36)	\$ (114.98)	\$ (67.77)	\$ (282.47)
Program Expenses	\$ -	\$ -	\$ (1,277.97)	\$ (1,277.97)	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (33.39)	\$ (139.17)	\$ (1,305.33)	\$ (1,392.95)	\$ (67.77)	\$ (282.47)
Net Changes to Fund Balance	\$ 2,717.32	\$ (4,461.98)	\$ 988.93	\$ (4,958.90)	\$ 5,516.63	\$ (9,058.64)
Ending Fund Balance	\$ 32,253.00	\$ 32,253.00	\$ 25,458.19	\$ 25,458.19	\$ 65,479.41	\$ 65,479.41

	All Unrestricted Funds		All Restricted Funds		All Funds	
	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date
Consolidated Totals						
Opening Fund Balance	\$ 4,666,703.74	\$ 4,547,522.95	\$ 538,403.50	\$ 628,048.46	\$ 5,205,107.24	\$ 5,175,571.41
Additions to Fund Balance						
Contributions	\$ 71,322.26	\$ 1,233,701.61	\$ -	\$ 37,618.73	\$ 71,322.26	\$ 1,271,320.34
Unrealized Gains/Losses	\$ 349,827.92	\$ (747,466.99)	\$ 40,622.43	\$ (94,589.76)	\$ 390,450.35	\$ (842,056.75)
Realized Gains/Losses	\$ 26,084.75	\$ 50,126.11	\$ 2,983.50	\$ 5,760.59	\$ 29,068.25	\$ 55,886.70
Investment Income	\$ 57,734.13	\$ 115,675.92	\$ 6,610.13	\$ 13,647.37	\$ 64,344.26	\$ 129,323.29
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 504,969.06	\$ 652,036.65	\$ 50,216.06	\$ (37,563.07)	\$ 555,185.12	\$ 614,473.58
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (5,284.52)	\$ (20,292.32)	\$ (607.14)	\$ (2,472.97)	\$ (5,891.66)	\$ (22,765.29)
Program Expenses	\$ (41,085.26)	\$ (53,964.26)	\$ (6,127.57)	\$ (6,127.57)	\$ (47,212.83)	\$ (60,091.83)
Other Expenses	\$ (44.26)	\$ (44.26)	\$ -	\$ -	\$ (44.26)	\$ (44.26)
Total Fund Balance Decreases	\$ (46,414.04)	\$ (74,300.84)	\$ (6,734.71)	\$ (8,600.54)	\$ (53,148.75)	\$ (82,901.38)
Net Changes to Fund Balance	\$ 458,555.02	\$ 577,735.81	\$ 43,481.35	\$ (46,163.61)	\$ 502,036.37	\$ 531,572.20
Ending Fund Balance	\$ 5,125,258.76	\$ 5,125,258.76	\$ 581,884.85	\$ 581,884.85	\$ 5,707,143.61	\$ 5,707,143.61

Q4 - Year End 2022

Oshkosh Public Library - OACF Endowment Funds - Q4 and Full Year 2022 Report

Funds for Library Excellence

	Collection Improvement		Facility Improvement		Library Development & Support		Technology		Programming Support	
	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date
Opening Fund Balance	\$ 689,762.96	\$ 841,454.79	\$ 1,222,634.55	\$ 1,519,822.92	\$ 1,683,341.12	\$ 842,709.75	\$ 366,005.52	\$ 454,971.20	\$ 704,959.59	\$ 888,564.29
Additions to Fund Balance										
Contributions	\$ 1,000.00	\$ 15,545.09	\$ 1,000.00	\$ 1,000.00	\$ 69,322.26	\$ 1,217,156.52	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 52,457.89	\$ (124,090.87)	\$ 92,048.76	\$ (223,519.44)	\$ 124,709.76	\$ (202,634.59)	\$ 27,544.92	\$ (66,922.95)	\$ 53,066.59	\$ (130,299.14)
Realized Gains/Losses	\$ 3,782.25	\$ 7,374.65	\$ 6,799.83	\$ 13,195.31	\$ 9,549.46	\$ 17,976.42	\$ 2,034.94	\$ 3,949.48	\$ 3,918.27	\$ 7,630.25
Investment Income	\$ 8,390.17	\$ 17,555.05	\$ 15,059.26	\$ 31,421.50	\$ 21,099.85	\$ 39,122.87	\$ 4,506.77	\$ 9,404.95	\$ 8,678.08	\$ 18,171.55
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 65,630.31	\$ (83,616.08)	\$ 114,907.85	\$ (177,902.63)	\$ 224,681.33	\$ 1,071,621.22	\$ 34,086.63	\$ (53,568.52)	\$ 65,662.94	\$ (104,497.34)
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (772.43)	\$ (3,217.87)	\$ (1,382.22)	\$ (5,760.11)	\$ (1,919.68)	\$ (6,249.20)	\$ (413.64)	\$ (1,724.17)	\$ (792.81)	\$ (3,340.97)
Program Expenses	\$ (32,514.79)	\$ (32,514.79)	\$ (1,817.16)	\$ (1,817.16)	\$ (6,005.00)	\$ (7,984.00)	\$ -	\$ -	\$ -	\$ (11,648.31)
Other Expenses	\$ (20.39)	\$ (20.39)	\$ (20.39)	\$ (20.39)	\$ (3.48)	\$ (3.48)	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (33,307.61)	\$ (35,753.05)	\$ (3,219.77)	\$ (7,597.66)	\$ (7,928.16)	\$ (14,236.68)	\$ (413.64)	\$ (1,724.17)	\$ (792.81)	\$ (14,989.28)
Net Changes to Fund Balance	\$ 32,322.70	\$ (119,369.13)	\$ 111,688.08	\$ (185,500.29)	\$ 216,753.17	\$ 1,057,384.54	\$ 33,672.99	\$ (55,292.69)	\$ 64,870.13	\$ (119,486.62)
Ending Fund Balance	\$ 722,085.66	\$ 722,085.66	\$ 1,334,322.63	\$ 1,334,322.63	\$ 1,900,094.29	\$ 1,900,094.29	\$ 399,678.51	\$ 399,678.51	\$ 769,829.72	\$ 769,077.67

Restricted Collection Funds

	Archer		Gruenewald		Hilton II Special		Hoxtel		Jackson	
	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date
Opening Fund Balance	\$ 2,159.02	\$ 2,683.86	\$ 3,224.77	\$ 4,008.65	\$ 14,894.13	\$ 18,250.22	\$ 20,132.90	\$ 24,181.86	\$ 1,921.82	\$ 2,388.94
Additions to Fund Balance										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240.67	\$ -	\$ 817.00	\$ -	\$ -
Unrealized Gains/Losses	\$ 162.48	\$ (394.81)	\$ 242.68	\$ (589.64)	\$ 1,128.64	\$ (2,691.09)	\$ 1,520.23	\$ (3,647.20)	\$ 144.62	\$ (351.40)
Realized Gains/Losses	\$ 12.00	\$ 23.29	\$ 17.93	\$ 34.80	\$ 82.06	\$ 159.71	\$ 111.45	\$ 216.76	\$ 10.69	\$ 20.74
Investment Income	\$ 26.59	\$ 55.48	\$ 39.71	\$ 82.85	\$ 181.93	\$ 380.16	\$ 246.96	\$ 514.54	\$ 23.66	\$ 49.39
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 201.07	\$ (316.04)	\$ 300.32	\$ (471.99)	\$ 1,392.63	\$ (1,910.55)	\$ 1,878.64	\$ (2,098.90)	\$ 178.97	\$ (281.27)
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (2.44)	\$ (10.17)	\$ (3.64)	\$ (15.21)	\$ (16.72)	\$ (69.63)	\$ (22.70)	\$ (94.12)	\$ (2.16)	\$ (9.04)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ (459.73)	\$ (459.73)	\$ (300.50)	\$ (300.50)	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (2.44)	\$ (10.17)	\$ (3.64)	\$ (15.21)	\$ (476.45)	\$ (529.36)	\$ (323.20)	\$ (394.62)	\$ (2.16)	\$ (9.04)
Net Changes to Fund Balance	\$ 198.63	\$ (326.21)	\$ 296.68	\$ (487.20)	\$ 916.18	\$ (2,439.91)	\$ 1,555.44	\$ (2,493.52)	\$ 176.81	\$ (290.31)
Ending Fund Balance	\$ 2,357.65	\$ 2,357.65	\$ 3,521.45	\$ 3,521.45	\$ 15,810.31	\$ 15,810.31	\$ 21,688.34	\$ 21,688.34	\$ 2,098.63	\$ 2,098.63

Oshkosh Public Library - OACF Endowment Funds - Q4 and Full Year 2022 Report

	Kelsh		Kenny		Rasmussen, M.		Rojahn, F & A		Schuster, J & H	
	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date	Q-4	2022 to Date
Restricted Collection Funds										
Opening Fund Balance	\$ 3,347.61	\$ 4,161.32	\$ 11,727.29	\$ 14,577.89	\$ 41,495.18	\$ 15,428.22	\$ 3,468.02	\$ 776.39	\$ 208,193.10	\$ 258,799.05
Additions to Fund Balance										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,926.88	\$ -	\$ 3,219.18	\$ -	\$ -
Unrealized Gains/Losses	\$ 253.26	\$ (610.76)	\$ 882.84	\$ (2,144.04)	\$ 3,126.78	\$ (4,227.11)	\$ 261.05	\$ (305.94)	\$ 15,720.48	\$ (38,015.24)
Realized Gains/Losses	\$ 18.48	\$ 35.99	\$ 65.18	\$ 126.52	\$ 230.33	\$ 411.88	\$ 19.28	\$ 33.95	\$ 1,152.49	\$ 2,241.53
Investment Income	\$ 40.97	\$ 85.74	\$ 144.35	\$ 301.30	\$ 510.20	\$ 915.98	\$ 42.69	\$ 74.48	\$ 2,553.73	\$ 5,339.92
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 312.71	\$ (489.03)	\$ 1,092.37	\$ (1,716.22)	\$ 3,867.31	\$ 30,027.63	\$ 323.02	\$ 3,021.67	\$ 19,426.70	\$ (30,433.79)
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (3.78)	\$ (15.75)	\$ (13.25)	\$ (55.26)	\$ (46.84)	\$ (140.20)	\$ (3.93)	\$ (10.95)	\$ (234.60)	\$ (980.06)
Program Expenses	\$ (78.94)	\$ (78.94)	\$ (16.80)	\$ (16.80)	\$ (233.22)	\$ (233.22)	\$ -	\$ -	\$ (3,103.18)	\$ (3,103.18)
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (82.72)	\$ (94.69)	\$ (30.05)	\$ (72.06)	\$ (280.06)	\$ (373.42)	\$ (3.93)	\$ (10.95)	\$ (3,337.78)	\$ (4,083.24)
Net Changes to Fund Balance	\$ 229.99	\$ (583.72)	\$ 1,062.32	\$ (1,788.28)	\$ 3,587.25	\$ 29,654.21	\$ 319.09	\$ 3,010.72	\$ 16,088.92	\$ (34,517.03)
Ending Fund Balance	\$ 3,577.60	\$ 3,577.60	\$ 12,789.61	\$ 12,789.61	\$ 45,082.43	\$ 45,082.43	\$ 3,787.11	\$ 3,787.11	\$ 224,282.02	\$ 224,282.02
Restricted Collection Funds										
			Steiger		Zellner					
			Q-4	2022 to Date	Q-4	2022 to Date				
Opening Fund Balance	\$ 11,990.14	\$ 14,475.49	\$ 101,881.80	\$ 126,646.45						
Additions to Fund Balance										
Contributions	\$ -	\$ 415.00	\$ -	\$ -						
Unrealized Gains/Losses	\$ 902.35	\$ (2,177.64)	\$ 7,678.49	\$ (18,617.76)						
Realized Gains/Losses	\$ 66.66	\$ 129.38	\$ 565.38	\$ 1,098.31						
Investment Income	\$ 147.64	\$ 307.14	\$ 1,252.43	\$ 2,615.92						
Transfers to Principal	\$ -	\$ -	\$ -	\$ -						
Total Fund Balance Increases	\$ 1,116.65	\$ (1,326.12)	\$ 9,496.30	\$ (14,903.53)						
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -						
Administrative/Bank Fees	\$ (13.55)	\$ (56.13)	\$ (115.01)	\$ (479.83)						
Program Expenses	\$ -	\$ -	\$ (657.23)	\$ (657.23)						
Other Expenses	\$ -	\$ -	\$ -	\$ -						
Total Fund Balance Decreases	\$ (13.55)	\$ (56.13)	\$ (772.24)	\$ (1,137.06)						
Net Changes to Fund Balance	\$ 1,103.10	\$ (1,382.25)	\$ 8,724.06	\$ (16,040.59)						
Ending Fund Balance	\$ 13,093.24	\$ 13,093.24	\$ 110,605.86	\$ 110,605.86						

Q4 - Year End 2022

1/20/2023



2023 Proposed Strategic Action Plan

OPL's 2023 Strategic Action Plan focuses in large part on completing major projects that are currently in progress. These are significant efforts that lay the foundation and set expectations for service excellence, engaging with community members and partners and measuring the impact of library services. New initiatives include staff engagement, building community support and activities that support collection development.

Goal #1 – A community-driven library

Objective A: Engage with the public to better understand and support community needs.

Project: Draft a model to guide staff in community listening and sharing ideas and concerns they hear from patrons and community members.

Staff Lead: Assistant Director for Library Development

Objective B: Gather, report and use data to guide decisions and evaluate services.

Project: Finalize draft proposal for key performance indicators that measure strategic plan objectives.

Staff Lead: Library Director

Project: Create a Program Evaluation Guide to help gauge patron satisfaction and evaluate library programming.

Staff Lead: Library Director; Program Team Leads

Objective C: Respond to community needs by supporting existing or developing new initiatives.

Project: Offer Everyday Tech programming to assist patrons with technology needs.

Staff Lead: Head of Information Services and Digital Services Librarian

Objective D: Increase and strengthen community partnerships to position the library as a trusted collaborator and a place where people and ideas come together.

Project: Complete Partnership Guide and develop plan for implementation.

Staff Lead: Assistant Director for Library Development and Public Services Operations Manager

Goal #2 – A library that matters

Objective A: Improve patron satisfaction by recruiting, retaining and developing staff who are knowledgeable, helpful and committed to connecting users with the resources they need.

Project: Assemble a Staff Engagement Team to assess current engagement and build a Staff Recognition Program.

Staff Lead: Assistant Director for Library Development

Project: Continue work on a new customer service model.

Staff Lead: Assistant Director for Public Services

Project: Develop key hiring tools, such as library-wide interview questions, to better assess job candidates.

Staff Lead: Assistant Director for Public Services

Objective B: Support each individual's goals with services that help them to grow and thrive through literacy, lifelong learning, participation in the workforce, access to community resources and participation in our democracy.

Project: Reconfigure the children's fiction collection to make the collection more appealing and easier for patrons to use.

Staff Lead: Head of Children's & Family Outreach

Objective C: Increase the library's impact by building relationships with community members via outreach, community engagement (in person and digital) and advocacy.

Project: Establish a new Friends of the Library group.

Staff Lead: Assistant Director for Library Development

Project: Redesign the library website to better meet patron and community needs.

Staff Lead: Marketing Coordinator (in partnership with Winnefox Web Developer)

Objective D: Increase use of the library building by making it a welcoming, comfortable place where people want to spend time and connect with others.

Project: Continue work on a library facility plan with Engberg Anderson Architects; process to be completed by mid-year 2023.

Staff Lead: Library Director

Goal #3 – A catalyst for learning and growth

Objective A: Build and ensure access to collections of library materials in a variety of formats to inform, entertain and inspire people who use them.

Project: Write a collection development policy for circulating kits and other non-traditional physical items.

Staff Lead: Head of Collection Development

Project: Develop a plan for further automating OPL's acquisition procedures.

Staff Lead: Head of Collection Development

Objective B: Increase participation in library programs by offering them in locations that are fun and educational for people of all ages.

Project: No new project proposed at this time. Focus will be on developing a Program Evaluation Guide. (Goal #1; Objective B.)

Objective C: Create opportunities for community members to engage in creative expression and share their work with the public.

Project: No new project proposed at this time.

Goal #4 – A provider of and connector to trusted information

Objective A: Increase activities that connect people with and demonstrate the value of the library's resources.

Project: Offer regularly scheduled library tours.

Staff Lead: Assistant Director for Public Services

Project: Transition Washington Avenue Historic Tour to new platform and begin development of new walking tours.

Staff Lead: Head of Information Services

Project: Develop staff competencies in local history and genealogy.

Staff Lead: Local History and Genealogy Librarian

Objective B: Increase activities that help patrons assess and evaluate information resources.

Project: No new project proposed at this time.



2023 Proposed update to OPL Strategic Goals & Objectives

Goal #1 – A community-driven library

- Objective A:** Engage with the public to better understand and support community needs.
- Objective B:** Gather, report and use data to guide decisions and evaluate services.
- Objective C:** Respond to community needs by supporting existing or developing new initiatives.
- Objective D:** Increase and strengthen community partnerships to position the library as a trusted collaborator and a place where people and ideas come together.

Goal #2 – A library that matters

- Objective A:** Improve patron satisfaction by recruiting, retaining and developing staff who are knowledgeable, helpful and committed to connecting users with the resources they need.
- Objective B:** Support each individual's goals with services that help them to grow and thrive through literacy, lifelong learning, participation in the workforce, access to community resources and participation in our democracy.
- Objective C:** Increase the library's impact by building relationships with community members via outreach, community engagement (in person and digital) and advocacy.
- Objective D:** Increase use of the library building, by making it a welcoming, comfortable place where people want to spend time and connect with others.

Goal #3 – A catalyst for learning and growth

- Objective A:** Build and ensure access to collections of library materials in a variety of formats to inform, entertain, and inspire the people who use them.
- Objective B:** Increase participation in library programs by offering them in a variety of formats and locations that are fun and educational for people of all ages.
- Objective C:** Create opportunities for community members to engage in creative expression and share their work with the public.

Goal #4 – A provider of and connector to trusted information.

- Objective A:** Increase activities that connect people with and demonstrate the value of the library's resources.
- Objective B:** Create trusted content that informs community members and showcases the library's unique skills and collections.
- Objective C:** Increase activities that help patrons assess and evaluate information resources.

As 2022 came to a close OPL saw progress on efforts to make the library a more welcoming and comfortable place; define and maintain service excellence; and engage with the community both in person and digitally.

Goal 1: A Community-Driven Library

We are inspired by our community. We are committed not only to strategically using our resources to support community needs, but also to further existing initiatives.

Objective A: Increase intentional, two-way communication with community members to better understand, respond to and support community goals

Listening to community members; tracking patron service requests; and recording patron comments helps the library respond by adding or modifying services to meet expressed needs. Some examples from 2022:

- Book club offerings for kids and teens were reconfigured to better serve their reading interests. The library added Elementary and Tween book clubs; pared back the Teen Book Club to serve grades 6-8 and added a Young Adult Book Club for high schoolers. Participants and their parents had expressed a desire for this type of change, which was also deemed beneficial by library staff.
- A document shredder and laminator were purchased for public use after numerous requests from patrons.
- Weekly pickup of library materials from Oshkosh North and West high schools resumed, based on requests from the schools and students. Making it easier to return materials makes it more convenient for busy students to use the library.
- High use of the library's notary service is reinforcing OPL's decision to improve access. Previously, notaries in the Administration Office handled these duties, but hours and staff availability were limited. The service was moved to Information Services and all staff are now notaries, providing the service by appointment during the library's extensive regular hours. In 2022, 754 documents were notarized during 447 appointments.
- Numerous requests from patrons and interest expressed to library staff in the community led Information Services to offer Everyday Tech. These one-hour sessions focus on technology used in daily life—useful smartphone features; digital photography; using social media and virtual meeting platforms — as well as one-on-one assistance with general tech issues, debuted in January.

Objective B: Gather and use data and information to guide decisions, provide assessment measures, and allow for clear reporting.

Developing performance measures is a work in progress but there are examples where data is already by used to guide decisions and improve library offerings.

A draft list of performance indicators tied to strategic plan objectives has been completed and shared with the administrative team. Next steps include determining data collection responsibilities and reporting protocols. Practices are tentatively set to be piloted as part of a program evaluation system in 2023.

OPL's eNewsletter is a study in monitoring analytics and going where the data leads to achieve success. The library uses Constant Contact to create and distribute a newsletter via email each month to 6,800 subscribers. Monthly analytics consistently pointed to reading recommendations as the area of greatest interest for subscribers, so content

was heavily geared to Staff Picks and other types of book lists. Ongoing study of the analytics has helped to shape additional content, inform when the email is delivered and improve engagement. The results: In November 2022 the eNews logged a 53 percent open rate – significantly higher than previous rates of 30 percent and well above the 2022 industry average of 21 percent.

Objective C: Increase and strengthen community partnerships to build the library’s reputation as a trusted collaborator and a place where people and ideas come together.

Maintaining ongoing dialog with community partners has led the library to collaborate on services that benefit the community. A few examples:

- The Winnebago Free Legal Assistance Clinic resumed and work continues to improve the sustainability of the service. Attendance at the clinic in Oshkosh was 181, with 235 more people served at the Neenah and Menasha public libraries.
- Winnebago County Public Health resumed weekly COVID-19 vaccine clinics at the library and made home test kits available for pickup during regular library hours.
- A partnership with the Department of Workforce Development, Fox Valley Job Center and more recently the Society for Human Resource Management is making weekly one-on-one assistance for job seekers available at the library.
- A Comfort Cabinet of basic hygiene items was set up on the library’s first floor for patrons in need and staff from the Day by Day Warming Shelter began holding regular office hours at the library.

Goal 2: A library card that matters

We want our library card to offer value to all community members, so we will stay attuned to people’s lives and goals.

Issuing and updating library cards during community engagement and outreach activities removes barriers to checking out library materials and using online resources. Mobile circulation technology makes it possible for library staff, armed with an iPad or laptop, to get library cards in order at community sites and events in our area. OPL’s Community Engagement Librarian Sandy Toland has been conducting regular card clinics at Evergreen, the Oshkosh YMCA, and Oshkosh Area Community Pantry, with regular sessions added at Carmel Residence and Simeanna Apartments in 2022. She also visited Pollack Community Waterpark regularly throughout the summer.

Goal 3: A catalyst for learning and growth

Our commitment to our community can be found in our building, in our virtual spaces, and in all the work we do and the resources we provide. As a community catalyst, we understand that it is our role to learn from and respond to the needs, goals and aspirations of the people of our community.

Objective A: Increase visits to the physical library.

Engberg Anderson Architects has conducted a building use audit and is collecting facility and community data for use in developing a master facilities plan. Library staff is working to assemble a steering committee for the project and collecting data on current building use.

Work began on a new customer service model for OPL, built on the foundation of the library’s core values and incorporating principles including Whole Person Librarianship, Positive Behavior Intervention Systems and the tenets of civility. Early in 2022 ARPA grant funds were used to train staff in Whole Person Librarianship and hold a series of Lunch & Learn sessions about community agencies and other resources. A customer service committee of staff from across the organization was assembled to begin work on the model. Recently a draft that outlines the correlation between current practices and the library’s organizational values was shared with library staff. Revisions will be made

based on staff feedback and new practices and concepts will be incorporated into the model. As this work continues, training opportunities and additional procedures that support customer service outcomes are being identified for future implementation.

Effective policies and procedures contribute to maintaining a desirable library environment – one that allows all patrons to enjoy using the library. Recent revisions to procedures and documentation for reporting rule violations and other incidents in the library were made to add clarity, consistency and support for staff in their jobs. In addition to revising incident forms and procedures, the following were also created:

- A guide to following the new reporting procedures.
- A logging system that front-line staff can use to track issues that don't require formal reporting.
- A follow-up procedure that incorporates reflective practice, discussion of how the incident was handled and any additional action that needs to be taken.

Objective B: Increase visits to the library's virtual spaces, including the website and social media channels.

OPL found success using its social media channels to connect patrons with library activities and expertise in 2022.

- September's Freedom to Read initiative included a scavenger hunt for challenged books conducted via Facebook. The activity led to impressive increases in people reached (50%), post reach (101%), engagement with posts (168%), page likes (229%) and page views (295%).
- March Book Madness debuted on Instagram for the first time. In the Final Four-styled bracket, the library's top checkouts of 2021 went head-to-head, with followers voting for their favorites.
- OPL reached out to followers on Instagram and Facebook to choose the theme for this year's F Stop Photography Contest. Four options were posted on the platforms and followers cast their votes. The theme that resonated most with them: Joy.

Other activities related to Goal 3: While not tied to designated projects, several activities that embody this goal merit mention. OPL offered opportunities for community members to showcase their talents in creative writing, photography and poetry and provided a venue to share them with the wider community.

- Local poets submitted 180 poems for the April Poetry Walk. Twenty were selected for display in downtown businesses throughout April and all entries were highlighted on the library website.
- The Lakefly Writers Contests drew 86 entries from 74 individuals in Personal Essay, Poetry, Short Story and Teen Short Story categories, all centered on the theme, Into the Unknown.
- The F Stop Photo Contest returned for its third year, with entrants sharing 29 striking images that expressed their interpretation of joy. In addition to featuring the entries on the OPL website, an in-person exhibit was held at the library for the first time thanks to a grant from a local business.
- Other annual programs offering creative outlets for kids and teens continue to be popular, including the LEGOmania Design Contest, Teen Two Sentence Horror Story Contest and Creature Carnival for children.

Goal 4: A provider of and connector to trusted information.

We are committed to creating, providing and connecting the people of our community to trusted information. We will be our community's lifelong learning platform

Objective B: Create trusted content that informs community members and showcases the library's unique skills and collections.

The library's genealogy and local history resources and expertise were showcased frequently with programming, community presentations, displays and research assistance.

- Local history librarian Michael McArthur did a variety of community talks on topics including the Athearn Hotel, Stein's Shop and OPL's online genealogy resources. Library programs included the popular Genealogy Lock-in, a suite of nine programs on a variety of local history and genealogy topics and Librarian Learns, McArthur's monthly local history show on YouTube.
- Displays featured on the library's second floor in 2022 included a collection of Oshkosh Corporation memorabilia and an Oshkosh man's collection of decoy ducks, hand-carved by Oshkosh artists.
- An article in the local weekly newspaper highlighted OPL resources available for researching the history of a house. Staff also assembled resources and provided research assistance to Communities students from Oshkosh North High School for a local history project about named schools, parks and other locations around Oshkosh.

OPL's Freedom to Read initiative combined a scavenger hunt for challenged books; a community movie screening; a panel discussion and a series of book talks with Readers' Advisory Librarian Nancy Bell to creatively advocate for the right to freely read and express ideas. The effort spurred community conversation; staff was interviewed and invited to speak on the topic; and the library took the opportunity to better educate staff about the freedom to read as well as review related policies and procedures.