

**Oshkosh Public Library Board of Trustees**  
**Special Meeting Agenda – February 28, 2023 – 4:00 PM**  
**Via Zoom Virtual Meeting Platform**

To Join Zoom Meeting

<https://us02web.zoom.us/j/84554927489?pwd=Q0g1cWNNa2NJRkdROGw5bVhWWFR3Zz09>

Meeting ID: 845 5492 7489

Passcode: sbLA59Ai

To join Zoom Meeting by Telephone:

Dial: 312 626 6799

Meeting ID: 845 5492 7489

Passcode: 67983371

*Special meeting called to conduct critical business originally scheduled to be handled at regular board meeting on February 23, 2023, which was cancelled when the Library was closed due to inclement weather conditions.*

AGENDA

ACTION  
REQUIRED      PAGE OF  
2-23-2023  
MEETING  
PACKET

Call to Order: 4:00 p.m.

Public Comments

Consent Agenda:

- |   |     |       |
|---|-----|-------|
|   | YES |       |
| 1. Minutes of the Regular Meeting of January 26, 2023   |     | 40-41 |
| 2. Minutes of the OPL Board Finance Committee February 15, 2023   |     | 42    |
| 3. Vouchers Payable – \$171,505.93  |     | 43-46 |
| 4. 2022 Annual Report to Wisconsin Department of Public Instruction   |     | 47-57 |
| 5. <u>2023 Endowment Fund Expenditure Proposal – Round Three:</u><br>Director proposed endowment support for refresh of Juvenile Fiction collection and seating, 2023 Staff Development Day speaker and lunch, and 2023 stipend payments to support Oshkosh Poet Laureate.<br><b>Action Requested:</b> Decide whether to approve the proposed endowment fund expenditures in Round Three. |     | 58    |

Items Removed from the Consent Agenda:

Library Director's Report

- |   |    |  |
|---|----|--|
|   | NO |  |
| 1. <u>Library trustee term expirations:</u> Terms of service on the library board expire on 31 May 2023 for city appointees Bill Bracken, Baron Perlman, and Amber Shemanski. Larry Lautenschlager's County appointment expires on 1 June 2023. Please inform the Director if you wish to be re-appointed. Recommendations for appointments are made by the Mayor and submitted to the Oshkosh Common Council for approval. County appointments are submitted by the County Executive and approved by the Board of Supervisors. |    |  |

Adjournment

Next Meeting Scheduled

March 30, 2023 at 4 p.m.

**Oshkosh Public Library Board of Trustees**  
**Agenda – February 23, 2023**  
**Library Lower Level Meeting Room, 106 Washington Avenue**

AGENDA

ACTION  
REQUIRED      PAGE

**Call to Order:** 4:00 p.m.

**Public Comments**

**Consent Agenda:**

- |   |     |       |
|---|-----|-------|
|   | YES | 40-57 |
| 1. Minutes of the Regular Meeting of January 26, 2023               |     |       |
| 2. Minutes of the OPL Board Finance Committee February 15, 2023     |     |       |
| 3. Vouchers Payable – \$171,505.93                                  |     |       |
| 4. 2022 Annual Report to Wisconsin Department of Public Instruction |     |       |

**Items Removed from the Consent Agenda:**

**New Business**

- |   |     |       |
|---|-----|-------|
| 5. <u>Guest:</u> Lindsay Reuer, Children’s Librarian, will discuss OPL’s 1,000 Books Challenge campaign that is led by the Children and Family Outreach Services Department.  | NO  |       |
| 6. <u>2023 Endowment Fund Expenditure Proposal – Round Three:</u> Director proposed endowment support for refresh of Juvenile Fiction collection and seating, 2023 Staff Development Day speaker and lunch, and 2023 stipend payments to support Oshkosh Poet Laureate. <b>Action Requested:</b> Decide whether to approve the proposed endowment fund expenditures in Round Three.   | YES | 58    |
| 7. <u>Endowment Fund Expenditure Policy:</u> The Board’s Finance Committee considered revision of the Spending Guidelines section of the policy. The revision would allow library trustees to put forward spending proposals through the agency of the Board President. Memo included in this meeting’s document packet. Committee recommends approval. <b>Action requested:</b> Decide whether to approve revisions to the policy. | YES | 59    |
| 8. <u>Investment &amp; Fund Management Policy:</u> Revisions to the policy are submitted for Board consideration: The Director has revised text to exchange phrasing from “trust funds” to “gifts, bequests, or permanent endowments.”  | YES | 60-63 |

During its review of the policy the Finance Committee suggested additional text to add oversight of the asset allocation among endowment funds to the Investment Committee’s duties. Revised policy included in this meeting’s document packet. Finance Committee recommends approval. **Action requested:** Decide whether to approve revised policy.

- |     |  |     |       |
|-----|--|-----|-------|
| 9.  | <u>OACF Endowment Funds Asset allocation</u> : The Board's Finance Committee considered Director's proposed re-allocation of assets in the five major endowment funds. The proposed changes are detailed in a memo in this meeting's document packet. Finance Committee recommends approval. <b>Action requested:</b> Decide whether to authorize proposed fund re-allocations.  | YES | 64    |
| 10. | <u>Employee Manual Analysis and Review</u> : Board President Bracken has completed a comparative analysis of the policies in the Library and City of Oshkosh employee handbooks. A memo from President Bracken and the Director summarizes the findings and recommends a process for further review. <b>Action Requested:</b> Instruct Director as to how the Board wishes to proceed with further review or revision of personnel policies. | YES | 65-69 |

**Informational Items**

- 11. Revenues
- 12. Expenditures
- 13. Library Highlights
- 14. Monthly Statistics
- 15. Donations
- 16. Personnel Changes

NO 70-77

**Library Director's Report**

- 17. Library trustee term expirations: Terms of service on the library board expire on 31 May 2023 for city appointees Bill Bracken, Baron Perlman, and Amber Shemanski. Larry Lautenschlager's County appointment expires on 1 June 2023. Please inform the Director if you wish to be re-appointed. Recommendations for appointments are made by the Mayor and submitted to the Oshkosh Common Council for approval. County appointments are submitted by the County Executive and approved by the Board of Supervisors.

NO

**Trustee Reports and Comments**

NO

**Adjournment**

**Next Meeting Scheduled**

March 30, 2023 at 4 p.m.

**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
January 26, 2023

The Regular Meeting of the Oshkosh Public Library Board of Trustees was held on January 26, 2023, in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:00 PM by President, Bill Bracken.

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

**Consent Agenda Items:**

- **Meeting Minutes** of the Regular Meeting of December 22, 2022
- **Minutes** of the Director's Compensation Committee meeting of January 19, 2023.
- **December 2022 vouchers payable** totaling \$277,804.27
- **January 2023 vouchers payable** totaling \$205,275.74
- **Statement of Winnefox system effectiveness** for OPL 2022 state annual report

**Motion** to approve consent agenda as presented at the meeting with revisions presented of the Director's Compensation Committee minutes

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

**New Business**

- **2023 trust fund expenditure proposal – Round Two**

**Motion** to approve the 2023 trust fund expenditure proposal – Round Two as presented

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

- **2022 Strategic Action Plan Year-end Progress Report**
- **2023 Proposed revisions to Strategic Plan Goals and Objectives**

**Motion** to approve the 2023 proposed revisions to Strategic Plan Goals and Objectives as presented

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

- **2023 Strategic Action Plan – Two Project Proposals for Board Consideration:**
  - **#1 - 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)
  - **#2 - 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)

**Motion** to add #1 - **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)

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

**Motion to add #2 - 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)

**Motion:** Perlman; **Second:** Mugerauer; **Vote:** Roll Call Vote: Bracken – **Nay**, Davids – **Nay**, Lautenschlager – **Nay**, Melms-Simon – **Nay**, Mugerauer – **Aye**, Perlman – **Nay**, Rucker – **Nay**, Shemanski – **Nay**.

**Motion not carried.**

▪ **2023 Strategic Action Plan Proposal**

**Motion** to approve the 2023 Strategic Action Plan Proposal as revised in the previous motion.

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

**Closed Session**

**Motion** to go into closed session at 5:15 pm

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

- **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.**

**Motion** to go into Open Session

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

**Resume Open Session**

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

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

**Adjournment**

**Motion** to Adjourn the meeting at 5:30 PM

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

Respectfully,



Jeff Gilderson-Duwe, Secretary  
Tracie Schlaak – Recorder

**MINUTES OF THE LIBRARY BOARD FINANCE COMMITTEE**  
**Oshkosh Public Library**  
February 15, 2023

**Call to Order** The Finance Committee Meeting of the Oshkosh Public Library Board of Trustees was held on February 15, 2023 in the Conference Room at the Oshkosh Public Library. The meeting was called to order at 4:00 PM by Board President, Bill Bracken.

Present were: Bill Bracken, Baron Perlman, and David Rucker. David Romond was excused from the meeting. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director, Lisa Voss, Assistant Director and Julie Schmude, Business Manager.

**Public Comments:** There were none.

**New Business**

- 1) Endowment Fund Expenditure Policy. A motion was made by Baron Perlman and seconded by David Rucker to forward the revised Endowment Expenditure Policy to the full board for approval. The motion carried unanimously.
- 2) Investment & Fund Management Policy. A motion was made by Baron Perlman and seconded by David Rucker to approve proposed revisions to the Investment & Fund Management Policy as presented. Baron Perlman then moved to amend the policy to include a review and recommended changes to allocation of assets among endowment funds. This amendment was seconded by David Rucker. The amended motion was then voted upon and was approved unanimously.
- 3) OACF Endowment Funds Asset allocation. Baron Perlman moved approval of the recommended re-allocation of assets as described in a memo to the committee. After being seconded by David Rucker, the motion carried unanimously.
- 4) Discussion of trustee role in budget and other advocacy. The committee discussed and recommended the creation of an advocacy strategy for the library. Assistant Director, Lisa Voss will work on the strategy for review at a future meeting.

No motions made or votes taken.

**Director's Report**

Jeff Gilderson-Duwe updated the committee on the 2022 and 2023 operating budgets as well as updating the status of endowment funds remaining under the custody of the City of Oshkosh.

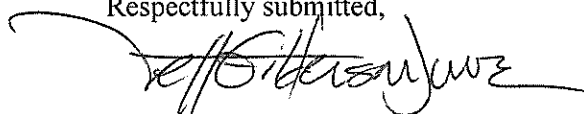
No motions were made or votes taken. David Rucker was excused from the meeting during this discussion.

**Adjournment**

A motion to adjourn was made by Baron Perlman. After being seconded by Bill Bracken, the motion carried unanimously, and the meeting adjourned at 4:46 p.m.

**Next Meeting: Tuesday, May 16, 2023 at 4:00 p.m.**

Respectfully submitted,



Jeff Gilderson-Duwe  
Secretary

jas

**Oshkosh Public Library  
Vouchers Payable  
February 2023**

Name	Memo	Amount
<b>Revolving Expenses</b>		
<b>6310 · Life Insurance</b>		
City of Oshkosh - Rotating Charges	Life Insurance	
Total 6310 · Life Insurance		533.59
<b>6308 · Dental Insurance</b>		
City of Oshkosh - Rotating Charges	Dental Insurance	
Total 6308 · Dental Insurance		633.66
<b>6306 · Health Insurance</b>		
City of Oshkosh - Rotating Charges	Health Insurance	
Total 6306 · Health Insurance		14,579.75
<b>6304 · Wisconsin Retirement Fund</b>		
City of Oshkosh - Rotating Charges	Wisconsin Retirement Fund	
Total 6304 · Wisconsin Retirement Fund		5,490.53
<b>6302 · FICA - Employers Share</b>		
City of Oshkosh - Rotating Charges	FICA - Employers Share	
Total 6302 · FICA - Employers Share		6,452.90
<b>6104 · Overtime</b>		
City of Oshkosh - Rotating Charges	Overtime	
Total 6104 · Overtime		1,261.00
<b>6102 · Regular Pay</b>		
City of Oshkosh - Rotating Charges	Regular Pay	
Total 6102 · Regular Pay		85,688.82
Total Revolving Expenses		<u>85,688.82</u>
<b>Contracted Services</b>		
<b>6412 · Contractual Agreement Payments</b>		
Winnefox Library System	Contractual Services - Clerical, Electronic, & Delivery Service	
Total 6412 · Contractual Agreement Payments		13,145.00
<b>6415 · Subscription/Licensing Contract</b>		
NMT Partners LLC	ResCarts-Web Hosting - 3 Months	
Total 6415 · Subscription/Licensing Contract		150.00
<b>6416 · Prevent Maintenance Contracts</b>		
Jack's Maintenance Service	Janitorial Service 2/1/23 - 2/28/23	
K and C Pest Control	Treating Discharge, Main Desk, DVD and Reading room Floor	
Total 6416 · Prevent Maintenance Contracts		4,546.00
<b>6417 · 3rd Party Contracted Services</b>		
Energy Control & Design, Inc.	Standard Labor Hours & DDC Labor Hours	
Gartman Mechanical Services	Services from 11/14/22 - 12/23/22 to Packaged Rooftop units	
Packer City Soft Water	Labor	
Gartman Mechanical Services	Plumbing Services Labor	
Block Iron & Supply Company	Sanitary Napkin Disposal	
GFL Environmental	Trash & Recycle Standard Service 2/1/23 - 2/28/23	
Unique Management Services, Inc	Placements 1/4/23, 1/11/23, 1/18/23, 1/25/23	
Total 6417 · 3rd Party Contracted Services		659.20
<b>6411 · Advertising/Postage/Print</b>		
DPI	Newsletter of Events March, April, May	
Total 6411 · Advertising/Postage/Print		340.00
Total Contracted Services		<u>340.00</u>
<b>Employee Development &amp; Allowanc</b>		
<b>6422 · Professional License/Membership</b>		
Rotary Club of Oshkosh	Quarterly Dues & Meals	
Total 6422 · Professional License/Membership		484.00
<b>6423 · Employee Allowance/Reimbursemen</b>		
Bongers, Joe	Kiwanis Club Meals	
Toland, Sandy	Mileage Reimbursement	
Total 6423 · Employee Allowance/Reimbursemen		66.94
Total Employee Development & Allowanc		<u>101.69</u>
		585.69

**Oshkosh Public Library  
Vouchers Payable  
February 2023**

Name	Memo	Amount
<b>Fixed Costs</b>		
<b>6454 · Telephone/Internet</b>		
MasterCard - RP	Public Phone	
Total 6454 · Telephone/Internet		25.00
<b>6455 · Utilities Expense</b>		
Consellation	Gas Charges Dec 2022 - Jan 2023	
City of Oshkosh - Rotating Charges	Utility Expense	
Total 6455 · Utilities Expense		7,312.35
		1,193.62
Total Fixed Costs		8,505.97
<b>Inventory Supplies</b>		
<b>6520 · Office Supplies</b>		
MasterCard - RP	Amazon - Swiffer 360 Duster Refills	
MasterCard - RP	Amazon - Self Inking Office Stamp	
MasterCard - RP	Amazon - Hard Shell Carrying case for My Passport (2)	
MasterCard - RP	Mobile Beacon - 1 Franklin T10	
Staples	8.5x11 Copy Paper	
Staples	Isopropyl Alcohol 70% 16oz	
Total 6520 · Office Supplies		19.68
		13.99
		8.88
		66.00
		444.90
		39.99
		593.44
<b>6524 · Specialty Supplies</b>		
MasterCard - KG	Amazon - Books	
MasterCard - KG	Books and DVDs	
MasterCard - KG	Amazon - Books	
MasterCard - KG	Amazon - Books	
MasterCard - KG	Amazon - Books	
MasterCard - KG	Amazon - Books & Games	
Abdo-Spotlight-Magic Wagon	Books - Wandering Albatross	
Baker & Taylor	Books - Dear Zoe, Next Exit, Sesame Street: Elmo & Tang	
Baker & Taylor	DVD: Angry Neighbors, Man who Fell to Earth	
Baker & Taylor	CD - Gloria	
Baker & Taylor	Books Qty: 73	
Baker & Taylor	Books Qty: 61	
Baker & Taylor	Books Qty: 5	
Baker & Taylor	Books Qty: 83	
Baker & Taylor	Books Qty: 21	
Baker & Taylor	Books Qty: 4	
Baker & Taylor	Books Qty: 49	
Baker & Taylor	Books Qty: 65	
Baker & Taylor	Books Qty: 17	
Baker & Taylor	Books Qty: 21	
Black Stone Publishing	CDs Qty: 10	
Black Stone Publishing	CD Replacement Qty: 2	
Cengage Learning	Books Qty: 4	
Cengage Learning	Books Qty: 2	
Cengage Learning	Books Qty: 2	
Cengage Learning	Books Qty: 2	
Cengage Learning	Books Qty: 2	
Cengage Learning	Books Qty: 4	
Child's World	Books - unicorns	
Ingram	Books Qty: 7	
Ingram	Books - Paw Patrol	
Ingram	Books - Thomas & Bruno	
Ingram	Books - Uni Joins the Team	
		78.78
		274.30
		234.67
		25.99
		54.94
		695.76
		22.95
		45.69
		39.55
		10.48
		993.37
		799.71
		74.31
		1,058.62
		308.81
		48.04
		718.37
		902.00
		264.58
		254.96
		873.79
		15.90
		107.96
		55.48
		41.23
		38.92
		38.92
		83.96
		21.95
		27.40
		10.41
		8.28
		13.43



**Oshkosh Public Library  
Vouchers Payable  
February 2023**

Name	Memo	Amount
Ingram	Books Qty: 6 - National Geographic	81.87
Ingram	Books Qty: 2	25.19
Ingram	Books Qty: 2	25.50
Ingram	Books - Heidi Heckelbeck sunshine Mag	10.08
Ingram	Books - Secret Explorers & The Desert	10.64
Ingram	Books - Rainy Day (Peppa Pig)	4.41
Ingram	Books - Fodor Essential Spain	23.77
Ingram	Books - Fodor Essential Spain	23.77
Ingram	Book - Unofficial Guide to Las Vegas	22.79
Ingram	Books Qty: 2	22.59
Ingram	Books - 1st Woman Cherokee Chief	14.80
Ingram	Books - Avengers by Jason Aaron	13.27
Ingram	Books Qty: 2	16.64
Ingram	Books - Who is Lebron James	4.84
Milwaukee Journal Sentenal	Daily Qty:616; Sunday Qty: 104	1,800.00
Hoopla	Digital Audiobook/BingePass/Comics/Ebook/Movie/Music/TV	3,899.10
Midwest Tape	DVDs Qty: 3	108.72
Rosen Publishing	Books Qty: 29	541.45
Thomson Reuters	Subscription Product Charges	439.47
Baker & Taylor	Books Qty: 2	30.05
Baker & Taylor	Books	35.21
Cengage Learning	Books - Sleep No More	30.39
Center Point Large Print	Books Qty: 10	239.10
Baker & Taylor	Books Qty: 8	137.25
<b>Total 6524 · Specialty Supplies</b>		<b>15,804.41</b>
<b>6529 · Non-Inventory Supplies</b>		
Jack's Maintenance Service	40X46 1.25mil Roll Clear Liner	47.23
MasterCard - RP	Flashlight	39.47
Energy Control & Design, Inc.	MOD, SR 24V, 62LBIN/S/F	339.90
Packer City Soft Water	RO Plus, 10" Carbon Block, 10" 5 Micron Hydro-Cure	81.50
Gartman Mechanical Services	Sloan A38 Closet Kits (3), A71 Inside Covers (2), V551 Vacuu	146.35
Gartman Mechanical Services	T-Bar Diffusers (3), Upper Temperature Probe, Lower Probe	645.69
Kitz & Pfeil	Nuts & Bolts	5.58
LaForce	Precision Spring, Deadlock Release for 2100 Series Exit	37.80
Menards	Cordless Mark I & Faux Wood Blind Delivery	147.96
MasterCard - MB	Straws & Balloons for Outreach Activity	24.26
MasterCard - RP	Oriental Trading - Napkins; Plastic Beads	17.74
MasterCard - RP	Amazon - Cellophane Bags	19.99
MasterCard - RP	Amazon - Stem Wire(2); Needle Nose pliers(2); Colorful Rein	52.99
MasterCard - RP	Amazon -Napkins; Plastic Beads	17.74
MasterCard - RP	Amazon - Cellophane Bags	20.00
MasterCard - MB	Amazon - Stem Wire(2); Needle Nose pliers(2); Colorful Rein	53.00
MasterCard - MB	Pizza for Tweens Book Club	81.65
MasterCard - RP	Pizza for Teens Book Club	81.65
	Reward Stickers	17.98
<b>Total 6529 · Non-Inventory Supplies</b>		<b>1,878.48</b>
<b>Total Inventory Supplies</b>		<b>18,276.33</b>
<b>Rental Expense</b>		
<b>6443 · Lease Expense</b>		
Great America Financial Services	Standard Payment	158.84
Great America Financial Services	Standard Payment	188.27
<b>Total 6443 · Lease Expense</b>		<b>347.11</b>
<b>Total Rental Expense</b>		<b>347.11</b>

**Oshkosh Public Library  
Vouchers Payable  
February 2023**

Name	Memo	Amount
<b>OPL Facility Improvement Fund</b>		
<b>80630 · Facility Improvement Fund</b>		
Engberg Anderson, Inc.	Renovation Masterplan - 20 Study	930.63
Demco	Lesro Siena Loveseat Armless	950.13
Total 80630 · Facility Improvement Fund		<u>1,880.76</u>
Total OPL Facility Improvement Fund		<u>1,880.76</u>
<b>OPL Programming Support Fund</b>		
<b>80631 · Programming Support</b>		
Baker & Taylor	Books Qty: 8	53.59
MasterCard - KG	Amazon - Book Club Books - Teen	505.10
Ingram	Books Qty: 160	1,009.36
Baker & Taylor	Books Qty: 36	332.40
MasterCard - KG	Amazon - Book Club Books - Young Adults	505.10
Total 80631 · Programming Support		<u>2,405.55</u>
Total OPL Programming Support Fund		<u>2,405.55</u>
<b>OPL Collection Improvements</b>		
<b>80615 · Memorial Fund</b>		
MasterCard - KG	Amazon - Books	34.95
MasterCard - KG	Amazon - Books	33.99
Baker & Taylor	Books Qty: 2	42.05
Baker & Taylor	Books	185.75
Cengage Learning	Books Qty: 3	79.97
Total 80615 · Memorial Fund		<u>376.71</u>
<b>80618 · Schuster</b>		
Cengage Learning	Books Qty: 5	135.70
Center Point Large Print	Books Qty: 8	188.16
Total 80618 · Schuster		<u>323.86</u>
<b>80609 · Hilton</b>		
Baker & Taylor	Books	16.80
Total 80609 · Hilton		<u>16.80</u>
<b>80634 · Mary Malnar Fund</b>		
Robbins, Dean	Performance on February 25th, 2023	730.00
Total 80634 · Mary Malnar Fund		<u>730.00</u>
Total OPL Collection Improvements		<u>1,447.37</u>
<b>Total:</b>		<u><u>171,505.93</u></u>



I. GENERAL INFORMATION					
1. Name of Library Oshkosh Public Library			2. Public Library System Winnefox Library System		
3a. Head Librarian First Name Jeffery	3b. Head Librarian Last Name Gilderson-Duwe	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 02/28/2025	
6a. Street Address 106 Washington Ave.	6b. Mailing Address or PO Box 106 Washington Ave.	7. City / Village / Town Oshkosh	8a. ZIP 54901	8b. ZIP4 4985	9. County Winnebago
10. Library Phone Number 9202365210	11. Fax Number	12. Library E-mail Address of Director gilderson-duwe@oshkoshpubliclibrary.org			
13. Library Website URL www.oshkoshpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 19	
17. Does your library operate a books-by-mail program? No		18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No			
20. Square Footage of Public Library 94,500	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number 079298144	
HOURS OF OPERATION					
	Standard Service with No Restrictions on Building Access		Limited Service		Staff Only (No interior service for the public)
19a. Winter hours open per week	70				
19b. Number of winter weeks	38				
19c. Summer hours open per week	61				
19d. Number of summer weeks	14				
19e. Total weeks per year	52				
19f. Total hours per year for this location	3,514				

PUBLIC SERVICES COVID-19	
Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES	
Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure

Additional building closure and reopening dates, please describe



II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	214,863	11,274
2. Electronic Books <i>E-books</i>	185,992	
3. Audio Materials	31,738	629
4. Electronic Audio Materials <i>Downloadable</i>	83,781	
5. Video Materials	14,595	1,025
6. Electronic Video Materials <i>Downloadable</i>	3,591	
7. Other Materials Owned <i>Describe</i> CD-roms, Puppets, Toys & Video Games	2,495	
8a. Electronic Collections <i>Locally Owned or Leased</i>	12	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	3	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	78	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	264	

III. LIBRARY SERVICES							
1. Circulation Transactions		c. Circulation of Other Physical Items		2. Interlibrary Loans			
a. Total Circulation	b. Children's Materials	(subset of 1a.)		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>		
475,206	181,253	11,591		71,380	71,966		
				Method for Counting ILL Transactions			
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)				69,538		71,403	
WISCAT				0		0	
Other (includes OCLC, manual tracking or other methods)				1,842		563	
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
23,971	6,848	30,819	No	Actual Count	18,125	Actual Count	195,791
6. Uses of Public Internet Computers				c. Method		7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		d. Annual Count		a. Method	b. Annual Count	
53	37		Actual Count		19,271	Survey Week(s)	77,400
8. Website Visits	9. Electronic Collection Retrieval						
219,347	a. Local	b. Other	c. Statewide	d. Total			
	8,941	20,747	4,390	34,078			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials		
61,689	54,295	3,593	119,577		4,265		

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**  
**Virtual Programs and Attendance (not asynchronous views)**

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	278	149	111	17	555	
Total Attendance	4,170	4,606	1,504	45	10,325	

**In-Person Programs and Program Attendance Annual Count**

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	278	147		106	
Total Attendance	4,170	4,236		1,443	45
	11f. Onsite In-Person - Subtotal				
	11g. Offsite In-Person - Subtotal				
	11h. Total				
Number of Programs	355	171	531		
Total Attendance	4,177	4,811	9,849		

11i. Describe the library's in-person programs: Book discussions, local history, genealogy, crafts, music

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	2			5	17	24
Total Live Virtual Attendance	370			61	45	476
Total views of live programs that were recorded and posted for asynchronous viewing				1,014	174	1,188

12g. Which platforms does the library use to host the library's live, virtual programs: Facebook, Instagram

12h. Describe the library's live, virtual programs: Readers Advisory, Local History

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs				36		36
Total Pre-Recorded Program Views				5,464		5,464

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube

13h. Describe the library's pre-recorded programs: Readers Advisory

**IV. LIBRARY GOVERNANCE**

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Bill	Bracken	1770 Chatham Drive	Oshkosh	54904	wgbrack13@gmail.com
2. Kim	Brown	P.O. Box 3048	Oshkosh	54903-3048	kim.brown@oshkoshk12.w
3. Julie	Davids	1755 West 7th Avenue	Oshkosh	54902	julie.davids@homecareassi:
4. Larry	Lautenschlager	1215 Carr Place	Oshkosh	54901	lauts4@aol.com
5. Christine	Melms-Simon	3414 Eichstadt Road	Oshkosh	54901	artsandsmarts@att.net
6. Lindsey	Mugerauer	1701 Bernheim Street	Oshkosh	54904	lindseymugerauer@hotmail
7. Baron	Perlman	664 Bowen Street	Oshkosh	54901	baronperlman@gmail.com
8. David	Romond	3111 Quail Run Drive	Oshkosh	54904	daveromond@yahoo.com
9. David	Rucker	233 Fulton Avenue	Oshkosh	54901	davidlorenzrucker@gmail.c
10. Amber	Shemanski	1235 Greenfield Trail	Oshkosh	54904	ambershemanski@gmail.co
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members  
Include vacancies in this count

10

**V. LIBRARY OPERATING REVENUE**  
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Oshkosh	\$2,792,700
Subtotal 1		\$2,792,700

2. County

a. Home County Appropriation for Library Services

Subtotal 2a	\$771,766
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b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Fond du Lac	\$24,215		
Green Lake	\$1,222		
Waushara	\$7,300		
Calumet	\$333		
Subtotal 2b			\$33,070

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3	
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4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Winnefox Library System	\$212,784		
Subtotal 5			\$212,784

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$162,676

7. All Other Operating Income

\$14,000

8. Total Operating Income Add 1 through 7

\$3,986,996

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$2,792,700

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes



**VI. LIBRARY OPERATING EXPENDITURES**

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations		
\$2,126,045		\$606,617		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$144,131	\$162,174	\$30,647	\$2,847	\$339,799
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider		Amount		Provider
Winnefox Library System (WALS)		\$151,198		
Winnefox Library System		\$125,887		
				Subtotal 4
				\$277,085
5. Other Operating Expenditures				\$637,420
6. Total Operating Expenditures Add 1 through 5				\$3,986,966
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$0

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

1. Capital Income and Expenditures by Source of Income  
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
		\$0	\$0

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year \$5,707,143

**IX. TRUST FUNDS**

1. Total Amount of Trust Funds Held by the Library Board at End of Year \$0

**X. STAFF**

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$150,098	40.00				
Managing Librarian	MLS (ALA)	\$320,645	160.00				
Assistant Director	MLS (ALA)	\$88,217	40.00				
Librarian	MLS (ALA)	\$438,606	280.00				
Operations Manager	Other	\$110,065	70.00				
Assistant Director	Other	\$88,217	40.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Graphic Artist	Other	\$58,627	40.00	Library Assistant I	Other	\$45,134	48.00
Maintenance Engineer	Other	\$60,133	40.00	Page	Other	\$105,299	187.00
Maintenance Custodian	Other	\$21,397	20.00				
Marketing Coordinator	Other	\$64,549	40.00				
Library Assistant II	Other	\$503,380	520.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

13.00

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

13.00

b. All Other Paid Staff (FTE)

Include maintenance, plant operations, and security

25.13

c. Total Library Staff (FTE)

38.13

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			117,948
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.			
	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	8,453	92,870	101,323
3. Circulation to Nonresidents Living in Another County in the Library System	3,716	7,499	11,215
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	2,567	1,409	3,976
5. Circulation to All Other Wisconsin Residents	898	6. Circulation to Persons from Out of the State	343
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Calumet	527	f. Waushara	1,132
b. Outagamie	559	g.	
c. Waupaca	283	h.	
d. Fond du Lac	5,997	i.	
e. Green Lake	323	j.	

**XII. TECHNOLOGY**

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i> No a. State TEACH line Yes b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant?  No
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes		

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	16	24	8
Total Self-Directed Activity Participation	997	3,606	421
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	16		64
Total Self-Directed Activity Participation	807		5,831

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name Marie	b. Last Name Boleman	c. Email Address boleman@oshkoshpubliclibrary.org
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3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name Joe	b. Last Name Bongers	c. Email Address bongers@oshkoshpubliclibrary.org
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**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Bill Bracken	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Jeffery Gilderson-Duwe	

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Winnebago

The Oshkosh Public Library Board of Trustees hereby states that in 2022 the Winnefox Library System  
Name of Public Library Name of Public Library System / Service

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

*Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*


Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

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.

**XV. CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system:

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Bill Bracken	

**Oshkosh Public Library  
Proposed 2023 Endowment Fund Expenditures - Round Three**

Funds for Library Excellence	Average Asset Value 2020-2022	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	Round 2 Proposed Allocation	Round 3 Proposed Allocation	All Rounds Total	Available For Projects
Juvenile Fiction Collection Refresh						\$ 1,000		
Expand Internation and Cultural Diversity of the Classics Collection					\$ 1,500			
OverDrive eBooks / eAudiobooks			\$ 20,000	\$ 20,000				
<b>Collection Improvement</b>	<b>\$ 718,754</b>	<b>3 YR Q3 BAL 2020-2022</b>	<b>\$ 35,938</b>	<b>\$ 20,000</b>	<b>\$ 1,500</b>	<b>\$ 1,000</b>	<b>\$ 22,500</b>	<b>\$ 13,438</b>
Three (3) Loveseat sofas for Children's Department - Juvenile Fiction Area				\$ 1,400		\$ 4,300		
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				
<b>Facility Improvement</b>	<b>\$ 1,273,199</b>	<b>3 YR Q3 BAL 2020-2022</b>	<b>\$ 63,660</b>	<b>\$ 54,700</b>	<b>\$ -</b>	<b>\$ 4,300</b>	<b>\$ 59,000</b>	<b>\$ 4,660</b>
OPL Staff Development Day - Speaker & Lunch						\$ 3,000		
Oshkosh Poet Laureate Stipend						\$ 800		
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				
<b>Library Development</b>	<b>\$ 423,287</b>	<b>3 YR Q3 BAL 2020-2022</b>	<b>\$ 21,164</b>	<b>\$ 4,560</b>	<b>\$ -</b>	<b>\$ 3,800</b>	<b>\$ 8,360</b>	<b>\$ 12,804</b>
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				
<b>Programming</b>	<b>\$ 739,005</b>	<b>3 YR Q3 BAL 2020-2022</b>	<b>\$ 36,950</b>	<b>\$ 30,900</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 33,900</b>	<b>\$ 3,050</b>
Wild Winter Readoff - Author Event Feb 2023 - Dean Robbins				\$ 1,000				
<b>Malnar Fund</b>	<b>\$ 26,333</b>	<b>3 YR Q3 BAL 2020-2022</b>	<b>\$ 1,317</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 317</b>
Baby Book Bags					\$ 3,500			
<b>OPL Memorial</b>				<b>\$ -</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 3,500</b>	
<b>Restricted Collection Funds</b>								
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				
		<b>3 YR Q3 BAL 2020-2022</b>	<b>\$ 20,931</b>	<b>\$ 20,765</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,765</b>	
<b>Total Proposed Trust Fund Expenditures</b>				<b>\$ 131,925</b>	<b>\$ 8,000</b>	<b>\$ 9,100</b>	<b>\$ 149,025</b>	<b>\$ 34,269</b>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** February 16, 2023  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Library Director  
**RE:** Possible revision of Endowment Expenditure Policy – Section IV.

It has been proposed that the policy be revised to provide a mechanism by which Trustees may propose projects for endowment support. Possible wording is provided below for Board consideration (bold and underlined text).

### IV. Spending Guidelines - General

Annually, and as necessary, the Library Director will present proposals for spending gift, bequest, or endowment funds to the Library Board. **The Library Board President may also submit endowment fund spending proposals for full Board consideration.**

**Endowment fund spending proposals will be developed** using the following guidelines.

#### **Endowment fund expenditures:**

- are to cover costs for projects that enhance the excellence of the Oshkosh Public Library – its collections, programs and services – and are not for routine costs of items or activities that ought to be covered by the operating or capital improvements budgets;
- honor the expressed wishes of the donor;
- the basis of which is calculated as the average of the September 30 fund balance in each of the previous three years;
- will address immediate needs through projects costing up to 5% of the three-year average fund balance ;
- will address intermediate needs through projects costing up to an additional 5% of the three-year average fund balance;
- will address long-term capital needs through projects costing up to 20% of the three-year average fund balance; and
- will not reduce the fund by more than 25% of the three-year average fund balance in a given budget year.

*"A Library in Every Life"*

**Oshkosh Public Library**  
**Investment & Fund Management Policy**  
**Gifts, Bequests, or Permanent Endowments**  
**PROPOSED REVISION Dated: February 2023**

**I. Purpose:**

The purpose of this policy is to provide ongoing guidance and direction to the Oshkosh Public Library as to the management of its fund assets from gifts, bequests, or permanent endowments. It describes the assets under the Library Board control, and spells out the duties and responsibilities of the various parties involved with prudently investing these assets to support the Library's efforts to promote literacy and lifelong learning in the community.

**II. Legal Background:**

Chapter 43.58 (7) of the Wisconsin statutes sets out what a public library board may do with gifts, bequests, or permanent endowment funds that it receives. In summary, the library board may:

- 1) pay or transfer the donation to the financial treasurer of its municipality;
- 2) entrust it to a public depository institution, such as a bank;
- 3) pay or transfer it to the board's financial secretary to invest it on behalf of the board; or
- 4) pay or transfer it to a charitable organization dedicated to providing support to the public library (i.e., a library foundation or a library friends' group) or a community foundation.

**III. Assets:**

For many years, the library's fund assets were organized under funds named for the original donors. Most assets are now organized under five funds, each named for the purpose which it serves. These funds, established in 2014, are known collectively as the "Funds for Library Excellence." Funds whose assets were given to achieve particular restricted purposes (e.g. "purchase biographies" or "purchase children's books") persist as subsidiary funds, each within the appropriate overarching fund, and remain identified by the name of the original donor. A few funds that fulfill specialized functions for the Library are held outside of the five "Funds for Excellence."

**A. Funds for Library Excellence:**

- *Library Collection Improvement Fund:* This fund enables the Library to establish new collections and grow them to an appropriate size; purchase materials the library would not ordinarily buy due to expense; or purchase at a level of depth beyond the capability of the library materials operating budget. This fund also contains the largest number of restricted subsidiary funds, whose assets were donated to support purchase of particular formats or subjects of library materials for use by the public. One example is the Adelia Fleming Archer Fund for purchase of books on "the changing South."
- *Library Programming Support Fund:* This fund supports the costs of offering a variety of educational and cultural programming to Oshkosh area residents beyond that which may be accommodated within the Library's operating budget.
- *Library Facility Improvement Fund:* This fund enables the Library to maintain or improve the quality of visitor experiences through improvements to the building and grounds; and



through the acquisition of new furniture or equipment, the cost of which is beyond the capability of the operating budget.

- *Library Technology Fund*: This fund enables the Library to acquire and implement technologies that may support its mission, but which may be unaffordable within the scope of the operating budget.
- *Library Development and Support Fund*: This fund provides support to a variety of activities that strengthen the library's capacity to provide excellent library services to Oshkosh area residents. For example, this fund may support specific projects called for in the library's strategic plan; staff development (including conference attendance, training and education); or costs associated with fundraising and donor development.

#### **B. Special use funds**

- *Oshkosh Public Library Memorial Fund*: This fund is used as a recipient and pass-through account for assets received from customers for lost library materials as well as for grants, memorials, and other small monetary gifts.
- *John Hicks Memorial Trust*: Fund originated by the bequest of the owner and publisher of the *Oshkosh Northwestern* newspaper. Assets support 1) "The purchase and erection of statues, busts and monuments in the parks and streets of the City of Oshkosh, and the repair of such as are now in existence or may hereafter be erected"; and 2) "The purchase of books, pictures, maps, drawings and works of art to be placed in the High School and ward schools for the city of Oshkosh."

The will of Colonel Hicks requires that the funds bequeathed for the purposes stated must be "under the control of the Board of Directors of the Public Library of the City of Oshkosh, Wisconsin." However, pursuant to the terms of the Will, the funds are not "for the benefit of the public library." Due to the fact that the beneficiary of these funds is the City rather than the Library, the funds must will remain in City custody to be managed by the Library Board. (Summary of legal status of the fund rendered by Oshkosh City Attorney, with advice from the law firm Godfrey & Kahn, November 2021).

### **IV. Duties and Responsibilities:**

#### **A. Library Board of Trustees**

The Oshkosh Public Library Board of Trustees reviews and approves this policy. The President, with the approval of the full board, appoints the members of the board's Finance Committee. The board ensures that all assets covered by this policy are invested prudently and authorizes expenditures that are consistent with the purposes of each fund.

#### **B. Library Director**

- Serves as liaison among all individuals, groups and entities involved with the investment or management of the library's trust fund assets;
- Serves as Secretary of the Investment Committee; organizes meetings of the committee and communicates proceedings and recommendations to the full Library Board;

- Ensures that required reports are communicated to the Investment Committee, the Library Board and the City of Oshkosh in a timely manner; and
- Formulates trust fund expenditure proposals. Trust fund expenditure proposals will be reviewed by the Library Board Finance Committee and its recommendations forwarded to the full Library Board.

#### **C. Investment Committee**

- Comprised of the Library Director and the members of the Library Board Finance Committee.
- Annually reviews this policy and recommends changes to the Library Board;
- Adheres to criteria of prudence and due diligence in formulating its recommendations to the Library Board for the investment or disposition of any gift, donation or bequest received by the Library;
- Provides guidance to the Library Board on the selection of the Investment Manager and the Custodian;
- Reviews investment and custodial reports;
- Monitors the performance of the Investment Manager;
- Communicates key information from investment and custodial reports to the full Library Board on a regular basis;
- **Periodically reviews and recommends changes to the allocation of assets among endowment funds under Library Board control; and**
- Avoids any conflict of interest with investment transactions.

#### **D. Investment Manager**

- Manages assets according to parameters outlined in this policy, Investment Advisory Contracts, and Addenda;
- Uses reasonable skill, prudence and due diligence in making investment decisions;
- Acts under discretionary investment authority with respect to buying, selling, and managing assets for which the Investment Manager has been given written authority;
- Communicates to the Investment Committee any substantial changes in the account valuation, all significant changes pertaining to the investment styles being utilized, or any significant firm changes, i.e. changes in firm ownership, organizational structure, and professional staff;
- Provides to the Investment Committee via the Library Director written statements showing account balances and investment performance on a quarterly and annual summary basis; and
- Conducts an on-site annual review with the Investment Committee within three months following the end of the Library's fiscal year.

#### **E. Custodian**

- Provides safekeeping of Library trust fund assets;
- Maintains separate accounts by legal registration;

- Routinely (typically daily, but not less frequently than weekly) values account holdings;
- Collects all income and dividends owed to the Library;
- Settles all transactions; and
- Provides monthly custody detail reports (detailed transactions, securities held, income, and changes in value) to the Investment Manager and the Investment Committee via the Library Director.

Approved May 29, 2014; Revised: February 23, 2023



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** February 16, 2023  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Library Director  
**RE:** Proposal to re-balance assets among five OACF Funds for Excellence

At the end of 2022, the five “bucket” funds held for the Library Board under custody of the Oshkosh Area Community Foundation were valued in total at \$5,125,259. Those funds were distributed among the five main funds as follows:

Collection Improvement Fund (\$722,086) – 14 % of total assets  
Facility Improvement Fund (\$1,334,323) – 26% of total assets  
Library Development Fund (\$1,900,094) – 37% of total assets  
Library Programming Support Fund (\$769,078) – 15% of total assets  
Library Technology Fund (\$399,679) – 8% of total assets

Since the Library Development Fund is used to receive new unrestricted gifts to the Library, and since we have received some very generous gifts in the past few years, I suggest this may be the time to think about how the endowment fund assets are distributed among the five major funds.

I propose that the Library Board direct the Oshkosh Area Community Foundation to shift funds from the Library Development fund to other funds to achieve the following overall distribution (with approximate asset totals based on the 2022 year-end total:

Collection Improvement Fund (\$1,025,052) – 20 % of total assets  
Facility Improvement Fund (\$1,537,578) – 30% of total assets  
Library Development Fund (\$512,526) – 10% of total assets  
Library Programming Support Fund (\$1,025,052) – 20% of total assets  
Library Technology Fund (\$1,025,052) – 20% of total assets

These changes will make more funds available in future years to support facility projects, public programming, and library technology – all areas that have either seen increased need in recent years or have a potential for greater support needs in the future.

*“A Library in Every Life”*



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** February 14, 2023  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Bill Bracken, President, and Jeff Gilderson-Duwe, Director  
**RE:** Personnel policy review – comparison of Library and City employee handbooks

President Bill Bracken has completed his comparative review of the Library and City of Oshkosh employee handbooks. A table containing his findings of the similarities and differences between the two handbooks accompanies this memo.

After the review, we find the following categories of policies:

1. Same: the Library's policy and the City's policy are the same;
2. Same – update needed: The Library and the City seem to have had the same policy to start with, but the City may have revised and the Library may need to consider an update;
3. Essentially the Same: the policies are mostly the same but may have slight differences in specific terms or conditions (for example, schedules and hours of work; number and specific days for paid holidays). These may need to be reviewed to determine whether valid reasons exist for the differences.
4. One silent while the other addresses: Areas where the City handbook addresses a topic but the Library is silent – or vice versa. Again, a review to determine whether there are valid reasons for these differences is in order.
5. Substantive difference in approach: There is really only one area where the Library handbook addresses a matter in a substantively different manner than does the City handbook. That is the area of paid vacation leave accrual and of paying out of unused vacation leave upon ending employment. The Library Board recently authorized a change in approach for accrual (July 2022). The Library Director believes that those changes addressed weaknesses in the previous approach and that the new method is working well. Payout conditions were not examined at that time, but a review may be worthwhile.

We suggest a process of working back from category #5 toward category #1, taking policies in each category for review as a group. This work would begin with the March, 30, 2023 Oshkosh Public Library Board meeting.

*"A Library in Every Life"*

# COMPARISON BETWEEN OSHKOSH PUBLIC LIBRARY AND CITY OF OSHKOSH EMPLOYEE HANDBOOKS

January 3, 2023

What follows is an analysis of the Oshkosh Public Library Employee Handbook dated May 27, 2021 including updates through August 25, 2022, and the City of Oshkosh Employee Handbook dated March 9, 2021. Bill Bracken, President, Oshkosh Library Board of Trustees prepared this report.

SEC	TOPIC	LIBRARY HANDBOOK	SEC	CITY HANDBOOK
100	Introduction	Same		
101	Personnel Policy	Same		Same
102	Inclusions/Exclusions	Essentially the same		Same
103	Equal Employment	Essentially the same		
104	Affirmative Action	Same		Includes "diversity"
105	Anti-Harassment	Essentially the same		Included in 103
106	Employee/Management Relations	Same		Same
	Organizational Administration	Not mentioned	107	
108	Job Classification	Same		Same
109	Salary Administration	Most sections the same except...		Includes temporary assignment compression and market adjustment sections
110	Recruitment & Selection	Essentially the same except: 60 day introductory period for transfers:		30 days
111	Hours, OT, Comp Time	Essentially the same, except: 4. FT = 40 hours 5. Unpaid lunch 30 minutes 6.5 hours or more. Breaks based on hours worked, 2-15 minute during 7.5 to 8 hours/day. 8. Book Drop Pay 10. Sunday Pay – 1.5x		FT = 37.5 or 40 hours 5. unpaid lunch – not clear Breaks – not clear 8. Not applicable 10. None
112	Layoff	Same		
113	Grievance	Same		Same
114	Records	Essentially the same		Same
115	Training	Essentially the same		
116	Performance Development	Process related to job performance and improvement		Not mentioned. Provides financial assistance for advanced degree/coursework.

117	Exit Interview	Same		Same
200	Fringe Benefits	Prorated based on 8 hrs for paid time off & sick leave		Not mentioned
201/202	Roth IRA	Same		Same
203	Direct Deposit	Same		Same
204	EAP	Same		Same
205	FMLA	Same		Same
206	Funeral Leave	Same 3 days without pay for aunts, uncles, niece, nephew		Same Not covered
207	Dental, Health, Vision	Same Not covered Not covered		Same except includes disability requirements and termination of coverage
208	Holidays	7 recognized plus 5 floating Not mentioned		8 recognized plus 4 floating Requirement to work day before and after holiday
209	ICI	Same except for requirement:		Must use comp time, vacation and sick leave before ICI benefits
210	Jury Duty	Same		Same
211	Leave	Same except specifies "without pay"		Not mentioned
212	Life Insurance	Not as specific		More details as to plan
213	Military Service	Essentially the same, requirements to return to work		Not mentioned
214	Retirement	Same		Same
215	FSA	Same		Same
216	Separation Pay	Pay for earned vacation, floating holiday No pay for termination		Same plus comp time  Not mentioned
217	Sick Leave	8 hrs/month Spouse/dependent-unlimited Sick leave abuse-not mentioned  Maximum accumulation: 1200 hours		1 day/month Up to 5 days Can require doctor certificate for all sick leave Unlimited
218	Social Security	Same		Same
219	UC	Same		Same
	Uniform & Safety Allowance	Not mentioned	220	
221	Vacation	Upon hire – 5 days After 1 year – 10 days After 5 years – 15 days		Upon hire – 10 days – prorated first year After 5 years – 15 days

		After 10 years – 20 days After 18 years – 25 days  New hires – receive 40 hours up front No vacation once max reached  Payout all unearned vacation at separation		After 10 years – 20 days After 18 years – 25 days After 25 years – 28 days Prorated until Jan. 1, can carry over some Payout up to 5 days Possible yearly No payout before 1 year
	Voting Leave	None	222	3 hours paid leave using accrued time
223	Workers' Comp	Same		Same
224	Parking	Annual permits to salaried employees None		None  Tool replacement paid by city
225	Customer Service	Same		Same
301	Public Service Mission	Same		Same
	Dress & Personal Appearance	None	302	
	Cell Phones	None	303	
304	Employee Name Badges	Essentially the same		
	Information Technology Policy	None	305	
306	Inclement Weather	Essentially the same		
307	Safety	Basic policy essentially the same. More specific details for safety, first aid, housekeeping, fire prevention, material handling, face, eye, foot protection, tools, office safety		
308	Return to Work	Same		Same
309	Drug Free Workplace	Same		Same
310	Smoking	Essentially the same except for:		Vaping
311	Workplace Violence	Same		Same
312	Weapons	Same		Same
313	Travel	Most sections the same Not mentioned		Includes City-owned vehicles Requires liability insurance for personal vehicle
314	Termination	Essentially the same		
315	Discipline	Essentially the same		
316	Conflict of Interest	Same		Same
317	Separability	Same		Same



318	Suggestions	Same		Same
319	Amendment	Same		Same

**Oshkosh Public Library**  
**Statement of Revenue and Receipts**  
**January 2023**  
**8.3% of the year**

**RECEIPTS**

**Oshkosh Public Library**

Gifts and Donations  
Material Lost and Paid For  
Other Receipts

**Total Oshkosh Public Library Receipts**

BUDGET	JANUARY	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
	5,040.21			0.00
	363.79			0.00
	<b>363.79</b>	<b>0.00</b>		<b>0.00</b>

**City of Oshkosh**

**Grants and Aids**

Winnebago County  
Other County Aid  
(Fond du Lac, Green Lake &  
Winnefox Library System

**Total Grants and Aids**

816,300.00		0.00	0.00%	(816,300.00)
47,700.00		0.00	0.00%	(47,700.00)
220,500.00	36,529.32	36,529.32	16.57%	(183,970.68)
<b>1,084,500.00</b>	<b>36,529.32</b>	<b>36,529.32</b>	<b>3.37%</b>	<b>(1,047,970.68)</b>

**Other Inflow**

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

**Total Other Inflow**

		0.00	0.00%	0.00
9,000.00	385.48	385.48	4.28%	(8,614.52)
	25.38	25.38	0.00%	25.38
1,000.00	169.05	169.05	16.91%	(830.95)
10,000.00	781.15	781.15	7.81%	(9,218.85)
	60.54	60.54	0.00%	60.54
		0.00	0.00%	0.00
		0.00	0.00%	0.00
		0.00	0.00%	0.00

**Total Revenue Submitted to City of Oshkosh**

<b>20,000.00</b>	<b>1,421.60</b>	<b>1,421.60</b>	<b>7.11%</b>	<b>(18,578.40)</b>
1,104,500.00	37,950.92	37,950.92	3.44%	(1,066,549.08)

**TOTAL REVENUE**

<b>1,104,500.00</b>	<b>38,314.71</b>	<b>37,950.92</b>	<b>3.44%</b>	<b>(1,066,549.08)</b>
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**Oshkosh Transit System**

Monthly Bus Passes  
Quarterly Bus Passes

**Total Receipts to Oshkosh Transit System**

0.00		0.00	0.00%	0.00
0.00		0.00	0.00%	0.00
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Oshkosh Levy

2,792,700.00

Oshkosh Public Library  
Statement of Expenditures  
February 2023  
16.6% of the year

	2023	FEBRUARY	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
<b>Revolving Expenses</b>					
6102 Regular Pay	2,325,400.00	85,688.82	85,688.82	3.68	2,239,711.18
6104 Overtime Pay	30,000.00	1,261.00	1,261.00	4.20	28,739.00
6302 FICA - Employers Share	160,200.00	6,452.90	6,452.90	4.03	153,747.10
6304 Wisconsin Retirement Fund	149,700.00	5,490.53	5,490.53	3.67	144,209.47
6306 Health Insurance	330,500.00	14,579.75	14,579.75	4.41	315,920.25
6308 Dental Insurance	16,200.00	633.66	633.66	3.91	15,566.34
6310 Life Insurance	6,200.00	533.59	533.59	8.61	5,666.41
<b>Professional Services</b>					
6401 Engineering/Surveying/Appaisals	0.00		0.00	0.00	0.00
6402 Audit	0.00		0.00	0.00	0.00
6403 Legal	0.00		0.00	0.00	0.00
6404 Misc. Consulting/Studies	0.00		0.00	0.00	0.00
<b>Contracted Services</b>					
6411 Advertising/Postage/Printing	23,500.00	340.00	2,582.53	10.99	20,917.47
6412 Contractual Agreement Payments	340,000.00	13,145.00	178,351.60	52.46	161,648.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00	150.00	1,896.77	99.83	3.23
6416 Prevent Maintenance Contracts	16,600.00	4,596.00	12,138.41	73.12	4,461.59
6417 Third Party Contractd Services	50,000.00	5,160.90	10,782.90	21.57	39,217.10
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
<b>Employee Development &amp; Allowance</b>					
6421 Employee Training/Development	6,000.00		0.00	0.00	6,000.00
6422 Professional License/Membership Dues/Bonds	5,000.00	484.00	484.00	9.68	4,516.00
6423 Employee Allowance/Reimbursement	800.00	101.69	101.69	12.71	698.31
<b>Inter-Department Services Charges</b>					
6431 Administrative/Engineering Fees	0.00		0.00	0.00	0.00
6433 Interfund Chargebacks	0.00		0.00	0.00	0.00
<b>Rental Expenses</b>					
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	7,000.00	347.11	720.22	10.29	6,279.78
<b>Fixed Costs</b>					
6450 Insurance Expense	28,300.00		0.00	0.00	28,300.00
6451 Workers Comp Insurance	9,900.00		0.00	0.00	9,900.00
6452 Licenses and Permits	0.00		0.00	0.00	0.00
6454 Telephone/Internet Expense	3,500.00	25.00	50.00	1.43	3,450.00
6455 Utilities Expense	83,000.00	8,505.97	8,505.97	10.25	74,494.03
<b>Other - Finance Only Accounts</b>					
6465 Bank Fees	0.00		0.00	0.00	0.00
<b>Fuel/Lubricants</b>					
6519 Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
<b>Inventory/Supplies</b>					
6520 Office Supplies	21,100.00	593.44	1,439.55	6.82	19,660.45
6524 Inventory/Supplies	248,400.00	15,804.41	25,888.31	10.42	222,511.69
6529 Non-Inventory Supplies	22,000.00	1,878.48	3,739.11	17.00	18,260.89
<b>Repairs and Maintenance</b>					
6539 Non Inventory Repair Parts	12,000.00		0.00	0.00	12,000.00
<b>Total Other Expenditures</b>	<b>3,897,200.00</b>	<b>165,772.25</b>	<b>361,321.31</b>	<b>9.27</b>	<b>3,535,878.69</b>

MONTHLY REPORT  
Oshkosh Public Library  
January 2023

CIRCULATION	Jan-23	Jan-22	% Change	YTD 2023	YTD 2022	% Change
Book-Adult	14,572	13,939	5%	14,572	13,939	5%
Book-Juvenile	14,110	11,636	21%	14,110	11,636	21%
Book-YA/Teen	1,404	1,303	8%	1,404	1,303	8%
CD-Adult	1,350	927	46%	1,350	927	46%
CD-Juvenile	69	69	0%	69	69	0%
CD-Book-Adult	531	711	-25%	531	711	-25%
CD-Book-Juvenile	181	178	2%	181	178	2%
CD-Book-YA/Teen	9	29	-69%	9	29	-69%
DVD-Adult	6,780	6,401	6%	6,780	6,401	6%
DVD-Juvenile	1,234	1,167	6%	1,234	1,167	6%
Game-Adult	667	529	26%	667	529	26%
Game-Juvenile	205	126	63%	205	126	63%
Magazine-Adult	498	538	-7%	498	538	-7%
Magazine-Juvenile	1	17	-94%	1	17	-94%
Magazine-YA/Teen	0	0	0%	0	0	0%
Other-Adult	241	149	62%	241	149	62%
Other-Juvenile	150	65	131%	150	65	131%
Other-YA/Teen	5	0	0%	5	0	0%
<b>Total Adult</b>	<b>24,639</b>	<b>23,194</b>	<b>6%</b>	<b>24,639</b>	<b>23,194</b>	<b>6%</b>
<b>Total Juvenile</b>	<b>15,950</b>	<b>13,258</b>	<b>20%</b>	<b>15,950</b>	<b>13,258</b>	<b>20%</b>
<b>Total YA/Teen</b>	<b>1,418</b>	<b>1,332</b>	<b>6%</b>	<b>1,418</b>	<b>1,332</b>	<b>6%</b>
<b>SUB TOTAL</b>	<b>42,007</b>	<b>37,784</b>	<b>11%</b>	<b>42,007</b>	<b>37,784</b>	<b>11%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	5,133	5,170	-1%	5,133	5,170	-1%
Hoopla E-Books	438	359	22%	438	359	22%
<b>E-BOOKS SUB TOTAL</b>	<b>5,571</b>	<b>5,529</b>	<b>1%</b>	<b>5,571</b>	<b>5,529</b>	<b>1%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	4,406	3,790	16%	4,406	3,790	16%
Hoopla Audiobooks	1,106	853	30%	1,106	853	30%
<b>AUDIOBOOKS SUB TOTAL</b>	<b>5,512</b>	<b>4,643</b>	<b>19%</b>	<b>5,512</b>	<b>4,643</b>	<b>19%</b>
Tumblebooks	0	31	-100%	0	31	-100%
<b>DIGITAL BOOKS SUB TOTAL</b>	<b>0</b>	<b>31</b>	<b>-100%</b>	<b>0</b>	<b>31</b>	<b>-100%</b>
<b>Digital Media</b>						
Hoopla Music	43	34	26%	43	34	26%
Hoopla Video	229	256	-11%	229	256	-11%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>272</b>	<b>290</b>	<b>-6%</b>	<b>272</b>	<b>290</b>	<b>-6%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>11,355</b>	<b>10,493</b>	<b>8%</b>	<b>11,355</b>	<b>10,493</b>	<b>8%</b>
<b>TOTAL CIRCULATION</b>	<b>53,362</b>	<b>48,277</b>	<b>11%</b>	<b>53,362</b>	<b>48,277</b>	<b>11%</b>
<b>PHYSICAL MATERIALS</b>						
% AV Materials Circulated	26%	27%	-2%	26%	27%	-2%
% Print Materials Circulated	74%	73%	1%	74%	73%	1%
% Adult Materials Circulated	62%	65%	-4%	59%	61%	-4%
% Youth Materials Circulated	38%	35%	8%	41%	39%	7%
Average Circulation Per Hour	182.7	163.1	12%	182.7	163.1	12%

MONTHLY REPORT  
Oshkosh Public Library  
January 2023

MISCELLANEOUS	Jan-23	Jan-22	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	17,130	13,721	25%	17,130	13,721	25%
Average Daily Traffic	591	457	29%	591	457	29%
Meetings Held	75	49	53%	75	49	53%
New Card Registrations	211	158	34%	211	158	34%
Self-check % of Checkout	50.1%	50.8%	-1%	50.1%	50.8%	-1%
Volunteer Hours Worked	63	51	24%	63	51	24%
Teacher Packs	6	11	-45%	6	11	-45%

ELECTRONIC RESOURCES	Jan-23	Jan-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	19,266	17,774	8%	19,266	17,774	8.4%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	80	94	-15%	80	94	-14.9%
EBSCO Sessions	55	42	31%	55	42	31.0%
HeritageQuest Sessions	537	54	894%	537	54	894.4%
Mango Languages	64	76	-16%	64	76	-15.8%
Mitchell Auto Repair	10	10	0%	10	10	0%
NewspaperARCHIVE	257	233	10%	257	233	10.3%
Oshkosh Northwestern	22	0	0%	0	0	0%
RefUSA	116	111	5%	116	111	4.5%
<b>SUB-TOTAL</b>	<b>1,141</b>	<b>650</b>		<b>1,141</b>	<b>650</b>	<b>75.5%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	45	31	45%	45	31	45.2%
City Directories	148	79	87%	148	79	87.3%
Digital Collections	287	322	-11%	287	322	-10.9%
Local History Books	32	31	3%	32	31	3.2%
Oshkosh Facts, Firsts, and FAQ	1	4	-75%	1	4	-75.0%
Oshkosh Newspaper Index	0	0	0%	0	0	0%
Oshkosh Vital Records Index	208	244	-15%	208	244	-14.8%
Riverside Cemetery Index	10	34	-71%	10	34	-70.6%
UWDC - Atlases & Histories	3	0	0%	3	0	#DIV/0!
<b>SUB-TOTAL</b>	<b>734</b>	<b>745</b>		<b>734</b>	<b>745</b>	<b>-1.5%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>21,141</b>	<b>19,169</b>	<b>10%</b>	<b>21,141</b>	<b>19,169</b>	<b>10.3%</b>

PUBLIC COMPUTER USE	Jan-23	Jan-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Access	5,655	4440	27%	5655	4440	27.4%
Public Computer Use						
Adult	1548	1327	17%	1548	1327	16.7%
Youth	132	122	8%	132	122	8.2%
<b>TOTAL USE</b>	<b>1680</b>	<b>1449</b>	<b>16%</b>	<b>1680</b>	<b>1449</b>	<b>15.9%</b>

QUESTIONS ANSWERED	Jan-23	Jan-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department						
Reference	1,132	1,266	-11%	1,132	1,266	-11%
Youth Department						
Reference	241	314	-23%	241	314	-23%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>1,373</b>	<b>1,580</b>	<b>-13%</b>	<b>1,373</b>	<b>1,580</b>	<b>-13%</b>

MONTHLY REPORT  
Oshkosh Public Library  
January 2023

PROGRAMS	Jan-23	Jan-22	% Change	YTD 2023	YTD 2022	% Change
<b>Programs Given</b>						
Adult	11	7	57%	11	7	57%
Teen	2	1	100%	2	1	100%
Youth	14	13	8%	14	13	8%
Roving Reader	2	9	-78%	2	9	-78%
<b>TOTAL</b>	<b>29</b>	<b>30</b>	<b>-3%</b>	<b>29</b>	<b>30</b>	<b>-3%</b>
<b>Program Attendance</b>						
Adult	116	81	43%	116	81	43%
Teen	72	9	700%	72	9	700%
Youth	419	426	-2%	419	426	-2%
<b>TOTAL</b>	<b>607</b>	<b>516</b>	<b>18%</b>	<b>607</b>	<b>516</b>	<b>18%</b>

**PROGRAMS**

Adult

	DATE
Job Search Assistance	1/4/2023
Everyday Tech: email basics	1/5/2023
Job Search Assistance	1/11/2023
Memory Café	1/11/2023
Movies with Friends	1/15/2023
Legal Assistance Clinic	1/17/2023
Banned Book Club	1/17/2023
Job Search Assistance	1/18/2023
Everyday Tech: smartphone basics	1/19/2023
Everyday Tech: drop-in tech help	1/19/2023
Job Search Assistance	1/25/2023
LIR: Terrell's Island	1/25/2023

Teen

Teen and Young Adult Book Clubs	1/6/2023
Teen DIY Take & Make Kits	1/2/23-1/31/23

Youth

High Hopes Storytime (2 sessions)	1/4/2023
LegoWall Open Build	1/4/2023
High Hopes Storytime (2 sessions)	1/5/2023
Tween Book Club	1/6/2023
Lego Wall Open Build	1/7/2023
Family Storytime	1/9/2023
Smart Starts Play Stations	1/10/2023
High Hopes Storytime (2 sessions)	1/11/2023
Traeger Elementary Book Club	1/11/2023
Lego Wall Open Build	1/11/2023
High Hopes Storytime (2 sessions)	1/12/2023
Family Storytime	1/16/2023
High Hopes Storytime (2 sessions)	1/18/2023
Lego Wall Open Build	1/18/2023
High Hopes Storytime (2 sessions)	1/19/2023
Mad Science; Wacky Winter program	1/21/2023
Lego Wall Open Build	1/21/2023
Family Storytime	1/23/2023
WWRO visit to Roosevelt Afterschool	1/23/2023
High Hopes Storytime (2 sessions)	1/25/2023

MONTHLY REPORT  
Oshkosh Public Library  
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WWRO visit Webster Afterschool	1/25/2023
LegoWall Open Build	1/25/2023
High Hopes Storytime (2 sessions)	1/26/2023
Lego Wall Open Build	1/28/2023
Family Storytime	1/30/2023
WWRO visit to Boys & Girls Club (k-2)	1/30/2023
WWRO visit to Boys & Girls Club (3-5)	1/31/2023
Early Learning Packets	1/2/23-1/31/23
STEAM Take and Make Kits	1/2/23-1/31/23

**Roving Reader**

RR at Wee Wisdom	1/10/2023
RR at Arts for Kids	1/16/2023
RR at Lil Wolffe's Den	1/16/2023
RR at Shelly'ss Daycare	1/24/2023
RR at Diane's Daycare	1/19/2023
RR at Faith of a Child	1/18/2023
RR at Miller's Daycare	1/25/2023

**MEMORANDUM**

TO: Jeff Gilderson-Duwe  
FROM: Tracie Schlaak  
DATE: February 9, 2023  
SUBJECT: January 2023 Donations

Donations given at register	\$ 26.45
Bob & Kim Sendele to be used for ebooks	\$5000.00
<b>Total Donations</b>	<b><u>\$5026.45</u></b>



**MEMORANDUM**

TO: Jeff Gilderson-Duwe  
FROM: Tracie Schlaak  
DATE: February 9, 2023  
SUBJECT: January 2023 Personnel Changes

**Lila Schrader** was promoted from page in First Floor Public Services to LAII – Part-time in Reference on 1/3/23

**Maverick Schry** – new page in First Floor Public Services as of 1/16/23