

Oshkosh Public Library Board of Trustees
Agenda – March 30, 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>		
1. Minutes of the Special Meeting of February 28, 2023	YES	81-86
2. Vouchers Payable – \$317,039.13		
<u>Items Removed from the Consent Agenda:</u>		
<u>New Business</u>		
3. <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	
4. <u>2023 Endowment Fund Expenditure Proposal – Round Four:</u> Director proposed endowment funds expenditures to support a downtown “Greetings from Oshkosh” mural that will feature the Library lions, to make good on a commitment made in 2021 for honorarium support to the Oshkosh Poet Laureate, and to match a grant from local manufacturer Generac Power Systems to support our Summer Reading Challenge. Action Requested: Decide whether to approve proposed Round Four endowment fund expenditures.	YES	87
5. <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. Action Requested: Decide whether to approve revisions to the policy.	YES	88
6. <u>Investment & 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	89-92
<p>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.</p>		
7. <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. Action Requested: Decide whether to authorize proposed fund re-allocations.	YES	93

8. <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. Action Requested: Instruct Director as to how the Board wishes to proceed with further review or revision of personnel policies.	YES	94
9. <u>Analysis and Proposed Revision: Library Employee Handbook, Section 221 – Vacation</u> : Director reviews differences between the Library policy and that of the City. Director recommends continuing the approach approved by the board on July 28, 2022, i.e., “earn as you go (start employment with a balance, earn each month, use up to a maximum balance” rather than the City’s back-loaded approach (earn first then use). A few minor revisions are proposed to address points in the City’s policy that are not presently addressed in the Library policy. Action Requested: Decide whether to approve the Director’s proposed revisions.	YES	95-104
10. <u>Proposed Personnel Policy Revision: Library Employee Handbook Section 306 – Inclement Weather Policy</u> : Recent weather events led to scrutiny of the Library’s policy in this area. Opportunities both for greater clarity and for increased alignment with City policy presented themselves. Action Requested: Decide whether to approve proposed revisions to the Library’s Inclement Weather Policy.	YES	105-107
<u>Informational Items</u>	NO	108-116
11. Revenues 12. Expenditures 13. Library Highlights 14. Monthly Statistics 15. Donations 16. Personnel Changes		
<u>Library Director’s Report</u>	NO	
<u>Trustee Reports and Comments</u>	NO	
<u>Adjournment</u>		
<u>Next Meeting Scheduled</u> April 27, 2023 at 4 p.m.		

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
February 28, 2023

The Special Meeting of the Oshkosh Public Library Board of Trustees was held on February 28, 2023, via Zoom.. This meeting was called to conduct critical business originally scheduled to be handled at the Regular Board meeting on February 23, 2023. The meeting was called to order at 4:03 PM by President, Bill Bracken.

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

There were no public comments.

Consent Agenda Items:

- **Meeting Minutes** of the Regular Meeting of January 26, 2023
- **Minutes** of the Finance Committee meeting of February 15, 2023
- **January 2023 vouchers payable** totaling \$171,505.93
- **2022 Annual Report** to the Wisconsin Department of Public Instruction
- **2023 Endowment Fund Expenditure Proposal – Round 3**

Motion to approve consent agenda as presented

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

Adjournment

Motion to Adjourn the meeting at 4:12 PM

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

Respectfully,



Jeff Gilderson-Duwe, Secretary
Julie Schmude – Recorder

**Oshkosh Public Library
Vouchers Payable
March 2023**

Name	Memo	Amount
Revolving Expenses		
6310 · Life Insurance		
City of Oshkosh - Rotating Charges	Life Insurance	461.55
Total 6310 · Life Insurance		<u>461.55</u>
6308 · Dental Insurance		
City of Oshkosh - Rotating Charges	Dental Insurance	1,311.91
Total 6308 · Dental Insurance		<u>1,311.91</u>
6306 · Health Insurance		
City of Oshkosh - Rotating Charges	Health Insurance	30,137.65
Total 6306 · Health Insurance		<u>30,137.65</u>
6304 · Wisconsin Retirement Fund		
City of Oshkosh - Rotating Charges	Wisconsin Retirement Fund	10,966.27
Total 6304 · Wisconsin Retirement Fund		<u>10,966.27</u>
6302 · FICA - Employers Share		
City of Oshkosh - Rotating Charges	FICA	12,889.50
Total 6302 · FICA - Employers Share		<u>12,889.50</u>
6104 · Overtime		
City of Oshkosh - Rotating Charges	Overtime Pay	4,190.98
Total 6104 · Overtime		<u>4,190.98</u>
6102 · Regular Pay		
City of Oshkosh - Rotating Charges	Regular Pay	170,052.97
Total 6102 · Regular Pay		<u>170,052.97</u>
Total Revolving Expenses		<u>230,010.83</u>
Contracted Services		
6412 · Contractual Agreement Payments		
Winnefox Library System	Contractual Services	13,145.00
City of Oshkosh - Rotating Charges	Contracted Services	13,145.00
Total 6412 · Contractual Agreement Payments		<u>26,290.00</u>
6415 · Subscription/Licensing Contract		
Winnefox Library System	Creative Cloud 1/2/23 - 1/31/24	359.88
WALS	Pharos Uniprint Support & Maintenance 3/1/23 - 2	446.50
Winnefox Library System	OPL Swank Movie License	686.00
Total 6415 · Subscription/Licensing Contract		<u>1,492.38</u>
6416 · Prevent Maintenance Contracts		
Jack's Maintenance Service	Janitorial Service	4,546.00
Total 6416 · Prevent Maintenance Contracts		<u>4,546.00</u>
6417 · 3rd Party Contracted Services		
Dan V. Binder Construction, Inc.	Labor and Materials for various projects	3,870.96
Energy Control & Design, Inc.	DDC Labor Hours; Mileage	1,696.50
Gartman Mechanical Services	Repair of 3 Sinks	207.00
Gartman Mechanical Services	Plumbing services to repair leaks on water main	483.00
GFL Environmental	Monthly Charges	648.98
Winnefox Library System	WLS Van use - 15 Miles	9.83
Unique Management Services, Inc	Placements	422.30
WALS	Management Service	260.49
WALS	Feb 2023 Management Service	192.68
Total 6417 · 3rd Party Contracted Services		<u>7,791.74</u>

**Oshkosh Public Library
Vouchers Payable
March 2023**

Name	Memo	Amount
6411 · Advertising/Postage/Print		
Winnefox Library System	Printing Services	438.58
Winnefox Library System	Printing Service	3,309.95
City of Oshkosh - Rotating Charges	Printing	340.00
Total 6411 · Advertising/Postage/Print		<u>4,088.53</u>
Total Contracted Services		44,208.65
Employee Development & Allowanc		
6421 · Employee Training/Development		
Oshkosh Public Library Staff Associatic	Soda for Staff development Day	48.00
Total 6421 · Employee Training/Development		<u>48.00</u>
6423 · Employee Allowance/Reimbusemen		
Oshkosh Travel Expenses	Mileage to pick up Book Donation	11.52
OPL Reimbursement	Millage Reimbursement	84.39
Total 6423 · Employee Allowance/Reimbusemen		<u>95.91</u>
Total Employee Development & Allowanc		143.91
Fixed Costs		
6450 · Insurance Expense		
City of Oshkosh - Rotating Charges	Insurance Expense	375.00
Total 6450 · Insurance Expense		<u>375.00</u>
6454 · Telephone/Internet		
MasterCard - RP	Public Phone	25.00
Winnefox Library System	US Cellular 1/8/23 - 2/7/23	23.05
Winnefox Library System	U.S. Cellular	32.00
City of Oshkosh - Rotating Charges	Telephone	216.80
Total 6454 · Telephone/Internet		<u>296.85</u>
6455 · Utilities Expense		
Constellation	Gas Charges	4,929.24
City of Oshkosh - Rotating Charges	Utility Expenses	7,112.22
Total 6455 · Utilities Expense		<u>12,041.46</u>
Total Fixed Costs		12,713.31
Fuel/Lubricants		
6519 · Non-Inventory Misc. Fuel		
Winnefox Library System	WLS Van Fuel	35.23
Total 6519 · Non-Inventory Misc. Fuel		<u>35.23</u>
Total Fuel/Lubricants		35.23
Inventory Supplies		
6520 · Office Supplies		
MasterCard - RP	Amazon - Various Supplies	195.12
Staples	Markers, Ink, Facial Tissue	209.45
Staples	Tape	205.56
Demco	Paper Spine Labels; Liquid Plastic Adhesive	125.10
Winnefox Library System	Demco: Book Club Lables	9.24
Winnefox Library System	Supplies from Amazon	12.14
Winnefox Library System	Supplies from Staples	88.98
Winnefox Library System	Supplies from Amazon	17.58
Winnefox Library System	Supplies from Staples	5.87
Total 6520 · Office Supplies		<u>869.04</u>

**Oshkosh Public Library
Vouchers Payable
March 2023**

Name	Memo	Amount
6524 · Specialty Supplies		
Baker & Taylor	Books/DVDs - Qty: 30	491.58
Baker & Taylor	DVD/Cd - Qty: 2	27.72
Baker & Taylor	DVD/CDs - Qty: 3	47.99
Baker & Taylor	CDs - Qty: 2	19.46
Baker & Taylor	DVDs - Qty: 3	48.92
Baker & Taylor	CD - Qty: 1	11.23
Baker & Taylor	DVDs - Qty: 1	14.36
Baker & Taylor	DVDs - Qty: 2	50.38
Baker & Taylor	DVDs - Qty: 2	33.10
Baker & Taylor	DVDs - Qty: 1	14.39
Baker & Taylor	DVDs - Qty: 1	17.99
Baker & Taylor	DVDs - Qty: 4	84.90
Baker & Taylor	DVDs - Qty: 1	35.99
Baker & Taylor	Books/DVDs - Qty: 23	420.58
Baker & Taylor	DVD/CDs - Qty: 2	31.29
Baker & Taylor	DVDs - Qty: 1	14.39
Baker & Taylor	Books/DVDs - Qty: 77	924.10
Baker & Taylor	Books - Qty: 5	75.67
Baker & Taylor	Books - Qty: 26	350.64
Baker & Taylor	Books - Qty: 60	613.70
Baker & Taylor	Books - Qty: 13	200.73
Baker & Taylor	Books - Qty: 37	445.47
Baker & Taylor	Books - Qty: 55	696.79
Baker & Taylor	Books - Qty: 28	370.63
Baker & Taylor	Books - Qty: 21	333.09
Baker & Taylor	Books - Qty: 67	825.45
Baker & Taylor	Books - Qty: 19	282.85
Baker & Taylor	Books - Qty: 99	1,245.09
Black Stone Publishing	CD - Qty: 1	39.99
Cengage Learning	Books - Qty: 3	84.72
Cengage Learning	Books - Qty: 2	51.98
Cengage Learning	Books - Qty: 1	25.49
Cengage Learning	Books - Qty: 1	23.99
Cengage Learning	Books - Qty: 2	53.23
Cengage Learning	Books - Qty: 4	83.96
Cengage Learning	Books - Qty: 2	41.23
Cengage Learning	Books - Qty: 2	38.92
Baker & Taylor	Books - Qty: 2	38.92
Cengage Learning	Books - Qty: 3	81.57
Cengage Learning	Books - Qty: 2	51.73
Cengage Learning	Books - Qty: 3	72.72
Cengage Learning	Books - Qty: 2	53.23
Ingram	Books - Qty: 2	8.39
Ingram	Books - Qty: 1	14.82
Ingram	Books - Qty: 1	5.10
Ingram	Books - Qty: 1	19.40
Ingram	Books - Qty: 1	10.38
Ingram	Books - Qty: 2	27.97
Ingram	Books - Qty: 5	72.10

**Oshkosh Public Library
Vouchers Payable
March 2023**

Name	Memo	Amount
Ingram	Books - Qty: 1	7.55
Ingram	Books - Qty: 1	10.33
Ingram	Books - Qty: 1	3.24
Ingram	Books - Qty: 3	26.88
Ingram	Books - Qty: 2	12.23
Ingram	Books - Qty: 2	24.01
Ingram	Books - Qty: 1	15.27
Ingram	Books - Qty: 1	22.61
Ingram	Books - Qty: 1	10.39
Ingram	Books - Qty: 1	12.82
Ingram	Books - Qty: 2	19.07
Investor's Business Daily	Renew of IBD Digital & Weekly - 3 Years	749.00
Hoopla	February Digital Content	3,966.36
Midwest Tape	DVDs - Qty: 2	44.98
Midwest Tape	DVD - Qty: 1	14.99
Midwest Tape	DVDs - Qty: 1	14.99
Rosen Publishing	Book - Qty: 1	20.95
Rowan & Littlefield Publishing Group	Book - Qty: 1	229.84
Rowan & Littlefield Publishing Group	Book - Qty: 1	63.30
Sky & Telescope	Periodical Subscription - 2 Years	106.23
Thomson Reuters	Subscription Product Charges	439.47
MasterCard - KG	Amazon; Booklist; American Historical Society of t	824.09
MasterCard - KG	Amazon - Games, DVDs, Books	962.76
MasterCard - KG	Wall Street Journal - 2 year Subscription	1,187.78
MasterCard - KG	Amazon - Books	132.84
Center Point Large Print	Books	239.10
Baker & Taylor	Books	34.00
Total 6524 · Specialty Supplies		17,823.40
6529 · Non-Inventory Supplies		
Jack's Maintenance Service	Black Liner Roll	31.00
City of Oshkosh	Tissue; C-Fold Towel	992.72
Kitz & Pfeil	Supplies	129.54
Kitz & Pfeil	Supplies	206.57
Menards	Levolor Special Order	122.32
Menards	Weldable FLT	19.98
Riesterer & Schnell Inc.	Supplies	226.98
Winnefox Library System	Supplies from Amazon	9.40
MasterCard - RP	Amazon - Padlocks	27.99
MasterCard - MB	Dollar Tree - Glue Dots & Balloons: 300 Summer :	35.00
MasterCard - MB	Menards - Grass Seed & Potting Soil for STEAM I	20.48
4imprint	Poly Bag w/Cotton Drawstring	379.38
Winnefox Library System	Supplies from Amazon	33.77
Winnefox Library System	Supplies from Pick'n Save	11.45
MasterCard - RP	Amazon - Teen DIY Kits	115.85
MasterCard - RP	Amazon - Teed DIY Macrame Cord (2)	18.56
Winnefox Library System	Supplies from Michael's	354.99
MasterCard - RP	Amazon - Dry Eraser Marker, Tape	96.51
MasterCard - RP	Amazon - Permanent Marker; Oriental Trading - D	98.05
Winnefox Library System	Supplies from Pick'n Save	27.14
Winnefox Library System	Supplies from Pick'n Save	57.28
Winnefox Library System	Supplies from Pick'n Save	56.57
Winnefox Library System	Supplies from Pick'n Save	21.46

**Oshkosh Public Library
Vouchers Payable
March 2023**

Name	Memo	Amount
MasterCard - RP	Domino's Pizza - Teen, Tween, and Young Adult I	207.60
MasterCard - RP	Walgreens - Barnes and Nobal Gift Card; House c	50.00
Winnefox Library System	Supplies from Amazon	31.96
Winnefox Library System	Supplies from Amazon	161.40
Winnefox Library System	Supplies from Amazon	64.95
Winnefox Library System	Disposable Masks	75.00
Winnefox Library System	Supplies from Amazon	37.94
Winnefox Library System	Supplies from Staples	84.17
Winnefox Library System	Supplies from Amazon	49.99
WALS	VGA Adapter	16.33
Total 6529 · Non-Inventory Supplies		<u>3,872.33</u>
Total Inventory Supplies		<u>22,564.77</u>
Rental Expense		
6443 · Lease Expense		
Great America Financial Services	Standard Payment	158.84
Great America Financial Services	Standard Payment	188.27
Total 6443 · Lease Expense		<u>347.11</u>
Total Rental Expense		<u>347.11</u>
OPL Facility Improvement Fund		
80629 OPL Staff Development Day		
Winnefox Library system	Supplies from Pick'n Save	160.12
Tashi Deley, LLC	Team Deveelopment	2,000.00
Total 80629 OPL Staff Development Day		<u>2,160.12</u>
80630 · Facility Improvement Fund		
Engberg Anderson, Inc.	Renovation Masterplan - 20 Study	4,290.00
Total 80630 · Facility Improvement Fund		<u>6,450.12</u>
Total OPL Facility Improvement Fund		<u>6,450.12</u>
OPL Programming Support Fund		
80631 · Programming Support		
Ingram	Books - Qty: 20	110.35
Total 80631 · Programming Support		<u>110.35</u>
Total OPL Programming Support Fund		<u>110.35</u>
OPL Collection Improvements		
80614 Mainwaring		
Baker & Taylor	Books	28.54
Total 80614 Mainwaring		<u>28.54</u>
80615 · Memorial Fund		
Baker & Taylor	Books	44.87
Cengage Learning	Books - Qty: 4	119.96
Winnefox Library System	Supplies from Amazon	57.08
Total 80615 · Memorial Fund		<u>221.91</u>
80603 · Schuster		
Center Point Large Print	Books	188.16
Total 80603 · Schuster		<u>188.16</u>
80609 · Hilton		
Baker & Taylor	Books	16.24
Total 80609 · Hilton		<u>16.24</u>
Total OPL Collection Improvements		<u>454.85</u>
Total:		<u><u>317,039.13</u></u>

Oshkosh Public Library
Proposed 2023 Endowment Fund Expenditures - Round Four

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	Round 4 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					
Collection Improvement	\$ 718,754	3 YR Q3 BAL 2020-2022	\$ 35,938	\$ 20,000	\$ 1,500	\$ 1,000	\$ -	\$ 22,500	\$ 13,438
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					
Facility Improvement	\$ 1,273,199	3 YR Q3 BAL 2020-2022	\$ 63,660	\$ 54,700	\$ -	\$ 4,300	\$ -	\$ 59,000	\$ 4,660
Contribution to "Greetings from Oshkosh" mural being commissioned by the Downtown BID							\$ 1,000		
OPL Staff Development Day - Speaker & Lunch						\$ 3,000			
Oshkosh Poet Laureate Stipend						\$ 800	\$ 2,000		
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	\$ -	\$ 3,800	\$ 3,000	\$ 11,360	\$ 9,804
Summer Reading Program Grand Prizes - Matching funds for a grant from Generac Power Systems							\$ 500		
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	\$ -	\$ 500	\$ 34,400	\$ 2,550
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	\$ 9,100	\$ 3,500	\$ 152,525	\$ 30,769



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: March 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: March 30, 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		Same
101	Personnel Policy	Same		Same
102	Inclusions/Exclusions	Essentially the same		
103	Equal Employment	Essentially the same		Includes "diversity"
104	Affirmative Action	Same		Included in 103
105	Anti-Harassment	Essentially the same		
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		Same
113	Grievance	Same		Same
114	Records	Essentially the 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

Personnel Policy Analysis – Library and City of Oshkosh Policies

Section 221 – Vacation Policy

March 30, 2023

ANALYSIS

On July 28, 2022, the Library Board approved a significant change to the method used to allocate vacation leave time to Library employees, as well as the rules for accumulating and using vacation leave. As detailed in a July 19, 2022 memorandum to the Board, the Library Director proposed changing to an “*earn as you go*” approach (i.e., start employment with a balance, earn more each month, and use up to a maximum balance) rather than the City’s “*earn first then use*” approach, where employees spend a year accruing vacation leave time to be used in the following year. We recommend continuing the approach as approved in July, 2022, as we believe it is working well.

There are a few minor revisions that the Director recommends for Board consideration that will increase alignment with the City’s vacation leave policy. Those include the following:

1. Add descriptive headings to all paragraphs (i.e. Eligibility and Accumulation).
2. Renumber all paragraphs.
3. Add a provision to the Separation section (paragraph #7) to reclaim vacation leave advanced to a newly hired employee if they leave employment within one year.
4. Adopt the City’s provision for earning additional vacation leave time after an employee has reached the milestone of 28 years of employment with the Library (table beneath paragraph #2).
5. Adopt a similar provision to one in the City’s employee handbook, explicitly giving the Library Director the authority to consider an employee’s prior relevant experience when determining their vacation leave. Adding this provision will make official what has long been in practice. (Prior Service, paragraph #6).

Proposed revisions appear below in bold face italic.

PROPOSED POLICY REVISION

221 VACATION

1. Eligibility - All regular full-time and regular part-time employees shall be entitled to paid vacation leave, which shall be earned and used in accordance with the terms in this section.
2. Allocation - Employees are allocated paid vacation leave hours based on their length of employment up to the amounts shown below. Regular part-time employees and part-time employees are allocated paid vacation hours on a pro-rated basis, as calculated using the method in Section 200 (1) of this handbook.

	Annual Allocation (Days)	Annual Allocation (Hours)	Monthly Allocation (Hours)
Upon Hire	5 days		3.34 hours
After 1 year	10 days	80 hours	6.67 hours
After 5 years	15 days	120 hours	10 hours
After 10 years	20 days	160 hours	13.34 hours
After 18 years	25 days	200 hours	16.67 hours
After 25 years	28 days	224 hours	18.67

3. Accumulation -- Employees shall earn vacation monthly as of the first day of each month according to their allocation level. Employees shall earn additional paid vacation leave hours at a new level beginning on the first day of the month following the work anniversary date on which they qualify for an increase.
4. Maximum Balances – Each employee’s maximum balance of paid vacation leave will be the hourly amount for their length of service, as detailed in sub-section (1) above, pro-rated for part-time employees. Additional paid vacation leave hours will be allocated monthly up to an employee’s maximum allowed balance. Once the maximum balance has been reached or exceeded, additional paid vacation leave hours will not be allocated until their balance falls below the maximum.

5. New Hires – All newly hired employees shall be credited with 40 hours of vacation upon their first day of employment (prorated for part time). This time is available for use immediately upon approval of their supervisor. Newly hired employees will also begin monthly accrual the first of the month after their hire. New hires are those who have never worked for the Oshkosh Public Library or have been separated from the library for a period of three years. In hiring a new employee, the Library Director may consider prior relevant experience in determining the starting balance and allocation level for paid vacation leave.
6. Prior Service – *The Library Director may consider an employee's prior relevant experience in determining their proper vacation schedule.*
7. Separation: Upon voluntary separation, an employee shall be paid for the unused portion of his/her allocated paid vacation leave balance. *In the event of separation prior to completion of one (1) year of service, paid leave hours advanced to the employee at hiring will be deducted from the unused portion of their allocated leave balance before paying out after separation. If the employee's unused portion of allocated vacation leave time is less than the number of hours advanced to the employee upon hiring, no time will be paid out upon separation.*
8. Recognized Holiday – Allocated paid vacation leave shall be used only on days which an employee normally works. If a holiday for which paid leave time is authorized falls within the employee's vacation period, the hours shall be paid as holiday leave and not vacation leave.
9. Approval – Use of vacation time must be approved in advance by the employee's supervisor. Requested vacation leave may be denied by a supervisor based on the grounds that granting it would compromise efficient operation of the Library.
10. Accrual Exceptions - Except for Family Medical Leave, vacation is not earned while an employee has been on leave of absence without pay, layoff, or receiving worker's compensation for an on-the-job injury exceeding thirty days.

[Section 221 Revised March 30, 2023]

Current Library Policy

221 VACATION

All regular full-time and regular part-time employees shall be entitled to paid vacation leave, which shall be earned and used in accordance with the terms in this section.

1. Allocation - Employees are allocated paid vacation leave hours based on their length of employment up to the amounts shown below. Regular part-time employees and part-time employees are allocated paid vacation hours on a pro-rated basis, as calculated using the method in Section 200 (1) of this handbook.

	Annual Allocation (Days)	Annual Allocation (Hours)	Monthly Allocation (Hours)
Upon Hire	5 days		3.34 hours
After 1 year	10 days	80 hours	6.67 hours
After 5 years	15 days	120 hours	10 hours
After 10 years	20 days	160 hours	13.34 hours
After 18 years	25 days	200 hours	16.67 hours

2. Employees shall earn vacation monthly as of the first day of each month according to their allocation level. Employees shall earn additional paid vacation leave hours at a new level beginning on the first day of the month following the work anniversary date on which they qualify for an increase.

Current City of Oshkosh Policy

221 VACATION

All regular full-time employees shall be entitled to a vacation and shall earn annual vacations with pay as follows:

- Employees with continuous years of service annually earn:
 Upon Hire - 10 days (prorated 1st year based on hire date)
 After 5 years - 15 days
 After 10 years - 20 days
 After 18 years - 25 days
 After 25 years - 28 days

1. New Hires - Upon hire, prorated vacation shall be calculated and provided based on the employee's date of hire. As of January 1, following the year of hire, employees shall receive the full vacation allotment.
2. Prior Service – Subject to final approval by the City Manager, the Director of Administrative Services or his or her designee may consider an employee's prior relevant experience in determining their proper vacation schedule.
3. Earned/Used - Employees shall have earned said vacation as of January 1 of each year and said vacation must be taken in the calendar year following the year in which it was earned.
4. Accumulation - No vacation shall be permitted to accumulate from one year to the next unless by direction of the employee's supervisor, the employee was requested to delay taking a vacation and was unable to reschedule it within the calendar year. In such instances, the supervisor

<p>3. <u>Maximum Balances</u> – Each employee’s maximum balance of paid vacation leave will be the hourly amount for their length of service, as detailed in sub-section (1) above, pro-rated for part-time employees. Additional paid vacation leave hours will be allocated monthly up to an employee’s maximum allowed balance. Once the maximum balance has been reached or exceeded, additional paid vacation leave hours will not be allocated until their balance falls below the maximum.</p> <p>4. <u>New Hires</u> – All newly hired employees shall be credited with 40 hours of vacation upon their first day of employment (prorated for part time). This time is available for use immediately upon approval of their supervisor. Newly hired employees will also begin monthly accrual the first of the month after their hire. New hires are those who have never worked for the Oshkosh Public Library or have been separated from the library for a period of three years. In hiring a new employee, the Library Director may consider prior relevant experience in determining the starting balance and allocation level for paid vacation leave.</p> <p>5. <u>Separation</u> – Upon voluntary separation, an employee shall be paid for the unused portion of his/her allocated paid vacation leave balance.</p> <p>6. <u>Recognized Holiday</u> – Allocated paid vacation leave shall be used only on days which an employee normally works. If a holiday for which paid leave time is authorized falls within the employee’s vacation period, the hours shall be paid as holiday leave and not vacation leave.</p>	<p>shall inform the Director of Administrative Services in writing of the circumstances and request waiver of the policy. In the absence of any action taken by the Director of Administrative Services, non-represented exempt employees will automatically have any residual vacation on paid out on the last paycheck of the year, up to a maximum of five (5) days. Automatic payouts shall begin on the last check in 2022.</p> <p>5. <u>Separation</u> - Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits. In the event of separation prior to completion of one (1) year of service, no unearned vacation shall be paid.</p> <p>6. <u>Recognized Holiday</u> - Charges against vacation credits shall be made only to those days on which an employee normally works. If a recognized holiday falls within the vacation period, the holiday shall not be charged against vacation. 7. <u>Approval</u> - Use of vacation time must be approved in advance by the employee’s supervisor. The vacation schedules shall give consideration to the efficient operation of the Department. If an employee has been on layoff or receiving worker’s compensation for an on-the-job injury exceeding thirty days during the period used to determine the employee’s annual earned vacation, he/she shall receive a corresponding prorated vacation allocation.</p>
--	--

7. Approval – Use of vacation time must be approved in advance by the employee’s supervisor. Requested vacation leave may be denied by a supervisor based on the grounds that granting it would compromise efficient operation of the Library.

8. Accrual Exceptions - Except for Family Medical Leave, vacation is not earned while an employee has been on leave of absence without pay, layoff, or receiving worker’s compensation for an on-the-job injury exceeding thirty days.

[Section 221 Revised July 28 2022]

Oshkosh Public Library
Proposed Personnel Policy Revision
Section 306 – Inclement Weather Policy
March 30, 2023

REASON FOR REVISION

With several recent major snow events, it has become evident that Library policy on inclement weather is not clear enough, specifically in the areas of authorizing absences and of making up absences with paid leave time or re-scheduling. A second factor causing confusion is that the City of Oshkosh posts alerts to all its staff on a city-wide email list with a statement of its inclement weather policy – which differs from the Library’s.

We believe that there is good reason for the Library’s policy on this subject to vary from the City’s, because, unlike with City operations, the Library occasionally **closes for business** when the Library Director judges that travel will be unsafe for staff and patrons.

The proposed revision to the inclement weather policy uses the following approach:

1. Spells out the conditions and effects of the Library Director opting to close the Library due to inclement weather (paragraph one);
2. Adds the core of the City’s policy pertaining to supervisory permission to alter a work schedule, ways to get paid despite the interruption to the work schedule, and a possibility of making up lost work time **during the same week depending on operational needs and the timing of the weather event**; and
3. Excises the final paragraph of the City’s policy that pertains to “positions responsible for providing continuous services to our citizenry,” is not applicable to Library employees.

The current policies of both the Library and the City are reproduced below the proposed revised policy in order to allow board members to compare.

PROPOSED POLICY REVISION

306 INCLEMENT WEATHER POLICY

All decisions about closing the Library are made by the Library Director or designee. The Director may determine that the Library will close early, open late, or not open at all. All decisions about altering a Library employee's established schedule are made by the employee's supervisor. Employees may find information regarding Library closures on the Library's web site homepage or via their work email account.

In the event of inclement weather conditions such as snow, ice, fog, etc., which creates hazardous traveling conditions to and from an employee's home, an employee, may request from his/her supervisor permission to leave work early or arrive late and with the supervisor's approval this can be done.

An employee may receive pay for the time away from work because of inclement weather conditions subject to the supervisor's permission by using accumulated compensatory time, floating holiday or vacation time.

In addition to the policy stated above, in the interest of cooperation, if it is possible for supervisors to allow employees to make up their lost time within the week that it occurs, they will try to accommodate the employee if they can. It should also be recognized by employees that this may not be possible due to operational needs and the timing of each particular weather incident.

[Section 306 revised 30 March 2023]

Current Library Policy		Current City of Oshkosh Policy	
306	<u>INCLEMENT WEATHER POLICY</u>	306	<u>INCLEMENT WEATHER POLICY</u>
<p>In Wisconsin, inclement weather conditions such as snow, ice, fog, etc. can create hazardous traveling conditions. Conditions may be so hazardous that the Library Director will decide to close the Library early or not to open at all. At such times, it is the responsibility of employees to listen to WOSH radio (AM 1490) to obtain notification. Since the Library employs more than 60 people, it cannot accept responsibility for telephoning each employee, however, Supervisors may attempt to reach individuals who may be scheduled for the next shift.</p>		<p>In the event of inclement weather conditions such as snow, ice, fog, etc., which creates hazardous traveling conditions to and from an employee's home, an employee, may request from his/her supervisor permission to leave work early or arrive late and with the supervisor's approval this can be done.</p> <p>An employee may receive pay for the time away from work because of inclement weather conditions subject to the supervisor's permission by using accumulated compensatory time, personal holiday or vacation time.</p>	

If in the event of inclement weather as determined by the Library, an employee misses work either because he/she is late reporting or leaves early or because the Library has determined that its facilities will not be open at the start of his/her scheduled shift, the employee may choose one of the following options:

- 1) make up the time at straight time;
- 2) use a floating holiday;
- 3) use accumulated compensatory time; or
- 4) use vacation.

If one of the options above is not used within the same pay period as the inclement weather closure or the next pay period after the closure, the time lost shall be considered authorized unpaid leave of absence.

If the Library Director decides to close Library facilities after opening, any employee who has started his/her scheduled shift, but will not be able to complete it, shall be paid for the balance of that shift.

In addition to the policy stated above, in the interest of cooperation, if it is possible for supervisors to allow employees to make up their lost time within the week that it occurs, they will try to accommodate the employee if they can. It should also be recognized by employees that this may not be possible due to operational needs and the timing of each particular weather incident.

This policy does not apply to positions responsible for providing continuous services to our citizenry. Examples include positions engaged in: utility operations, protective services or improving driving conditions. Continuous service employees are expected, as a condition of their respective work, to adjust their arrival and departure in accordance with predicted conditions unless directed otherwise.

**Oshkosh Public Library
Statement of Revenue and Receipts**

February 2023

16.67% of the year

	BUDGET	FEBRUARY	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
RECEIPTS					
Oshkosh Public Library					
Gifts and Donations		26,352.62			0.00
Material Lost and Paid For		360.46			0.00
Other Receipts					0.00
Total Oshkosh Public Library Receipts		26,713.08	27,076.87	0.00%	27,076.87
City of Oshkosh					
Grants and Aids					
Winnebago County	816,300.00		0.00	0.00%	(816,300.00)
Other County Aid (Fond du Lac, Green Lake & Winnefox Library System)	47,700.00		0.00	0.00%	(47,700.00)
	220,500.00		36,529.32	16.57%	(183,970.68)
Total Grants and Aids	1,084,500.00	0.00	36,529.32	3.37%	(1,047,970.68)
Other Inflow					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	916.77	1,302.25	14.47%	(7,697.75)
Miscellaneous		67.62	93.00	0.00%	93.00
Meeting Room	1,000.00	223.33	392.38	39.24%	(607.62)
Photocopies	10,000.00	1,316.28	2,097.43	20.97%	(7,902.57)
Sales Tax Payable		121.71	182.25	0.00%	182.25
Library Material Reimb. (refund)			0.00	0.00%	0.00
Meeting Room Rental Reimb (refund)			0.00	0.00%	0.00
Postage Reimbursement (refund)			0.00	0.00%	0.00
Total Other Inflow	20,000.00	2,645.71	4,067.31	20.34%	(15,932.69)
Total Revenue Submitted to City of Oshkosh	1,104,500.00	2,645.71	40,596.63	3.68%	(1,063,903.37)
TOTAL REVENUE	1,104,500.00	4,025.71	43,111.63	3.90%	(1,061,388.37)
Oshkosh Transit System					
Monthly Bus Passes	0.00	840.00	1,435.00	0.00%	1,435.00
Quarterly Bus Passes	0.00	540.00	1,080.00	0.00%	1,080.00
Total Receipts to Oshkosh Transit System	0.00	1,380.00	2,515.00	0.00	2,515.00

City of Oshkosh Levy

2,792,700.00

Oshkosh Public Library
Statement of Expenditures
March 2023
25% of the year

	2023	MARCH	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,325,400.00	170,052.97	255,741.79	11.00	2,069,658.21
6104 Overtime Pay	30,000.00	4,190.98	5,451.98	18.17	24,548.02
6302 FICA - Employers Share	160,200.00	12,889.50	19,342.40	12.07	140,857.60
6304 Wisconsin Retirement Fund	149,700.00	10,966.27	16,456.80	10.99	133,243.20
6306 Health Insurance	330,500.00	30,137.65	44,717.40	13.53	285,782.60
6308 Dental Insurance	16,200.00	1,311.91	1,945.57	12.01	14,254.43
6310 Life Insurance	6,200.00	461.55	995.14	16.05	5,204.86
Professional Services					
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
Contracted Services					
6411 Advertising/Postage/Printing	23,500.00	4,088.53	6,671.06	28.39	16,828.94
6412 Contractual Agreement Payments	340,000.00	26,290.00	204,641.60	60.19	135,358.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00	1,492.38	3,389.15	178.38	-1,489.15
6416 Prevent Maintenance Contracts	16,600.00	4,546.00	16,684.41	100.51	-84.41
6417 Third Party Contractd Services	50,000.00	7,791.74	18,574.64	37.15	31,425.36
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00	48.00	48.00	0.80	5,952.00
6422 Professional License/Membership Dues/Bonds	5,000.00		484.00	9.68	4,516.00
6423 Employee Allowance/Reimbursement	800.00	95.91	197.60	24.70	602.40
Inter-Department Services Charges					
6431 Administrative/Engineering Fees	0.00		0.00	0.00	0.00
6433 Interfund Chargebacks	0.00		0.00	0.00	0.00
Rental Expenses					
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	7,000.00	347.11	1,067.33	15.25	5,932.67
Fixed Costs					
6450 Insurance Expense	28,300.00	375.00	375.00	1.33	27,925.00
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	296.85	346.85	9.91	3,153.15
6455 Utilities Expense	83,000.00	12,041.46	20,547.43	24.76	62,452.57
Other - Finance Only Accounts					
6465 Bank Fees	0.00		0.00	0.00	0.00
Fuel/Lubricants					
6519 Non-Inventory Miscellaneous Fuel	0.00	35.23	35.23	0.00	-35.23
Inventory/Supplies					
6520 Office Supplies	21,100.00	869.04	2,308.59	10.94	18,791.41
6524 Inventory/Supplies	248,400.00	17,823.40	43,711.71	17.60	204,688.29
6529 Non-Inventory Supplies	34,000.00	3,872.33	7,611.44	22.39	26,388.56
Total Other Expenditures	3,897,200.00	310,023.81	671,345.12	17.23	3,225,854.88

Oshkosh Public Library
2023 Endowment Fund Expenditures
March 2023

	Allocation	March	Net To Date	% of Budget	Unexpended Balance
Collection Improvement					
Expand Diversity of Classics Collection	\$ 1,500		0.00	0.00	1,500.00
OverDrive eBooks/eAudiobooks	\$ 20,000		0.00	0.00	20,000.00
Juvenile Fiction Refresh	\$ 1,000		0.00	0.00	1,000.00
	\$ 22,500	0.00	0.00	0.00	22,500.00
Facility Improvement					
Loveseat Sofa for Children's	\$ 4,300		950.13	22.10	3,349.87
Basket Carts	\$ 2,100		0.00	0.00	2,100.00
Shelf Talkers	\$ 1,200		0.00	0.00	1,200.00
Architectural Consultant Fees for Facility Use Planning	\$ 50,000	4,290.00	5,220.63	10.44	44,779.37
	\$ 57,600	4,290.00	6,170.76	10.71	51,429.24
Library Development					
John V Nichols Professional Library Education Scholarship	\$ 2,400		1,200.00	50.00	1,200.00
Sponsor Literacy Council Spelling Bee Team (up to 8 people)	\$ 360		0.00	0.00	360.00
Wisconsin City Library Collaborative	\$ 1,800		1,800.00	100.00	0.00
OPL Staff Development Day	\$ 3,000	2,160.12	2,160.12	72.00	839.88
Oshkosh Poet Laureate Stipend	\$ 800	0.00	0.00	0.00	800.00
	\$ 8,360	2,160.12	5,160.12	61.72	3,199.88
Programming					
Teen Lit Loot Box Prizes	\$ 3,000		0.00	0.00	3,000.00
Freedom to Read Program Support - September 2023	\$ 2,000		0.00	0.00	2,000.00
Reading Challenge Prizes - Adults (Books)	\$ 2,200		782.14	35.55	1,417.86
Reading Challenge Prizes - Elementary (Books)	\$ 3,500		0.00	0.00	3,500.00
Reading Challenge Prizes - Tweens (Books)	\$ 2,200		0.00	0.00	2,200.00
Reading Challenge Prizes - Teens (Books)	\$ 2,200		0.00	0.00	2,200.00
Book Club Books - Elementary	\$ 2,200		1,760.42	80.02	439.58
Book Club Books - Tweens	\$ 2,200		1,789.52	81.34	410.48
Book Club Books - Teens	\$ 2,200	110.35	2,081.67	94.62	118.33
Book Club Books - Young Adults	\$ 2,200		1,008.10	45.82	1,191.90
Lakefly Writer's Conference - 2023	\$ 10,000		0.00	0.00	10,000.00
	\$ 33,900	110.35	7,421.85	21.89	26,478.15
Mainar Fund					
Wild Winter Readoff - Auther Event Feb '23 - Dean Robbins	\$ 1,000		730.00	73.00	270.00
	\$ 1,000	0.00	730.00	73.00	270.00
OPL Memorial Funds					
Baby Book Bags	\$ 3,500	221.91	2,331.19	66.61	1,168.81
	\$ 3,500	221.91	2,331.19	66.61	1,168.81
Restricted Collection Funds					
Archer	\$ 100		0.00	0.00	100.00
Gruenewald	\$ 160		0.00	0.00	160.00
Hilton II	\$ 775	16.24	33.04	4.26	741.96
Mainwaring	\$ -	28.54	28.54	0.00	-28.54
Hoxtel	\$ 1,000		0.00	0.00	1,000.00
Jackson	\$ 75		0.00	0.00	75.00
Kelsh	\$ 150		0.00	0.00	150.00
Kenny	\$ 600		0.00	0.00	600.00
Rasmussen, M	\$ 1,100		0.00	0.00	1,100.00
Rojahn, F&A	\$ 80		0.00	0.00	80.00
Schuster, J&H	\$ 10,850	188.16	700.18	6.45	10,149.82
Steiger, W	\$ 600		0.00	0.00	600.00
Zellmer, S	\$ 5,275		0.00	0.00	5,275.00
	\$ 20,765	232.94	761.76	3.67	20,003.24
Total Proposed Trust Fund Expenditures	\$ 147,625	7,015.32	22,575.68	15.29	125,049.32

Library Highlights for March 2023

**This page is intentionally left blank. The Highlights will be distributed at the
March 30, 2023 Board Meeting.**

MONTHLY REPORT
Oshkosh Public Library
February 2023

CIRCULATION	Feb-23	Feb-22	% Change	YTD 2023	YTD 2022	% Change
Book-Adult	13,458	13,494	0%	28,030	27,433	2%
Book-Juvenile	13,066	11,971	9%	27,176	23,607	15%
Book-YA/Teen	1,281	1,144	12%	2,685	2,447	10%
CD-Adult	1,350	1,047	29%	2,700	1,974	37%
CD-Juvenile	78	78	0%	147	147	0%
CD-Book-Adult	580	679	-15%	1,111	1,390	-20%
CD-Book-Juvenile	206	215	-4%	387	393	-2%
CD-Book-YA/Teen	13	27	-52%	22	56	-61%
DVD-Adult	5,503	5,824	-6%	12,283	12,225	0%
DVD-Juvenile	1,149	1,061	8%	2,383	2,228	7%
Game-Adult	672	555	21%	1,339	1,084	24%
Game-Juvenile	183	155	18%	388	281	38%
Magazine-Adult	404	494	-18%	902	1,032	-13%
Magazine-Juvenile	16	21	-24%	17	38	-55%
Magazine-YA/Teen	0	0	0%	0	0	0%
Other-Adult	187	141	33%	428	290	48%
Other-Juvenile	144	66	118%	294	131	124%
Other-YA/Teen	5	9	-44%	10	9	11%
Total Adult	22,154	22,234	0%	46,793	45,428	3%
Total Juvenile	14,842	13,567	9%	30,792	26,825	15%
Total YA/Teen	1,299	1,180	10%	2,717	2,512	8%
SUB TOTAL	38,295	36,981	4%	80,302	74,765	7%
Digital Book Formats						
OverDrive E-Books	4,775	4,563	5%	9,908	9,733	2%
Hoopla E-Books	496	362	37%	934	721	30%
E-BOOKS SUB TOTAL	5,271	4,925	7%	10,842	10,454	4%
Audiobook Formats						
OverDrive Audiobooks	3,886	3,412	14%	8,292	7,202	15%
Hoopla Audiobooks	1,192	876	36%	2,298	1,729	33%
AUDIOBOOKS SUB TOTAL	5,078	4,288	18%	10,590	8,931	19%
Tumblebooks	0	26	-100%	0	57	-100%
DIGITAL BOOKS SUB TOTAL	0	26	-100%	0	57	-100%
Digital Media						
Hoopla Music	42	36	17%	85	70	21%
Hoopla Video	187	294	-36%	416	550	-24%
DIGITAL MEDIA SUB TOTAL	229	330	-31%	501	620	-19%
DIGITAL CONTENT SUB TOTAL	10,578	9,569	11%	21,933	20,062	9%
TOTAL CIRCULATION	48,873	46,550	5%	102,235	94,827	8%
PHYSICAL MATERIALS						
% AV Materials Circulated	25%	26%	-2%	26%	26%	-2%
% Print Materials Circulated	75%	74%	1%	74%	74%	1%
% Adult Materials Circulated	61%	63%	-3%	58%	61%	-4%
% Youth Materials Circulated	39%	37%	6%	42%	39%	6%
Average Circulation Per Hour	189	163.9	16%	185.9	163.5	14%

MONTHLY REPORT
Oshkosh Public Library
February 2023

MISCELLANEOUS	Feb-23	Feb-22	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	16,129	14,464	12%	33,259	28,185	18%
Average Daily Traffic	620	517	20%	606	487	24%
Meetings Held	79	63	25%	154	112	38%
New Card Registrations	186	197	-6%	397	355	12%
Self-check % of Checkout	48.7%	48.6%	0%	49.4%	49.7%	-1%
Volunteer Hours Worked	111	67	66%	174	118	47%
Teacher Packs	3	13	-77%	9	24	-63%
ELECTRONIC RESOURCES	Feb-23	Feb-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	16,837	16,910	0%	36,103	34,684	4%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	42	47	-11%	122	141	-13%
EBSCO Sessions	38	74	-49%	93	116	-20%
HeritageQuest Sessions	218	75	191%	755	129	485%
Mango Languages	61	57	7%	125	133	-6%
Mitchell Auto Repair	2	10	-80%	12	20	-40%
NewspaperARCHIVE	250	267	-6%	507	500	1%
Oshkosh Northwestern	0	0	0%	0	0	0%
RefUSA	108	227	-52%	224	338	-34%
SUB-TOTAL	744	782	-5%	1,885	1,432	31.6%
LOCAL DATABASE SESSIONS						
1957 Address Change	35	42	-17%	80	73	10%
City Directories	90	72	25%	238	151	58%
Digital Collections	262	278	-6%	549	600	-9%
Local History Books	27	36	-25%	59	67	-12%
Oshkosh Facts, Firsts, and FAQ	1	4	-75%	2	8	-75%
Oshkosh Newspaper Index	0	0	0%	0	0	0%
Oshkosh Vital Records Index	185	220	-16%	393	464	-15%
Riverside Cemetery Index	7	12	-42%	17	46	-63%
UWDC - Atlases & Histories	0	1	-100%	3	1	200%
SUB-TOTAL	607	665	-9%	1,341	1,410	-5%
TOTAL ELECTRONIC RESOURCE SESSIONS	18,188	18,357	-1%	39,329	37,526	4.8%
PUBLIC COMPUTER USE	Feb-23	Feb-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Access	5,070	4,732	7%	10,725	9,172	17%
Public Computer Use						
Adult	1,279	1,327	-4%	2,827	2,695	5%
Youth	153	122	25%	285	231	23%
TOTAL USE	1,432	1,449	-1%	3,112	2,926	6.4%
QUESTIONS ANSWERED	Feb-23	Feb-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department						
Reference	1,089	1,430	-24%	2,221	2,696	-18%
Youth Department						
Reference	208	327	-36%	449	641	-30%
TOTAL QUESTIONS ANSWERED	1,297	1,757	-26%	2,670	3,337	-20%

MONTHLY REPORT
Oshkosh Public Library
February 2023

PROGRAMS	Feb-23	Feb-22	% Change	YTD 2023	YTD 2022	% Change
Adult	13	11	18%	24	18	33%
Teen	4	4	0%	6	5	20%
Youth	39	41	-5%	53	54	-2%
Roving Reader	7	6	17%	9	15	-40%
TOTAL	63	62	2%	92	92	0%
Program Attendance						
Adult	234	410	-43%	350	491	-29%
Teen	120	63	90%	192	72	167%
Youth	1763	1643	7%	2,182	2,069	5%
TOTAL	2117	2116	0%	2,724	2,632	3%

MEMORANDUM

TO: Jeff Gilderson-Duwe
FROM: Tracie Schlaak
DATE: March 15, 2023
SUBJECT: February 2023 Donations

Donations given at register	\$ 30.15
Alexandra Charitable Trust	\$ 26,098.82
Shirley Brabender Maddox	\$ 25.00
Elaine Maahs – grateful for Sandy Toland’s services to Miravada Living	\$ 200.00
Total Donations	\$ 26,353.97

MEMORANDUM

TO: Jeff Gilderson-Duwe
FROM: Tracie Schlaak
DATE: March 15, 2023
SUBJECT: February 2023 Personnel Changes

Janna Putzer – LAll in FFPS resigned on 2/12/23 after 14 years with the library

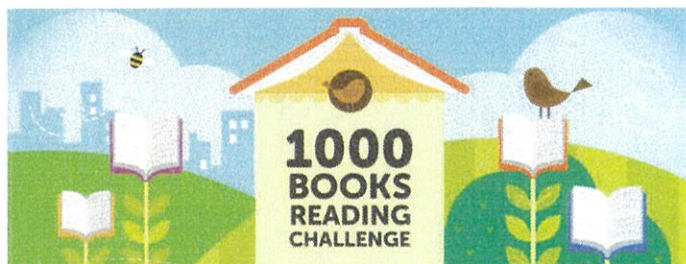
Oshkosh Public Library Highlights March 2023

1. OPL patrons now have access to a new video streaming service - Kanopy. The platform offers thousands of critically-acclaimed and award-winning movies, inspiring documentaries, world cinema and more. The service is easy to use with a library card online and on multiple devices with the Kanopy app. Stream at home or on the go, anywhere there's an internet connection. Kanopy is paid for by the Winnefox Library System.
2. The annual LEGOMania Design Contest brought in 38 entries including elaborate spaceships, castles, a nature park and more. Fifty people came to view the entries and see the awards presentation. Winners received LEGO sets, books and gift certificates for their original creations. Thanks to generous sponsors Oshkosh Corporation and House of Heroes Comics & Games.
3. A magic show was just the ticket to draw 19 people to the March 8 Memory Café at the library. Memory Café offers people experiencing memory loss and their caregivers the opportunity to socialize in a comfortable and safe environment. Past sessions have featured music, art projects, games, seasonal activities and presentations by local businesses and organizations.
4. The library participated in the State of the City on March 13, answering questions about library services and gathering feedback from community members. OPL Board President Bill Bracken was also recognized for five years of service on the Library Board of Trustees. Congratulations!
5. Oshkosh readers logged some pretty impressive stats in the library's Wild Winter Read Off:
 - During the nine-week program, one adult patron tracked an impressive 13,200 reading minutes (220 hours).
 - The adult and teen programs saw a combined total of 139 active readers.
 - The children's program recorded 653 new registrations with 139 challenge completions.
 - Adults read a combined 198,800 minutes, earned 659 badges and redeemed 112 rewards.
 - Teens read a combined 45,154 minutes with an average total of 1,188 minutes per reader.
 - Children read a combined 125,152 minutes and earned 529 Reading Badges and 260 Activity Badges.
6. A visit with children's author Dean Robbins brought in 30 people on Feb. 25, to wrap up the Wild Winter Read Off. Robbins' funny, interactive presentation introduced kids to the everyday superheroes and extraordinary people he writes about in his books.
7. Art created by local middle school students is currently featured in the Helen Farnsworth Mears Art Exhibit. The exhibit in the library's lower level features the paintings, drawings, sculptures and digital artwork of 66 students and will remain on display through April 2. Thanks to the Women's Art Club of the WI-General Federation of Women's Clubs for continuing to showcase the creativity and talent of young artists at the library.

1,000 Books Reading Challenge Update, March 2023

Brief Overview

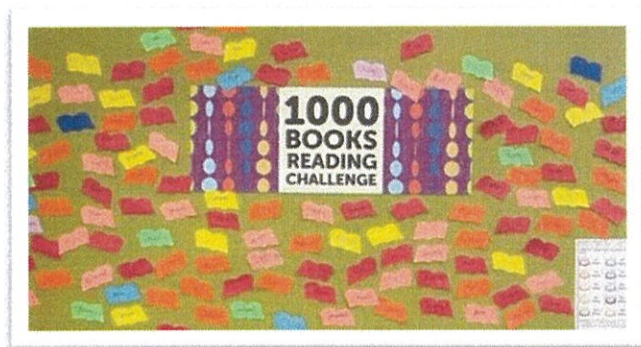
- Track every time you read a book with the goal of reading 1,000 books before a child enters kindergarten.
- There are optional extension activities that emphasize the other early literacy practices: sing, write, talk, and play.
- At registration a child receives a badge book and 1,000 books OPL bag
- Incentives are earned for every 100 books read and include free books, early learning toys, and a child's name on the Wall of Fame



Highlights since the launch on October 1, 2022

- 211 registrations, 55 occurring in the first month
- **22,735 books read**
- 251 rewards redeemed
- 204 completed activities
- 4 challenge completions

Our Wall of Fame



Compared to High Flyers Reading Program...

- 791 registrations over 7 years
- **13,260 books read/songs sung/things written over 7 years**
- 370 rewards redeemed
- 14 challenge completions over 7 years

Early Literacy Resources

- [When Children Are Not Read to at Home: The Million Word Gap](#) by Jessica Logan et al. Journal of Developmental & Behavioral Pediatrics. March 20, 2019 online
- [Learning to Talk and Listen](#) National Institute for Literacy on oral language