

**Oshkosh Public Library Board of Trustees**  
**Agenda – April 27, 2023**  
**Library Lower-level Meeting Room**

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<b><u>Call to Order:</u></b> 4:00 p.m.		
<b><u>Public Comments</u></b>		
<b><u>Consent Agenda:</u></b>	YES	119-125
1. Minutes of the Regular Meeting of March 30, 2023		
2. Vouchers Payable – \$ 437,043.12		
3. <u>2024 Reimbursement for cross-county rural use</u> – The Director’s recommendation for billing adjacent counties is detailed in a memo in this month’s packet.		
<b><u>Items Removed from Consent Agenda</u></b>		
<b><u>New Business</u></b>		
4. <u>Staff Guest:</u> Please welcome Marketing Coordinator Laura McDonald to your meeting. Laura will discuss the efforts underway to “tell the Library story” effectively.	NO	
5. <u>OPL-Winnefox Contractual Services / Compensation Agreement:</u> Proposed revision to end the practice of having the Oshkosh Public Library Director serve also as the Winnefox Library System Director. Proposed reduction of the scheduled compensation by Winnefox to Oshkosh PL for the administrative services of its Director. Revising the agreements also requires approval of the Winnefox Library System Board. <b>Action requested:</b> Decide whether to approve the proposed changes to the Contractual and Compensation Agreements with Winnefox.	YES	126-129
6. <u>Appointment of an ad hoc Director Recruitment Committee:</u> Board President to appoint committee members with approval by the Board. If it is decided to retain the Joint Director model of administration, this committee would likely need to be supplemented by Winnefox Board members. <b>Action requested:</b> Decide whether to appoint members to an ad hoc Director Recruitment Committee.	YES	
7. <u>Interim Library Director:</u> Director proposes appointment of Assistant Directors Ruth Percey and Lisa Voss to joint interim Library Director status until a new Library Director can be appointed. <b>Action requested:</b> Decide whether to appoint Ms. Percey and Ms. Voss as joint interim Library Directors.	YES	

- |  |     |     |
|--|-----|-----|
| 8. <u>Interim Library Director Compensation</u> : Director proposes increasing hourly rate of appointed Interim Director(s) by 25% above hourly rate in current position, from 6-3-2023 until the end of the pay period in which falls the start date of a newly hired Library Director.                               | YES |     |
| 9. <u>2024 Operating Budget Preparation Calendar</u> : The City of Oshkosh 2024 Budget Preparation Calendar is included for the Board's information. The Director suggests that the Board consider scheduling a Special meeting to consider the Library's 2024 operating budget during the first week of August, 2023. | YES | 130 |

**Informational Items**

- 10. Revenues
- 11. Expenditures
- 12. Library Highlights
- 13. Monthly Statistics
- 14. Donations
- 15. Personnel Changes
- 16. OPL Strategic Action Plan: Q1 2023 Update
- 17. OACF Funds for Excellence Q1 2023 Report

NO 131-143

**Library Director's Report**

NO

**Trustee Reports and Comments**

NO

**Adjournment**

**Next Meeting Scheduled**: May 25, 2023 at 4 p.m.

**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
March 30, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on March 30, 2023 in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:00 PM by President, Bill Bracken.

A roll call vote was taken. Present were: Bill Bracken, Kim Brown, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, David Romond, David Rucker and Amber Shemanski. Absent were: Julie Davids, Larry Lautenschlager and Samantha Teal, Adjunct Board Member. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director; Lisa Voss, Assistant Director for Library Development; Lindsay Reuer, Children's Librarian and Tracie Schlaak, Administrative Specialist.

There were no public comments.

**Consent Agenda Items:**

- **Meeting Minutes** of the Special Meeting of February 28, 2023
- **Vouchers Payable** - \$317,0139.13

**Motion** to approve consent agenda as presented

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

**New Business**

- **Guest:** Lindsay Reuer, Children's Librarian gave information about the Library's 1,000 Books Reading Challenge.
- **2023 Endowment Fund Expenditure Proposal – Round Four:**  
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.

**Motion** to approve the proposed Round Four endowment fund expenditures.

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

- **Endowment Fund Expenditure Policy:** 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. Committee recommends approval.

**Motion** to approve the revisions to the policy as proposed.

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

- **Investment & Fund Management Policy:** 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." The Finance Committee recommends approval.

**Motion:** to approve the revisions to the policy as proposed.

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

- **OACF Endowment Funds Asset allocation:** The Board's Finance Committee considered Director's proposed re-allocation of assets in the five major endowment funds. Finance Committee recommends approval.

**Motion:** to approve the revisions to the policy as proposed.

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

- **Employee Manual Analysis and Review:** 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.

**Motion:** to approve the director's process on reviewing further employee handbook revisions as outlined in the memo to the board

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

- **Analysis and Proposed Revision: Library Employee Handbook, Section 221 – Vacation:** 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.

**Motion:** to approve the revisions to the policy as proposed.

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

- **Proposed Personnel Policy Revision: Library Employee Handbook Section 306 – Inclement Weather Policy:** 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.

**Motion:** to approve the revisions to the policy as proposed.

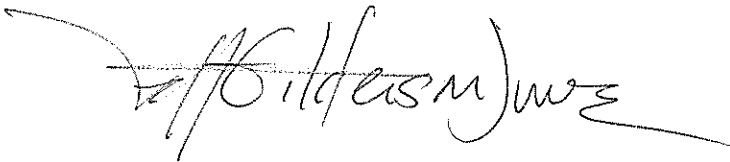
**Motion:** Brown; **Second:** Rucker; **Vote:** Unanimous

### Adjournment

**Motion** to Adjourn the meeting at 5:25 PM

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

Respectfully,



Jeff Gilderson-Duwe, Secretary  
Tracie Schlaak – Recorder

**Oshkosh Public Library  
Vouchers Payable  
April 2023**

Name	Memo	Paid Amount
<b>Revolving Expenses</b>		
6310 · Life Insurance		
	City of Oshkosh - Rotating Ch. Life Insurance	507.57
Total 6310 · Life Insurance		507.57
6308 · Dental Insurance		
	City of Oshkosh - Rotating Ch. Dental Insurance	1,267.16
Total 6308 · Dental Insurance		1,267.16
6306 · Health Insurance		
	City of Oshkosh - Rotating Ch. Health Insurance	28,871.00
Total 6306 · Health Insurance		28,871.00
6304 · Wisconsin Retirement Fund		
	City of Oshkosh - Rotating Ch. Wisconsin Retirement	16,235.36
Total 6304 · Wisconsin Retirement Fund		16,235.36
6302 · FICA - Employers Share		
	City of Oshkosh - Rotating Ch. FICA	19,609.61
Total 6302 · FICA - Employers Share		19,609.61
6104 · Overtime		
	City of Oshkosh - Rotating Ch. Overtime Pay	7,362.72
Total 6104 · Overtime		7,362.72
6102 · Regular Pay		
	City of Oshkosh - Rotating Ch. Regular Pay	254,557.08
Total 6102 · Regular Pay		254,557.08
<b>Total Revolving Expenses</b>		<b>328,410.50</b>
<b>Contracted Services</b>		
6412 · Contractual Agreement Payments		
	Winnefox Library System Contractual Service - Secretarial/Clerical Support; Electronic Services; Delivery Services	13,145.00
Total 6412 · Contractual Agreement Payments		13,145.00
6416 · Prevent Maintenance Contracts		
	Gordon Flesch Co, Inc Maintenance	51.84
	Gordon Flesch Co, Inc Maintenance	67.25
	Gordon Flesch Co, Inc Maintenance	22.42
	Gordon Flesch Co, Inc Maintenance	288.75
	Gordon Flesch Co, Inc Maintenance	66.41
	Gordon Flesch Co, Inc Copies	6,416.21
	Gordon Flesch Co, Inc Copies	344.12
	Gordon Flesch Co, Inc Copies	19.74
Total 6416 · Prevent Maintenance Contracts		7,276.74
6417 · 3rd Party Contracted Services		
	Beez Electric, Inc Replaced Receptacles	275.69
	Gartman Mechanical Services Repairs completed between 1/11/2023 - 3/14/2023	2,277.00
	Gartman Mechanical Services Sheetmetal services completed on 3/6/2023	417.50
	Gartman Mechanical Services Plumbing Services on new faucet	552.00
	Gartman Mechanical Services Plumbing services completed on 3/27/2023	138.00
	GFL Environmental Monthly Charges	1,297.96
	Unique Management Services Placements	432.60
	WALS March 2023 Unique Management Service	260.10
Total 6417 · 3rd Party Contracted Services		5,650.85
6411 · Advertising/Postage/Print		
	MasterCard - RP UPS - Shipping	38.59
	Winnefox Library System January - March 2023 Postage	178.34
	Winnefox Library System Printing Service March 2023	416.14
Total 6411 · Advertising/Postage/Print		633.07
<b>Total Contracted Services</b>		<b>26,705.66</b>
<b>Employee Development &amp; Allowanc</b>		
6421 · Employee Training/Development		
	Winnefox Library System WAPL 2023 Conf. Registration	900.00
Total 6421 · Employee Training/Development		900.00
6422 · Professional License/Membership		
	Bongers, Joe Kiwanis Club Meals	151.35
Total 6422 · Professional License/Membership		151.35
6423 · Employee Allowance/Reimbursemen		
	Toland, Sandy Mileage Reimbursement	60.59
Total 6423 · Employee Allowance/Reimbursemen		60.59
<b>Total Employee Development &amp; Allowanc</b>		<b>1,111.94</b>
<b>Fixed Costs</b>		
6454 · Telephone/Internet		
	Winnefox Library System U.S. Cellular 3/8/23 - 4/7/23	24.65
Total 6454 · Telephone/Internet		24.65
6455 · Utilities Expense		
	Constellation Monthly Gas Charges	8,899.41
Total 6455 · Utilities Expense		8,899.41
<b>Total Fixed Costs</b>		<b>8,924.06</b>
<b>Inventory Supplies</b>		
6520 · Office Supplies		
	MasterCard - RP Plastic Storage Basket	19.99
	MasterCard - RP Amazon - Food Storage Bags	31.70
	Staples Toner & Batteries	254.02
	Staples 3x36 Mailing Tube	12.90
	Staples Paper Plate & Copy Paper	114.97
	Staples 2 Color Self Inking Stamp	21.62
	Staples Standard Envelope	188.72
	Winnefox Library System Toner from Newegg	947.21
	Winnefox Library System Amazon - Office Supplies	19.54
	Winnefox Library System STEAM Kit Supply for CFOS	47.57
	Winnefox Library System Amazon - Office Supplies	38.70
Total 6520 · Office Supplies		1,696.94

Oshkosh Public Library  
 Vouchers Payable  
 April 2023

6524 - Specialty Supplies	Name	Memo	Paid Amount
	Baker & Taylor	Books	21.59
	Baker & Taylor	DVD	5.03
	Baker & Taylor	DVDs	50.38
	Baker & Taylor	DVDs	42.45
	Baker & Taylor	DVDs	78.43
	Baker & Taylor	DVDs	21.57
	Baker & Taylor	DVDs and CDs	384.65
	Baker & Taylor	DVDs	14.39
	Baker & Taylor	DVDs	43.88
	Baker & Taylor	DVDs	14.03
	Baker & Taylor	DVDs	28.79
	Baker & Taylor	Books - Qty 84	948.89
	Baker & Taylor	Books - Qty: 12	191.18
	Baker & Taylor	Books - Qty: 26	338.98
	Baker & Taylor	Books - Qty: 13	197.65
	Baker & Taylor	Books - Qty: 99	1,374.04
	Baker & Taylor	Books - Qty: 18	287.72
	Baker & Taylor	Books - Qty: 48	640.17
	Baker & Taylor	Books - Qty: 68	867.34
	Baker & Taylor	Books - Qty: 15	256.24
	Baker & Taylor	Books - Qty: 32	454.98
	Baker & Taylor	Books - Qty: 80	1,103.92
	Baker & Taylor	Books - Qty: 10	162.29
	Baker & Taylor	Books - Qty: 26	380.03
	Baker & Taylor	Books	20.80
	Black Stone Publishing	Library CD - Qty: 6	480.40
	Black Stone Publishing	Books	502.78
	Black Stone Publishing	Library CD	315.39
	Black Stone Publishing	Library CD	300.00
	Cengage Learning	Books	28.79
	Cengage Learning	Books	110.21
	Cengage Learning	Books	29.24
	Cengage Learning	Books	27.74
	Cengage Learning	Books	41.23
	Cengage Learning	Books	38.92
	Cengage Learning	Books	38.92
	Cengage Learning	Books	38.92
	Cengage Learning	Books	29.24
	Cengage Learning	Books	83.96
	Cengage Learning	Books	51.73
	Cengage Learning	Books	23.99
	Cengage Learning	Books	52.48
	Center Point Large Print	Books	239.10
	Hoopla	Digital Monthly Charges	4,316.02
	Ingram	Books	11.99
	Ingram	Books	22.26
	Ingram	Books	17.60
	Ingram	Books	22.20
	Ingram	Books	13.75
	Ingram	Books	16.73
	Ingram	Books	8.27
	Ingram	Books	6.86
	Ingram	Books	8.53
	Ingram	Books	14.19
	Ingram	Books	15.44
	Ingram	Books	9.76
	Ingram	Books	170.19
	Ingram	Books	11.09
	Ingram	Books	14.57
	Ingram	Books	8.52
	Ingram	Books	7.61
	Ingram	Books	30.19
	Ingram	Books	9.53
	Midwest Tape	DVDs	14.99
	Midwest Tape	DVDs	131.19
	Midwest Tape	DVDs	296.38
	Midwest Tape	DVDs	18.74
	Midwest Tape	DVDs	26.98
	Midwest Tape	DVDs	14.99
	MasterCard - KG	USA Today Subscription	552.00
	MasterCard - KG	Star-Tribune Subscription	619.22
	MasterCard - KG	Amazon - Books	238.19
	MasterCard - KG	Amazon - Game	44.97
	MasterCard - KG	Amazon - Accessory for Game	10.99
	Rosen Publishing	Books	39.40
	Thomson Reuters	Subscription Charges	479.02
Total 6524 - Specialty Supplies			17,584.82

Oshkosh Public Library  
Vouchers Payable  
April 2023

	Name	Memo	Paid Amount
<b>6529 - Non-Inventory Supplies</b>			
	Kitz & Pfeil	Misc. Parts	240.44
	Kitz & Pfeil	Misc. Parts	187.45
	MasterCard - RP	Amazon - Surge Protector	70.90
	MasterCard - RP	Amazon - Paper Cups, Silicone Bracelets, Bookmarks	37.97
	MasterCard - RP	Washable Tempera Paint	20.99
	MasterCard - RP	Amazon - Various Materials	178.10
	MasterCard - RP	Amazon - Paper Coffee Cups	41.89
	MasterCard - RP	Oriental Trading - Hard Candy, Create your own Comic Book, Mod podge	70.95
	MasterCard - RP	Amazon - Painters Tape, Plastic Cups, Salt & Pepper Shaker	82.86
	NeherElectricSupply, Inc	Fluorescent Lamps - Qty: 300	957.00
	NeherElectricSupply, Inc	Fluorescent Lights - Qty: 300	957.00
	NeherElectricSupply, Inc	Fluorescent Lights - Qty: 180	603.00
	NeherElectricSupply, Inc	Fluorescent Lights - Qty: 600	1,914.00
	Pingry-Caswell	Dispenser/Trigger Sprayers	20.14
	Pingry-Caswell	Restroom/Urinal Blocks	65.91
	Pingry-Caswell	Restroom/Urinal Block	65.91
	School Life, a Division of Imag	Circle Brag Tag	424.07
	Winnefox Library System	2 Faucets from Ebay	400.00
	Winnefox Library System	3 Faucets from Ebay	628.95
	Winnefox Library System	Supplies from Pick'n Save	30.45
	Winnefox Library System	Amazon - CFOS Summer Reading Incentive	13.57
	Winnefox Library System	Books4School - CFOS Reading Challenge Prizes	568.62
	Winnefox Library System	Amazon CFOS Reading Incentives	156.36
	Winnefox Library System	Supplies from Pick'n Save	11.99
	<b>Total 6529 - Non-Inventory Supplies</b>		<b>7,748.52</b>
	<b>Total Inventory Supplies</b>		<b>27,030.28</b>
<b>Rental Expense</b>			
<b>6443 - Lease Expense</b>			
	Great America Financial Servi	Standard Payment	188.27
	Great America Financial Servi	Standard Payment	158.84
	<b>Total 6443 - Lease Expense</b>		<b>347.11</b>
	<b>Total Rental Expense</b>		<b>347.11</b>
<b>OPL Development and Support Fund</b>			
<b>80629 - Development &amp; Support Fund</b>			
	Winnefox	Staff Development Day	2,634.80
	<b>Total 80629 - Development &amp; Support Fund</b>		<b>2,634.80</b>
<b>OPL Facility Improvement Fund</b>			
<b>80630 - Facility Improvement Fund</b>			
	Demco	Loveseat - Qty 3	4,060.05
	<b>Total 80630 - Facility Improvement Fund</b>		<b>4,060.05</b>
	<b>Total OPL Facility Improvement Fund</b>		<b>4,060.05</b>
<b>OPL Programming Support Fund</b>			
<b>80631 - Programming Support</b>			
	Baker & Taylor	Books	176.80
	Scholastic	Books for Reading Challenge Prizes	2,131.67
	Scholastic	Books for Reading Challenge Prizes	1,421.12
	Winnefox Library System	Amazon - Teen Loot Box Supply	412.46
	Winnefox Library System	Books4School - CFOS Books	1,858.80
	<b>Total 80631 - Programming Support</b>		<b>6,000.85</b>
	<b>Total OPL Programming Support Fund</b>		<b>6,000.85</b>
<b>OPL Collection Improvements</b>			
<b>80601 - Hoxtel</b>			
	Black Stone Publishing	Books; Library CD	287.20
	<b>Total 80633 - Hoxel</b>		<b>287.20</b>
<b>80638 - Steiger</b>			
	Black Stone Publishing	Books	57.42
	<b>Total 80638 - Steiger</b>		<b>57.42</b>
<b>80614 - Mainwaring</b>			
	Baker & Taylor	Books	32.53
	<b>Total 80614 - Mainwaring</b>		<b>32.53</b>
<b>80633 - OPL Collection Improvement Fund</b>			
	Baker & Taylor	Books	73.09
	Winnefox Library System	OverDrive/eBooks - WLS Advantage Collection Pool	25,000.00
	<b>Total 80633 - OPL Collection Improvement Fund</b>		<b>25,073.09</b>
<b>80615 - Memorial Fund</b>			
	Baker & Taylor	Books	21.42
	Baker & Taylor	Books	73.30
	Baker & Taylor	Books	41.58
	Baker & Taylor	Books	216.49
	Baker & Taylor	Books	17.63
	Cengage Learning	Books	27.19
	MasterCard - KG	Amazon - Books	252.75
	Winnefox Library System	Workshop Expense Reimbursement	175.00
	<b>Total 80615 - Memorial Fund</b>		<b>825.36</b>
<b>80603 - Schuster</b>			
	Cengage Learning	Books	191.93
	Cengage Learning	Books	28.49
	Center Point Large Print	Books	188.76
	Winnefox Library System	OverDrive/eBooks - WLS Advantage Collection Pool	5,000.00
	<b>Total 80603 - Schuster</b>		<b>5,409.18</b>
<b>80609 - Hilton</b>			
	Baker & Taylor	Books	61.47
	Baker & Taylor	Books	71.62
	<b>Total 80609 - Hilton</b>		<b>133.09</b>
	<b>Total OPL Collection Improvements</b>		<b>31,817.87</b>
	<b>Total:</b>		<b>437,043.12</b>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** April 18, 2023  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Jeff Gilderson-Duwe  
**RE:** Reimbursement for rural use by residents of adjacent counties

Wisconsin Statutes section 43.12(1) requires counties to reimburse public libraries in adjacent counties for use by those of their residents whose municipalities do not support a public library. Libraries may bill adjacent counties for up to 70% of the cost of providing service. Whether or not to bill an adjacent county is the decision of each library board.

In 2024, I recommend that Oshkosh Public Library bill four adjacent counties as detailed below:

County	2022 Rural Circulation	2022 Cost per Circulation	2022 Cost of Rural Circulation	2023 Reimbursable Costs (70%)	2024 Reimbursable Costs (70%)
Calumet	527	\$8.39	\$4,422	\$1,448	\$3,095
Fond du Lac	5,997	\$8.39	\$50,315	\$40,211	\$35,221
Green Lake	323	\$8.39	\$2,710	\$537	\$1,897
Waupaca	283	\$8.39	\$2,374		\$1,662
Waushara	1,132	\$8.39	\$9,497	\$5,599	\$6,648
	8,262		<b>Total:</b>	\$47,795	\$48,523

These reimbursements have been in place since 2008 (based on 2006 circulation). The table on the next page provides historical summary data on cross-county rural use of Oshkosh Public Library and the reimbursement payments that have been requested each year.

*"A Library in Every Life"*



**Cross-county Use & Reimbursements, 2008 - 2024**

<b>Budget Yr.</b>	<b>Reimbursement Amt.</b>	<b>Circulation Yr</b>	<b>Circulation Amt.</b>
2008	29,908	2006	12,974
2009	36,898	2007	15,851
2010	33,224	2008	14,972
2011	37,563	2009	16,769
2012	36,343	2010	15,685
2013	35,474	2011	15,219
2014	29,900	2012	12,944
2015	25,416	2013	10,555
2016	28,642	2014	11,241
2017	35,789	2015	12,379
2018	31,863	2016	9,917
2019	25,456	2017	7,624
2020	35,998	2018	10,123
2021	41,472	2019	10,871
2022	33,070	2020	3,384
2023	\$47,795	2021	7,921
2024	\$48,523	2022	8,262

**CONTRACTUAL SERVICES AGREEMENT – 2023 – REVISED April 2023  
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM**

THIS AGREEMENT is by and between the Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX," and the Oshkosh Public Library, hereinafter called "OPL."

WHEREAS, Winnefox is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Fond du Lac, Green Lake, Marquette, Waushara and Winnebago Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.17(6) provides that a public library system may contract with other systems or libraries to provide or receive library services, and

WHEREAS, OPL is a member of Winnefox, serves as the system resource library and is the headquarters site of the system,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. OPL will provide suitable space for Winnefox offices and for housing of the Winnefox collection, utilities and normal maintenance service. Winnefox will pay rent, including utilities and maintenance costs, to OPL. Rent to be determined by percentage of space occupied for system functions applied to the cost of building maintenance and utilities and, in negotiation of the annual compensation agreement. The distribution of the costs of improvements to the facility, which are of direct benefit to Winnefox, also will be determined in negotiation of the annual compensation agreement. Winnefox will pay for any improvements that are for the sole benefit of Winnefox.
2. As the result of consolidation of support staff for Winnefox and OPL, Winnefox agrees to employ a staff which will perform secretarial and clerical duties for both organizations. OPL agrees to reimburse Winnefox for services rendered.
3. Winnefox will provide delivery service to OPL outreach sites.
4. In recognition of the importance of building and maintaining strong relationships with elected officials, Winnefox and OPL will support the Wisconsin Library Association's Legislative Initiative.
5. From time to time, OPL and Winnefox will purchase services and items (i.e., postage, telecommunications, books, supplies, etc.) from each other at billable costs.
6. Specific provisions of this agreement notwithstanding, the actual amount paid by Winnefox to OPL or OPL to Winnefox is to be determined by an annual compensation agreement between Winnefox and OPL to be attached to this agreement as Exhibit A.

7. Negotiations will take place in the context of annual budget development and within the parameters of this agreement. The parties further agree that it is not the intent of either party to jeopardize the financial stability of the other, but rather to work cooperatively to achieve adequate compensation.
8. Payments agreed upon in the annual compensation agreement are to be made promptly upon billing by either party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

IN PRESENCE OF:

WINNEFOX LIBRARY SYSTEM

\_\_\_\_\_

By: \_\_\_\_\_  
Katherine Freund, President  
Winnefox Library System Board

\_\_\_\_\_

By: \_\_\_\_\_  
Melissa Kolstad, Secretary/Treasurer  
Winnefox Library System Board

OSHKOSH PUBLIC LIBRARY

\_\_\_\_\_

By: \_\_\_\_\_  
Bill Bracken, President  
Oshkosh Public Library Board

\_\_\_\_\_

By: \_\_\_\_\_  
Jeff Gilderson-Duwe, Secretary  
Oshkosh Public Library Board

<p><b>EXHIBIT A</b>  <b>OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM</b>  <b>ANNUAL COMPENSATION AGREEMENT – 2023 – REVISED April 2023</b></p>
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In accordance with the Contractual Services Agreement, the following charges result from the calculation for reimbursable services.

**2023 PAYMENTS FROM WINNEFOX TO OSHKOSH PUBLIC LIBRARY**

Director’s Contract	\$ 22,282
Annual Rent	\$ 16,961
Database Support Services	\$ 157,651
<u>Total:</u>	<u>\$ 196,894</u>

**2023 PAYMENTS FROM OSHKOSH PUBLIC LIBRARY TO WINNEFOX**

Consolidated Secretarial/Clerical Support Services	\$ 126,330
Electronic Services	\$ 26,610
Delivery Services	\$ 4,800
WLA Legislative Initiative	\$ 590
<u></u>	<u>\$ 158,331</u>



# 2024 Budget Prep Calendar

April	14	Finance Office to distribute CIP Instructions and Request Forms (Department Heads to coordinate with committees for their potential input)
May	12	Deadline to submit CIP Request Forms to Finance Office
	12 - 31	Finance Office to assemble 2024-2033 Preliminary CIP for Internal Meetings
June	12-16	Internal Meetings - Review of Preliminary CIP (Dept Heads / City Manager / Finance Dir)
	19-23	Finance Office to implement CIP Revisions as discussed in internal meetings
	23	Finance Office to deliver Proposed CIP to City Manager
	26-28	Finance Office to establish 2024 Preliminary Budget Assumptions and estimated Personnel Costs (2023 Year End Projections and 2024 Proposed Amounts)
	28	Council Workshop #1 - Capital Improvement Plan
July	3 - 21	(continued from June) Finance Office to establish 2024 Preliminary Budget Assumptions and estimated Personnel Costs (2023 Year End Projections and 2024 Proposed Amounts)
	17 - 21	Operations Budget Training video released in this timeframe
	25	Finance Office to distribute Operations Budget Instructions and Templates
August	11	Deadline to submit Preliminary Operations Budgets to Finance Office
	14	Departments enter Operations Budgets in Munis <b>on or before this day</b>
	15	Plan Commission to review CIP
	15 - 31	Finance Office to assemble Preliminary Operations Budget Document for Internal Meetings
	22	City Council to Approve the Capital Improvement Plan
	29	Council Workshop #2 - 2024 Early Projections and Direction on Priorities from Council
September	6 - 18	Internal Meetings - Review of Preliminary Operations Budgets (Department Heads / City Manager / Finance Director)
	8	Local Revenues Estimated
	18 - 27	Finance Office to implement Operating Budget Revisions as discussed in meetings
October	2 - 6	Finance Office to receive State Revenue Information / Finalize Proposed Budget
	13	Finance Office to deliver Proposed Operations Budget to City Manager
	23	Notice of Public Hearing for Budget is published in Oshkosh Northwestern (Oct. 19 in Herald)
	23	Proposed Operations Budget delivered to Council
	30	Council Workshop #3 - All Day Department Review
	31	Council Workshop #4 - All Day Department Review
November	3	Budget Amendment Draft I
	7	Public Hearing at 6pm
	7	Council Workshop #5 (if necessary)
	10	Budget Amendment Draft II
	14	City Council to Adopt the 2024 Operations Budget

\*Above dates for budget activities are tentative at this time. Any substantial variations will be identified as soon as they are known.

**Oshkosh Public Library**  
**Statement of Revenue and Receipts**  
**March 2023**  
**25% of the year**

**RECEIPTS**

**Oshkosh Public Library**  
 Gifts and Donations  
 Material Lost and Paid For  
 Other Receipts  
**Total Oshkosh Public Library Receipts**

BUDGET	MARCH	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
	250.01	31,642.84		31,642.84
	942.44	1,666.69		1,666.69
				0.00
	<b>1,192.45</b>	<b>28,269.32</b>	<b>0.00%</b>	<b>28,269.32</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	46,347.00	46,347.00	97.16%	(1,353.00)
220,500.00	18,264.66	54,793.98	24.85%	(165,706.02)
<b>1,084,500.00</b>	<b>64,611.66</b>	<b>101,140.98</b>	<b>9.33%</b>	<b>(983,359.02)</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	1,011.18	2,313.43	25.70%	(6,686.57)
	57.15	150.15	0.00%	150.15
1,000.00	165.00	557.38	55.74%	(442.62)
10,000.00	1,896.71	3,994.14	39.94%	(6,005.86)
	153.25	335.50	0.00%	335.50
		0.00	0.00%	0.00
		0.00	0.00%	0.00
		0.00	0.00%	0.00
<b>20,000.00</b>	<b>3,283.29</b>	<b>7,350.60</b>	<b>36.75%</b>	<b>(12,649.40)</b>

**Total Revenue Submitted to City of Oshkosh**

1,104,500.00	67,894.95	108,491.58	9.82%	(996,008.42)
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**TOTAL REVENUE**

<b>1,104,500.00</b>	<b>70,194.95</b>	<b>113,306.58</b>	<b>10.26%</b>	<b>(991,193.42)</b>
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**Oshkosh Transit System**

Monthly Bus Passes  
 Quarterly Bus Passes

**Total Receipts to Oshkosh Transit System**

0.00	770.00	2,205.00	0.00%	2,205.00
0.00	1,530.00	2,610.00	0.00%	2,610.00
<b>0.00</b>	<b>2,300.00</b>	<b>4,815.00</b>	<b>0.00</b>	<b>4,815.00</b>

City of Oshkosh Levy

2,792,700.00

Oshkosh Public Library  
Statement of Expenditures  
April 2023  
33.33% of the year

	2023	APRIL	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
<b>Revolving Expenses</b>					
6102 Regular Pay	2,325,400.00	254,557.08	510,298.87	21.94	1,815,101.13
6104 Overtime Pay	30,000.00	7,362.72	12,814.70	42.72	17,185.30
6302 FICA - Employers Share	160,200.00	19,609.61	38,952.01	24.31	121,247.99
6304 Wisconsin Retirement Fund	149,700.00	16,235.36	32,692.16	21.84	117,007.84
6306 Health Insurance	330,500.00	28,871.00	73,588.40	22.27	256,911.60
6308 Dental Insurance	16,200.00	1,267.16	3,212.73	19.83	12,987.27
6310 Life Insurance	6,200.00	507.57	1,502.71	24.24	4,697.29
<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	633.07	7,304.13	31.08	16,195.87
6412 Contractual Agreement Payments	340,000.00	13,145.00	217,786.60	64.05	122,213.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00		3,389.15	178.38	-1,489.15
6416 Prevent Maintenance Contracts	16,600.00	7,276.74	23,961.15	144.34	-7,361.15
6417 Third Party Contractd Services	50,000.00	5,650.85	24,225.49	48.45	25,774.51
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	900.00	948.00	15.80	5,052.00
6422 Professional License/Membership Dues/Bonds	5,000.00	151.35	635.35	12.71	4,364.65
6423 Employee Allowance/Reimbursement	800.00	60.59	258.19	32.27	541.81
<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	1,414.44	20.21	5,585.56
<b>Fixed Costs</b>					
6450 Insurance Expense	28,300.00		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	24.65	371.50	10.61	3,128.50
6455 Utilities Expense	83,000.00	8,899.41	29,446.84	35.48	53,553.16
<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		35.23	0.00	-35.23
<b>Inventory/Supplies</b>					
6520 Office Supplies	21,100.00	1,696.94	4,005.53	18.98	17,094.47
6524 Inventory/Supplies	248,400.00	17,584.82	61,296.53	24.68	187,103.47
6529 Non-Inventory Supplies	34,000.00	7,748.52	15,359.96	45.18	18,640.04
<b>Total Other Expenditures</b>	<b>3,897,200.00</b>	<b>392,529.55</b>	<b>1,063,874.67</b>	<b>27.30</b>	<b>2,833,325.33</b>



Oshkosh Public Library  
 Endowment Fund Expenditures  
 April 2023  
 33.33% of the year

	2023	APRIL	NET	% OF	UNEXPENDED	
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE	
			TO DATE	BUDGET		
<b>OPL Collection Improvements</b>						
80601	Hoxtel	1,000.00	287.20	287.20	28.72	712.80
80603	Schuster (Audio)	10,850.00	5,409.18	6,109.36	56.31	4,740.64
80605	Archer	100.00		0.00	0.00	100.00
80607	Gruenwald	160.00		0.00	0.00	160.00
80609	G Hilton	775.00	133.09	166.13	21.44	608.87
80612	E.W. Kelsh	150.00		0.00	0.00	150.00
80613	G Kenney	600.00		0.00	0.00	600.00
80614	Mainwaring		32.53	61.07	0.00	-61.07
80615	Memorial Fund	3,500.00	825.36	3,156.55	90.19	343.45
80618	Schuster (Books)	0.00		0.00	0.00	0.00
80651	M Rasmussen	1,100.00		0.00	0.00	1,100.00
80627	S Zellmer	5,275.00		0.00	0.00	5,275.00
80633	Collection Improvement Fund	0.00	25,073.09	25,073.09	0.00	-25,073.09
80633.1	OverDrive eBooks/eAudiobooks	20,000.00		0.00	0.00	20,000.00
80633.2	Classics Collection - Enhance Int'l & Diversity	1,500.00		0.00	0.00	1,500.00
80633.3	Juvenile Fiction Refresh	1,000.00		0.00	0.00	1,000.00
80634	Mary Malner	0.00		0.00	0.00	0.00
80634.1	Wild Winter Readoff Author Event	1,000.00		730.00	73.00	270.00
80637	Jackson	75.00		0.00	0.00	75.00
80638	Steiger	600.00	57.42	57.42	9.57	542.58
80644	Rojahn	80.00		0.00	0.00	80.00
<b>OPL Development and Support Fund</b>						
80629	Development and Support Fund			0.00	0.00	0.00
80629.1	John Nichols Education Scholarship	2,400.00		1,200.00	50.00	1,200.00
80629.2	Literacy Council Spelling Bee Sponsorship	360.00		0.00	0.00	360.00
80629.3	Wisconsin City Library Collaborative	1,800.00		1,800.00	100.00	0.00
80629.4	OPL Staff Development Day	3,000.00	634.80	2,794.92	93.16	205.08
80629.5	Oshkosh Poet Laureate Stipend	800.00	2,000.00	2,000.00	250.00	-1,200.00
<b>OPL Facility Improvement Fund</b>						
80630	Facility and Improvement Fund			0.00	0.00	0.00
80630.1	Basket Carts	2,100.00		0.00	0.00	2,100.00
80630.2	Shelf Talkers	1,200.00		0.00	0.00	1,200.00
80630.3	Architect Consultant Fees	50,000.00		5,220.63	10.44	44,779.37
80630.4	CFOS Love Seat/Sofa	4,300.00	4060.05	5,010.18	116.52	-710.18
<b>OPL Programming Support Fund</b>						
80631	Programming Support			0.00	0.00	0.00
80631.1	Freedom to Read Program Support	2,000.00	412.46	412.46	20.62	1,587.54
80631.2	Reading Challenge Prizes - Adult (Books)	2,200.00		782.14	35.55	1,417.86
80631.3	Reading Challenge Prizes - Elementary (Books)	3,500.00	3,990.47	3,990.47	114.01	-490.47
80631.4	Reading Challenge prizes - Tweens (Books)	2,200.00	1,421.12	1,421.12	64.60	778.88
80631.5	Reading Challenge Prizes - Teens (Books)	2,200.00		0.00	0.00	2,200.00
80631.6	Book Club Books - Elementary	2,200.00		1,760.42	80.02	439.58
80631.7	Book Club Books - Tweens	2,200.00	176.80	1,966.32	89.38	233.68
80631.8	Book Club Books - Teens	2,200.00		2,081.67	94.62	118.33
80631.9	Book Club Books - Young Adult (Books)	2,200.00		1,008.10	45.82	1,191.90
80631.10	Lakeflyl Writer's Conference	10,000.00		0.00	0.00	10,000.00
80631.11	Teen Lit Loot Box Service	3,000.00		0.00	0.00	3,000.00
<b>Total Gifts</b>						
		147,625.00	44,513.57	67,089.25	45.45	77,535.75

## Oshkosh Public Library Highlights April 2023

1. Local 5 Live visited the library to preview an Earth Day event held here on April 22. Community Engagement Librarian Sandy Toland and Jessica Hanson from Winnebago County Solid Waste talked about the activities planned for Think Outside the Trash: Upcycling & Recycling for Earth Day. Jessica demonstrated creative ways that non-recyclable items can be upcycled into something useful. Sandy highlighted the public library model of sharing books and resources as the ultimate in sustainability and helped the library shine as a community resource for information and lifelong learning.
2. Little Free Libraries in the Oshkosh area got some support from the “big free library” in April when OPL helped to refresh their neighborhood collections. Survey information from the LFL coordinators was used to assemble bags filled with the types of books likely to appeal to their readers. Seven LFLs took home 110 donated books.
3. Library patrons will be able to check out day passes to Wisconsin state parks after May 1. The DNR expanded its pilot program, Check Out Wisconsin State Parks at Your Library, and OPL was one of 200 libraries selected to participate. The goal is to bring more people to state parks and forests and libraries are seen as the perfect partner to offer access to this popular resource for learning and enjoyment.
4. Readers Advisory Librarian Nancy Bell presented the program Banned Books, Censorship and the Freedom to Read to 120 members of Learning in Retirement on March 29. Getting out into the community to talk about the importance of intellectual freedom is important to building support for this cornerstone of public library service.
5. Area writers have had numerous opportunities to sharpen their creative skills by attending the Write Now! series of programs. Since March 2, 21 people have attended workshops that offer inspiration, techniques and tools designed to help writers develop their craft. The series culminates with After Hours Open Mic on May 5 under the Dome during the Lakefly Writers Conference.
6. A program presented in partnership with the Winnebago Land Genealogical Society drew 20 people on April 13 to learn about Wikitree.com, a website on a mission to grow an accurate single family tree online.
7. Art Fest is currently adding a burst of color and flair to the library’s lower level. The exhibit featuring art by elementary school students in the Oshkosh Area School District is on display through April 28. A reception was held on April 16, with 66 people attending.

MONTHLY REPORT  
Oshkosh Public Library  
March 2023

CIRCULATION	Mar-23	Mar-22	% Change	YTD 2023	YTD 2022	% Change
Book-Adult	15,217	14,262	7%	43,247	41,695	4%
Book-Juvenile	16,022	13,999	14%	43,198	37,606	15%
Book-YA/Teen	1,555	1,390	12%	4,240	3,837	11%
CD-Adult	1,120	1,125	0%	3,820	3,099	23%
CD-Juvenile	134	90	49%	281	237	19%
CD-Book-Adult	601	747	-20%	1,712	2,137	-20%
CD-Book-Juvenile	239	202	18%	626	595	5%
CD-Book-YA/Teen	21	13	62%	43	69	-38%
DVD-Adult	6,306	6,111	3%	18,589	18,336	1%
DVD-Juvenile	1,312	1,248	5%	3,695	3,476	6%
Game-Adult	773	671	15%	2,112	1,755	20%
Game-Juvenile	232	192	21%	620	473	31%
Magazine-Adult	538	520	3%	1,440	1,552	-7%
Magazine-Juvenile	17	17	0%	34	55	-38%
Magazine-YA/Teen	1	0	0%	1	0	0%
Other-Adult	276	185	49%	704	475	48%
Other-Juvenile	165	103	60%	459	234	96%
Other-YA/Teen	9	3	200%	19	12	58%
<b>Total Adult</b>	<b>24,831</b>	<b>23,621</b>	<b>5%</b>	<b>71,624</b>	<b>69,049</b>	<b>4%</b>
<b>Total Juvenile</b>	<b>18,121</b>	<b>15,851</b>	<b>14%</b>	<b>48,913</b>	<b>42,676</b>	<b>15%</b>
<b>Total YA/Teen</b>	<b>1,586</b>	<b>1,406</b>	<b>13%</b>	<b>4,303</b>	<b>3,918</b>	<b>10%</b>
<b>SUB TOTAL</b>	<b>44,538</b>	<b>40,878</b>	<b>9%</b>	<b>124,840</b>	<b>115,643</b>	<b>8%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	5,249	4,848	8%	15,157	14,581	4%
Hoopla E-Books	509	390	31%	1,443	1,111	30%
<b>E-BOOKS SUB TOTAL</b>	<b>5,758</b>	<b>5,238</b>	<b>10%</b>	<b>16,600</b>	<b>15,692</b>	<b>6%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	4,308	3,837	12%	12,600	11,039	14%
Hoopla Audiobooks	1,165	862	35%	3,463	2,591	34%
<b>AUDIOBOOKS SUB TOTAL</b>	<b>5,473</b>	<b>4,699</b>	<b>16%</b>	<b>16,063</b>	<b>13,630</b>	<b>18%</b>
Tumblebooks	17	16	6%	17	73	-77%
<b>DIGITAL BOOKS SUB TOTAL</b>	<b>17</b>	<b>16</b>	<b>6%</b>	<b>17</b>	<b>73</b>	<b>-77%</b>
<b>Digital Media</b>						
Hoopla Music	74	38	95%	159	108	47%
Hoopla Video	181	246	-26%	597	796	-25%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>255</b>	<b>284</b>	<b>-10%</b>	<b>756</b>	<b>904</b>	<b>-16%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>11,503</b>	<b>10,237</b>	<b>12%</b>	<b>33,436</b>	<b>30,299</b>	<b>10%</b>
<b>TOTAL CIRCULATION</b>	<b>56,041</b>	<b>51,115</b>	<b>10%</b>	<b>158,276</b>	<b>145,942</b>	<b>8%</b>

PHYSICAL MATERIALS	Mar-23	Mar-22	% Change	YTD 2023	YTD 2022	% Change
% AV Materials Circulated	24%	25%	-5%	25%	26%	-3%
% Print Materials Circulated	76%	75%	2%	75%	74%	1%
% Adult Materials Circulated	59%	61%	-3%	57%	60%	-4%
% Youth Materials Circulated	41%	39%	5%	43%	40%	6%
Average Circulation Per Hour	178.5	161.8	10%	183.2	162.9	12%

MONTHLY REPORT  
Oshkosh Public Library  
March 2023

MISCELLANEOUS	Mar-23	Mar-22	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	19,326	17,467	11%	52,585	45,652	15%
Average Daily Traffic	623	563	11%	611	512	19%
Meetings Held	118	80	48%	272	192	42%
New Card Registrations	230	244	-6%	627	599	5%
Self-check % of Checkout	50.1%	46.8%	7%	49.6%	48.8%	2%
Volunteer Hours Worked	97	114	-15%	271	232	17%
Teacher Packs	2	9	-78%	11	33	-67%

ELECTRONIC RESOURCES	Mar-23	Mar-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	18,701	19,147	-2%	54,804	53,831	1.8%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	46	93	-51%	168	234	-28.2%
EBSCO Sessions	33	65	-49%	126	181	-30.4%
HeritageQuest Sessions	158	72	119%	913	201	354.2%
Mango Languages	31	59	-47%	156	192	-18.8%
Mitchell Auto Repair	0	5	-100%	12	25	-52.0%
NewspaperARCHIVE	212	321	-34%	719	821	-12.4%
RefUSA	63	81	-22%	287	419	-31.5%
<b>SUB-TOTAL</b>	<b>571</b>	<b>725</b>		<b>2,456</b>	<b>2,157</b>	<b>13.9%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	44	46	-4%	124	119	4.2%
City Directories	92	95	-3%	330	246	34.1%
Digital Collections	229	399	-43%	778	999	-22.1%
Local History Books	25	32	-22%	84	99	-15.2%
Oshkosh Facts, Firsts, and FAQ	3	2	50%	5	10	-50.0%
Oshkosh Newspaper Index	0	0	0%	0	0	#DIV/0!
Oshkosh Vital Records Index	230	307	-25%	623	771	-19.2%
Riverside Cemetery Index	21	13	62%	38	59	-35.6%
UWDC - Atlases & Histories	1	5	-80%	4	6	-33.3%
<b>SUB-TOTAL</b>	<b>645</b>	<b>899</b>		<b>1,986</b>	<b>2,309</b>	<b>-14.0%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>19,917</b>	<b>20,771</b>	<b>-4%</b>	<b>59,246</b>	<b>58,297</b>	<b>1.6%</b>

PUBLIC COMPUTER USE	Mar-23	Mar-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Access	6,603	5828	13%	17328	15000	15.5%
Public Computer Use						
Adult	1,601	1567	2%	4428	4262	3.9%
Youth	196	138	42%	481	369	30.4%
<b>TOTAL USE</b>	<b>1797</b>	<b>1705</b>	<b>5%</b>	<b>4909</b>	<b>4631</b>	<b>6.0%</b>

QUESTIONS ANSWERED	Mar-23	Mar-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department						
Reference	97	1,452	-93%	2,318	4,148	-44%
Youth Department						
Reference	0	336	-100%	449	977	-54%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>97</b>	<b>1,788</b>	<b>-95%</b>	<b>2,767</b>	<b>5,125</b>	<b>-46%</b>

PROGRAMS	Mar-23	Mar-22	% Change	YTD 2023	YTD 2022	% Change
Programs Given						
Adult	21	16	31%	45	34	32%
Teen	2	6	-67%	8	11	-27%
Youth	33	25	32%	86	79	9%
Roving Reader	12	9	33%	21	24	-13%
<b>TOTAL</b>	<b>68</b>	<b>56</b>	<b>21%</b>	<b>160</b>	<b>148</b>	<b>8%</b>
Program Attendance						
Adult	274	418	-34%	624	909	-31%
Teen	65	170	-62%	257	242	6%
Youth	1027	1543	-33%	3,209	3,612	-11%
<b>TOTAL</b>	<b>1366</b>	<b>2131</b>	<b>-36%</b>	<b>4,090</b>	<b>4,763</b>	<b>-14%</b>

**MEMORANDUM**

TO: Jeff Gilderson-Duwe  
FROM: Tracie Schlaak  
DATE: April 18, 2023  
SUBJECT: March 2023 Donations

Blended Waxes	\$ 5,000.00
Annual distribution from Mainwaring Fund	\$ 573.00
Wisconsin Writers Association – sponsorship for Lakefly Writing Conference	\$ 500.00
Donations given at register	\$ 25.84
<b>Total Donations</b>	<b>\$ 6,098.84</b>

**MEMORANDUM**

TO: Jeff Gilderson-Duwe  
FROM: Tracie Schlaak  
DATE: April 18, 2023  
SUBJECT: March 2023 Personnel Changes

**Tatum Coats** – New Page in First Floor Public Services

**Sawyer Cannon** – Page in FFPS resigned after 2 years with the library

Attention to patron and community needs drove progress on strategic plan projects during the first quarter of 2023. A new service, ongoing work on a facility plan and efforts to improve patron access to library resources moved OPL closer to achieving several objectives.

## **Goal 1: A Community-Driven Library**

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

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

Preliminary work on a process for evaluating library programming led to reframing the project as a more comprehensive Program Manual to give clear guidance in developing and presenting programs to the public. Evaluation will be incorporated into that process. This project will serve as a pilot for new performance measures under development.

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

Responding to patron and community interest, the library has started offering Everyday Tech, a twice-monthly combination of one-on-one general assistance and sessions that focus on common tech topics including email, smartphone basics, Facebook and digital photos.

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

A draft of a library Partnership Guide is complete and will be introduced for review by the Management Team in April.

## **Goal 2: A Library that Matters**

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

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

Improving access to the library collection helps to support the literacy goals of individuals and the community. A recent reconfiguration of the children's fiction collection is making it more appealing and easier for patrons to use. The redefined space and furnishings also create a more welcoming atmosphere and allow for more flexible programming options.

**Objective D: Make the library building a desirable destination that meets the needs of patrons and community.**

A space audit of the library building was completed by an outside consultant as work continues on a facility master plan. The report identifies challenges, opportunities for better use of space, ideas for housing collections and accommodating patrons and concepts that could lead to better meeting community needs. The report is under review to determine next steps for the planning process.

**Goal 3: A provider of and connector to trusted information.**

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

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

A behind the scenes project will help to improve public access to important local history information. Local history librarian Michael McArthur and Information Services page Christa Van Fleteren are working to organize and process uncatalogued donations, materials, and records related to the library, Oshkosh and community organizations. They include photos, local publications, scrapbooks, family histories, library records, and maps. By processing and arranging the items they can be added to the catalog, where they can be searched and utilized by the public. It also allows McArthur to identify preservation concerns and collections that might be of high public interest.



Oshkosh Public Library - OACF Endowment Funds - Q1 2023 Report

	Collection Improvement		Facility Improvement		Library Development & Support		Technology		Programming Support	
	Q-1	2022 to Date	Q-1	2022 to Date	Q-1	2022 to Date	Q-1	2022 to Date	Q-1	2022 to Date
<b>Funds for Library Excellence</b>										
Opening Fund Balance	\$ 722,085.66	\$ 722,085.66	\$ 1,334,322.63	\$ 1,334,322.63	\$ 1,900,094.29	\$ 1,900,094.29	\$ 399,678.51	\$ 399,678.51	\$ 769,077.67	\$ 769,077.67
<b>Additions to Fund Balance</b>										
Contributions	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ 40,429.44	\$ 40,429.44	\$ 50.00	\$ 50.00	\$ 2,000.00	\$ 2,000.00
Unrealized Gains/Losses	\$ 25,607.17	\$ 25,607.17	\$ 47,420.64	\$ 47,420.64	\$ 67,477.35	\$ 67,477.35	\$ 14,235.15	\$ 14,235.15	\$ 27,340.69	\$ 27,340.69
Realized Gains/Losses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 3,115.09	\$ 3,115.09	\$ 5,683.33	\$ 5,683.33	\$ 8,002.76	\$ 8,002.76	\$ 1,765.27	\$ 1,765.27	\$ 3,292.04	\$ 3,292.04
Transfers In	\$ 309,561.50	\$ 309,561.50	\$ 212,037.99	\$ 212,037.99	\$ -	\$ -	\$ 647,753.49	\$ 647,753.49	\$ 265,904.87	\$ 265,904.87
Total Fund Balance Increases	\$ 343,283.76	\$ 343,283.76	\$ 265,141.96	\$ 265,141.96	\$ 115,909.55	\$ 115,909.55	\$ 663,803.91	\$ 663,803.91	\$ 298,537.60	\$ 298,537.60
<b>Decreases to Fund Balance</b>										
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ (1,435,257.85)	\$ (1,435,257.85)	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (855.22)	\$ (855.22)	\$ (1,509.70)	\$ (1,509.70)	\$ (1,862.25)	\$ (1,862.25)	\$ (553.24)	\$ (553.24)	\$ (895.36)	\$ (895.36)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ (855.22)	\$ (855.22)	\$ (1,509.70)	\$ (1,509.70)	\$ (10.44)	\$ (10.44)	\$ (1.49)	\$ (1.49)	\$ -	\$ -
Total Fund Balance Decreases	\$ (855.22)	\$ (855.22)	\$ (1,509.70)	\$ (1,509.70)	\$ (1,437,130.54)	\$ (1,437,130.54)	\$ (554.73)	\$ (554.73)	\$ (895.36)	\$ (895.36)
<b>Net Changes to Fund Balance</b>	\$ 342,428.54	\$ 342,428.54	\$ 263,632.26	\$ 263,632.26	\$ (1,321,220.99)	\$ (1,321,220.99)	\$ 663,249.18	\$ 663,249.18	\$ 297,642.24	\$ 297,642.24
<b>Ending Fund Balance</b>	\$ 1,064,514.20	\$ 1,064,514.20	\$ 1,597,954.89	\$ 1,597,954.89	\$ 578,873.30	\$ 578,873.30	\$ 1,062,927.69	\$ 1,062,927.69	\$ 1,066,719.91	\$ 1,066,719.91
<b>Restricted Collection Funds</b>										
		<b>Archer</b>		<b>Gruenewald</b>		<b>Hilton II Special</b>		<b>Hoitel</b>		<b>Jackson</b>
Opening Fund Balance	\$ 2,357.65	\$ 2,357.65	\$ 3,521.45	\$ 3,521.45	\$ 15,810.31	\$ 15,810.31	\$ 21,688.34	\$ 21,688.34	\$ 2,098.63	\$ 2,098.63
<b>Additions to Fund Balance</b>										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 851.00	\$ 851.00	\$ -	\$ -
Unrealized Gains/Losses	\$ 83.78	\$ 83.78	\$ 125.13	\$ 125.13	\$ 561.78	\$ 561.78	\$ 771.40	\$ 771.40	\$ 74.54	\$ 74.54
Realized Gains/Losses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 10.00	\$ 10.00	\$ 14.94	\$ 14.94	\$ 67.07	\$ 67.07	\$ 93.56	\$ 93.56	\$ 8.90	\$ 8.90
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 93.78	\$ 93.78	\$ 140.07	\$ 140.07	\$ 628.85	\$ 628.85	\$ 1,715.96	\$ 1,715.96	\$ 83.44	\$ 83.44
<b>Decreases to Fund Balance</b>										
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (2.60)	\$ (2.60)	\$ (3.89)	\$ (3.89)	\$ (17.46)	\$ (17.46)	\$ (24.18)	\$ (24.18)	\$ (2.32)	\$ (2.32)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ (2.60)	\$ (2.60)	\$ (3.89)	\$ (3.89)	\$ (17.46)	\$ (17.46)	\$ (24.18)	\$ (24.18)	\$ (2.32)	\$ (2.32)
Total Fund Balance Decreases	\$ (2.60)	\$ (2.60)	\$ (3.89)	\$ (3.89)	\$ (17.46)	\$ (17.46)	\$ (24.18)	\$ (24.18)	\$ (2.32)	\$ (2.32)
<b>Net Changes to Fund Balance</b>	\$ 91.18	\$ 91.18	\$ 136.18	\$ 136.18	\$ 611.39	\$ 611.39	\$ 1,691.78	\$ 1,691.78	\$ 81.12	\$ 81.12
<b>Ending Fund Balance</b>	\$ 2,448.83	\$ 2,448.83	\$ 3,657.63	\$ 3,657.63	\$ 16,421.70	\$ 16,421.70	\$ 23,380.12	\$ 23,380.12	\$ 2,179.75	\$ 2,179.75

Oshkosh Public Library - OACF Endowment Funds - Q1 2023 Report

	Kelsh		Kenny		Rasmussen, M.		Rojahn, F & A		Schuster, J & H	
	Q-1	2022 to Date	Q-1	2022 to Date	Q-1	2022 to Date	Q-1	2022 to Date	Q-1	2022 to Date
<b>Restricted Collection Funds</b>										
<b>Opening Fund Balance</b>	\$ 3,577.60	\$ 3,577.60	\$ 12,789.61	\$ 12,789.61	\$ 45,082.43	\$ 45,082.43	\$ 3,787.11	\$ 3,787.11	\$ 224,282.02	\$ 224,282.02
<b>Additions to Fund Balance</b>										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 127.12	\$ 127.12	\$ 454.41	\$ 454.41	\$ 1,601.78	\$ 1,601.78	\$ 134.55	\$ 134.55	\$ 7,968.79	\$ 7,968.79
Realized Gains/Losses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 15.18	\$ 15.18	\$ 54.26	\$ 54.26	\$ 191.24	\$ 191.24	\$ 16.06	\$ 16.06	\$ 951.46	\$ 951.46
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 142.30	\$ 142.30	\$ 508.67	\$ 508.67	\$ 1,793.02	\$ 1,793.02	\$ 150.61	\$ 150.61	\$ 8,920.25	\$ 8,920.25
<b>Decreases to Fund Balance</b>										
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (3.94)	\$ (3.94)	\$ (14.12)	\$ (14.12)	\$ (49.77)	\$ (49.77)	\$ (4.18)	\$ (4.18)	\$ (247.60)	\$ (247.60)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (3.94)	\$ (3.94)	\$ (14.12)	\$ (14.12)	\$ (49.77)	\$ (49.77)	\$ (4.18)	\$ (4.18)	\$ (247.60)	\$ (247.60)
<b>Net Changes to Fund Balance</b>	\$ 138.36	\$ 138.36	\$ 494.55	\$ 494.55	\$ 1,743.25	\$ 1,743.25	\$ 146.43	\$ 146.43	\$ 8,672.65	\$ 8,672.65
<b>Ending Fund Balance</b>	\$ 3,715.96	\$ 3,715.96	\$ 13,284.16	\$ 13,284.16	\$ 46,825.68	\$ 46,825.68	\$ 3,933.54	\$ 3,933.54	\$ 232,954.67	\$ 232,954.67

	Steiger		Zellmer	
	Q-1	2022 to Date	Q-1	2022 to Date
<b>Restricted Collection Funds</b>				
<b>Opening Fund Balance</b>	\$ 13,093.24	\$ 13,093.24	\$ 110,605.86	\$ 110,605.86
<b>Additions to Fund Balance</b>				
Contributions	\$ 429.00	\$ 429.00	\$ -	\$ -
Unrealized Gains/Losses	\$ 465.66	\$ 465.66	\$ 3,929.88	\$ 3,929.88
Realized Gains/Losses	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 56.34	\$ 56.34	\$ 469.21	\$ 469.21
Transfers In	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 951.00	\$ 951.00	\$ 4,399.09	\$ 4,399.09
<b>Decreases to Fund Balance</b>				
Transfers Out	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (14.58)	\$ (14.58)	\$ (122.11)	\$ (122.11)
Program Expenses	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (14.58)	\$ (14.58)	\$ (122.11)	\$ (122.11)
<b>Net Changes to Fund Balance</b>	\$ 936.42	\$ 936.42	\$ 4,276.98	\$ 4,276.98
<b>Ending Fund Balance</b>	\$ 14,029.66	\$ 14,029.66	\$ 114,882.84	\$ 114,882.84

Oshkosh Public Library - OACF Endowment Funds - Q1 2023 Report

	AV Trust		Malnar		Nichols	
	Q-1	2022 to Date	Q-1	2022 to Date	Q-1	2022 to Date
Other Restricted Funds						
Opening Fund Balance	\$ 32,253.00	\$ 32,253.00	\$ 25,458.19	\$ 25,458.19	\$ 65,479.41	\$ 65,479.41
Additions to Fund Balance						
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 1,145.92	\$ 1,145.92	\$ 904.49	\$ 904.49	\$ 2,326.55	\$ 2,326.55
Realized Gains/Losses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 136.83	\$ 136.83	\$ 108.00	\$ 108.00	\$ 277.79	\$ 277.79
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 1,282.75	\$ 1,282.75	\$ 1,012.49	\$ 1,012.49	\$ 2,604.34	\$ 2,604.34
Decreases to Fund Balance						
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (35.60)	\$ (35.60)	\$ (28.11)	\$ (28.11)	\$ (72.29)	\$ (72.29)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ (35.60)	\$ (35.60)	\$ (28.11)	\$ (28.11)	\$ (72.29)	\$ (72.29)
Total Fund Balance Decreases	\$ (71.20)	\$ (71.20)	\$ (56.22)	\$ (56.22)	\$ (144.58)	\$ (144.58)
Net Changes to Fund Balance	\$ 1,211.55	\$ 1,211.55	\$ 956.27	\$ 956.27	\$ 2,459.76	\$ 2,459.76
Ending Fund Balance	\$ 33,500.15	\$ 33,500.15	\$ 26,442.57	\$ 26,442.57	\$ 68,011.46	\$ 68,011.46

	All Unrestricted Funds		All Restricted Funds		All Funds	
	Q-1	2022 to Date	Q-1	2022 to Date	Q-1	2022 to Date
Consolidated Totals						
Opening Fund Balance	\$ 5,125,258.76	\$ 5,125,258.76	\$ 581,884.85	\$ 581,884.85	\$ 5,707,143.61	\$ 5,707,143.61
Additions to Fund Balance						
Contributions	\$ 47,479.44	\$ 47,479.44	\$ 1,280.00	\$ 1,280.00	\$ 48,759.44	\$ 48,759.44
Unrealized Gains/Losses	\$ 182,081.00	\$ 182,081.00	\$ 20,675.78	\$ 20,675.78	\$ 202,756.78	\$ 202,756.78
Realized Gains/Losses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 21,858.49	\$ 21,858.49	\$ 2,470.84	\$ 2,470.84	\$ 24,329.33	\$ 24,329.33
Transfers In	\$ 1,435,257.85	\$ 1,435,257.85	\$ -	\$ -	\$ 1,435,257.85	\$ 1,435,257.85
Total Fund Balance Increases	\$ 1,686,676.78	\$ 1,686,676.78	\$ 24,426.62	\$ 24,426.62	\$ 1,711,103.40	\$ 1,711,103.40
Decreases to Fund Balance						
Transfers Out	\$ (1,435,257.85)	\$ (1,435,257.85)	\$ -	\$ -	\$ (1,435,257.85)	\$ (1,435,257.85)
Administrative/Bank Fees	\$ (5,675.77)	\$ (5,675.77)	\$ (642.75)	\$ (642.75)	\$ (6,318.52)	\$ (6,318.52)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ (11.93)	\$ (11.93)	\$ -	\$ -	\$ (11.93)	\$ (11.93)
Total Fund Balance Decreases	\$ (1,440,945.55)	\$ (1,440,945.55)	\$ (642.75)	\$ (642.75)	\$ (1,441,588.30)	\$ (1,441,588.30)
Net Changes to Fund Balance	\$ 245,731.23	\$ 245,731.23	\$ 23,783.87	\$ 23,783.87	\$ 269,515.10	\$ 269,515.10
Ending Fund Balance	\$ 5,370,989.99	\$ 5,370,989.99	\$ 605,668.72	\$ 605,668.72	\$ 5,976,658.71	\$ 5,976,658.71

With appreciation, respect, and affection the Oshkosh Public Library Board of Trustees thanks Jeff Gilderson-Duwe for your 18 years of exemplary service as director of the Oshkosh Public Library. Your effective professionalism and sheer hard work have maintained and cemented the Oshkosh Public Library as one of the city's gems. Your tireless advocacy for the freedom of ideas for the citizens of Oshkosh exemplifies your commitment to public libraries everywhere. We wish you only the best in the next chapters of your life. Bravo!

Library Board of Trustees  
April 27, 2023

**CONTRACTUAL SERVICES AGREEMENT – 2023 – REVISED April 2023  
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM**

THIS AGREEMENT is by and between the Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX," and the Oshkosh Public Library, hereinafter called "OPL."

WHEREAS, Winnefox is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Fond du Lac, Green Lake, Marquette, Waushara and Winnebago Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.17(6) provides that a public library system may contract with other systems or libraries to provide or receive library services, and

WHEREAS, OPL is a member of Winnefox, serves as the system resource library and is the headquarters site of the system,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

- ~~1. Since 1976 the director of Oshkosh Public Library (OPL) has served as director of the Winnefox Library System. In November, 2005, the Winnefox Library System Board and the Oshkosh Public Library Board each independently hired Jeff Gilderson-Duwe as Director of their respective organizations. The Director of the Winnefox Library System is responsible to the Winnefox Library System Board for administration of the Winnefox Library System per Wisconsin Statutes s. 43.17(4). The Director of the Oshkosh Public Library is responsible to the Oshkosh Public Library Board for administration of the Oshkosh Public Library per Wisconsin Statutes s. 43.58(4).~~
- ~~2. OPL agrees to provide administrative support services upon request in consideration of compensation received from Winnefox. Such services may include, but are not limited to, general administration, financial management and personnel administration. Definition of services and costs will be determined in negotiation of the annual compensation agreement.~~
3. OPL will provide suitable space for Winnefox offices and for housing of the Winnefox collection, utilities and normal maintenance service. Winnefox will pay rent, including utilities and maintenance costs, to OPL. Rent to be determined by percentage of space occupied for system functions applied to the cost of building maintenance and utilities and, in negotiation of the annual compensation agreement. The distribution of the costs of improvements to the facility, which are of direct benefit to Winnefox, also will be determined in negotiation of the annual compensation agreement. Winnefox will pay for any improvements that are for the sole benefit of Winnefox.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

IN PRESENCE OF:

WINNEFOX LIBRARY SYSTEM

\_\_\_\_\_

By: \_\_\_\_\_  
Katherine Freund, President  
Winnefox Library System Board

\_\_\_\_\_

By: \_\_\_\_\_  
Melissa Kolstad, Secretary/Treasurer  
Winnefox Library System Board

OSHKOSH PUBLIC LIBRARY

\_\_\_\_\_

By: \_\_\_\_\_  
Bill Bracken, President  
Oshkosh Public Library Board

\_\_\_\_\_

By: \_\_\_\_\_  
Jeff Gilderson-Duwe, Secretary  
Oshkosh Public Library Board