

Oshkosh Public Library Board of Trustees
Agenda – May 25, 2023
Library Lower Level Meeting Room, 106 Washington Avenue

AGENDA

**ACTION
REQUIRED**

PAGE

Call to Order: 4:00 p.m.

Public Comments

Consent Agenda:

1. Minutes of the Regular Meeting of April 27, 2023
2. Minutes of the Board Finance Committee Meeting of May 16, 2023
3. Minutes of the Board Ad Hoc Director Recruitment Committee Meeting of May 19, 2023.
4. Vouchers Payable: \$314,693.14

YES

146-153

Items Removed from Consent Agenda

New Business

5. Director’s position description: Consider the proposed position description included in the meeting packet. The position description was approved by the Ad Hoc Director Recruitment Committee on Friday May 19, 2023, and forwarded to the full board for consideration. **Action requested:** Decide whether to approve the proposed position description.
6. 2023 carryover designation: Director memo updates the status of the library’s carryover surplus from year-end 2022-2023 and proposes designating expenditure of carryover funds for specific purposes in 2023. **Action requested:** Decide whether to approve the director’s proposed designations for carryover spending.
7. OPL Memorial fund assets: Consider the following motion: Request that the City of Oshkosh Finance Department issue a check for \$80,000 from the Oshkosh Public Library Memorial Fund payable to Oshkosh Public Library for deposit into the library’s checking account at West Pointe Bank, which will henceforth function as Oshkosh Public Library Memorial Fund. Finance Committee approved this action in principle at a May 16 meeting. **Action requested:** Decide whether to approve the funds transfer and future use of the checking account.

YES

154-158

YES

159-160

YES

Informational Items

NO

161-172

8. Revenues
9. Expenditures
10. Library Highlights
11. Monthly Statistics
12. Donations
13. Personnel Changes
14. Library Board Advocacy guidelines

Library Director's Report

NO

Future Agenda Items

NO

Trustee Reports and Comments

NO

Closed Session

15. Library Director Exit Interview: Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes in order to discuss matters pertaining to employment, promotion, compensation or performance evaluation data.

NO

Resume Open Session

Adjournment

Next Meeting Scheduled

June 29, 2023 at 4 p.m.

MINUTES OF THE LIBRARY BOARD

Oshkosh Public Library

April 27, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on April 27, 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, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman and Amber Shemanski. Absent were: Julie Davids, David Romond, David Rucker and Samantha Teal, Adjunct Board Member. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director; Lisa Voss, Assistant Director for Library Development; Ruth Percey, Assistant Director for Public Services; Joe Bongers, Head of Information Services; Laura McDonald, Marketing Coordinator and Tracie Schlaak, Administrative Specialist.

There were no public comments.

Consent Agenda Items:

- **Meeting Minutes** of the Meeting of March 30, 2023
- **Vouchers Payable** - \$437,043.12
- **2024 Reimbursement** for cross-county rural use

Motion to approve the consent agenda as presented with a correction to the number of counties that are part of the cross-county rural use – the agreement should indicate 5 counties participating instead of 4

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

New Business

- **Guest:** Laura McDonald, Marketing Coordinator- Laura gave a positive report on the newsletter that goes out every month and how the click-tracking has increased significantly.
- **OPL-Winnefox Contractual Services / Compensation Agreement:** 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 Public Library for the administrative services of its Director. Revising the agreement was already approved by the Winnefox Library System Board on April 26, 2023.

Motion to approve the proposed changes to the Contractual and Compensation Agreements with Winnefox.

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

- **Appointment of an ad hoc Director Recruitment Committee**
Board President appointed David Rucker, Larry Lautenschlager, Barry Perlman, Amber Shemanski and Bill Bracken to this committee.

Motion to approve the ad hoc committee members as appointed.

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

- **Interim Library Director:** 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.

Motion to appoint Ruth Percey and Lisa Voss as joint interim directors until a new director can be hired.

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

- **Interim Library Director Compensation:** 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.

Motion: To approve the suggested increase in hourly rate of the two appointed Interim Directors from 6-3-2023 until a new director is hired

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

- **2024 Operating Budget Preparation Calendar:**

A special OPL Board meeting to discuss the 2024 operating budget was scheduled to be held on August 3, 2023, at 4:00 pm.

Motion: to approve the date of the scheduled 2024 operating budget meeting of August 3, 2023, at 4:00 pm.

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

Trustee Comments

Barry Perlman presented a statement on behalf of the Library Board of Trustees:

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*

Adjournment

Motion to Adjourn the meeting at 5:20 PM

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

Respectfully,



Jeff Gilderson-Duwe, Secretary
Tracie Schlaak – Recorder

MINUTES OF THE LIBRARY BOARD FINANCE COMMITTEE
Oshkosh Public Library
May 16, 2023

Call to Order The Finance Committee Meeting of the Oshkosh Public Library Board of Trustees was held on May 16, 2023 in the 3rd floor Training Room at the Oshkosh Public Library. The meeting was called to order at 4:00 PM by Baron Perlman in the absence of Bill Bracken.

Present were: Baron Perlman, Dave Romond and David Rucker. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director, Lisa Voss, Assistant Director and Julie Schmude, Business Manager and Adjunct Board Member Samantha Teal.

Public Comments: There were none.

New Business

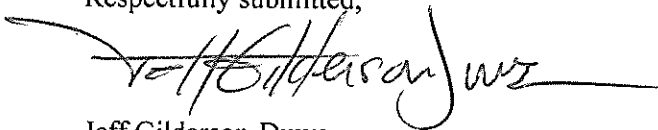
- 1) Library Board Advocacy Strategy. Lisa Voss outlined a draft prepared by the Library Development team for board advocacy strategy throughout the 2024 operating budget process. No motions were made, or votes taken.
- 2) 2024 Operating Budget Process. Jeff Gilderson-Duwe outlined the 2024 operating budget processes and calendar. No motions were made, or votes taken.
- 3) Endowment Funds. The committee discussed the status of endowment funds including current custodianship, purposes, investments, asset balances and reporting/oversight along with recommendations for future strategies in these areas. Baron Perlman moved that \$80,000 be moved from the OPL Memorial Fund to West Pointe Bank and that West Pointe Bank function as the OPL Memorial Fund from now on. After being seconded by David Rucker, the motion carried.

Adjournment

A motion to adjourn was made by David Rucker. After being seconded by Dave Romond, the motion carried unanimously, and the meeting adjourned at 5:16 p.m.

Next Meeting: Tuesday, August 22, 2023 at 4:00 p.m.

Respectfully submitted,



Jeff Gilderson-Duwe
Secretary

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**MINUTES OF THE LIBRARY BOARD
AD HOC DIRECTOR RECRUITMENT COMMITTEE
Oshkosh Public Library
May 19, 2023**

Call to Order The Ad Hoc Director Recruitment Committee Meeting of the Oshkosh Public Library Board of Trustees was held on May 19, 2023 in the Conference Room at the Oshkosh Public Library. The meeting was called to order at 9:15 AM by President Bill Bracken.

Present were: Bill Bracken, Baron Perlman, David Rucker, and Amber Shemanski (via Zoom). Larry Lautenschlager was excused. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director.

Public Comments: There were none.

New Business

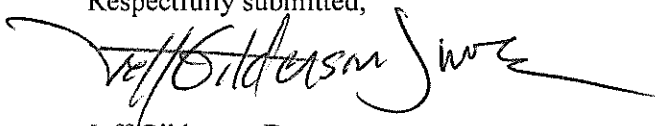
- 1) **Review Draft Library Director Position Description:** A motion was made by Baron Perlman and seconded by David Rucker to forward the revised Library Director Position Description to the full board for approval. The motion carried unanimously.
- 2) **Library Director Recruitment Consultants:** No motions were made, or votes taken. Baron Perlman was assigned the task of setting up initial conversations with library and public sector executive recruitment firms with the aim of determining which firms will be asked to submit quotes to facilitate the Director recruitment process.
- 3) **Other Recruitment Process Tasks:** No motions were made, or votes taken.

Adjournment

A motion to adjourn was made by Baron Perlman, seconded by David Rucker. The motion carried unanimously, and the meeting adjourned at 10:08 a.m.

Next Meeting: To be determined.

Respectfully submitted,



Jeff Gilderson-Duwe
Secretary

**Oshkosh Public Library
Vouchers Payable
May 2023**

Account	Name	Memo	Paid Amount
Revolving Expenses			
6310 · Life Insurance			
	City of Oshkosh - Rotating Charges	Life Insurance	487.73
Total 6310 · Life Insurance			<u>487.73</u>
6308 · Dental Insurance			
	City of Oshkosh - Rotating Charges	Dental Insurance	1,267.73
Total 6308 · Dental Insurance			<u>1,267.73</u>
6306 · Health Insurance			
	City of Oshkosh - Rotating Charges	Health Insurance	28,871.00
Total 6306 · Health Insurance			<u>28,871.00</u>
6304 · Wisconsin Retirement Fund			
	City of Oshkosh - Rotating Charges	Wisconsin Retirement Fund	10,743.32
Total 6304 · Wisconsin Retirement Fund			<u>10,743.32</u>
6302 · FICA - Employers Share			
	City of Oshkosh - Rotating Charges	FICA - Employers Share	12,776.83
Total 6302 · FICA - Employers Share			<u>12,776.83</u>
6104 · Overtime			
	City of Oshkosh - Rotating Charges	Overtime	2,829.45
Total 6104 · Overtime			<u>2,829.45</u>
6102 · Regular Pay			
	City of Oshkosh - Rotating Charges	Regular Pay	169,681.23
Total 6102 · Regular Pay			<u>169,681.23</u>
Total Revolving Expenses			<u>226,657.29</u>
Contracted Services			
6412 · Contractual Agreement Payments			
	Winnefox Library System	Clerical, Electronic, and Delivery Services - April 2023	13,145.00
Total 6412 · Contractual Agreement Payments			<u>13,145.00</u>
6415 · Subscription/Licensing Contract			
	Springshare LLC	LibAnswers Platform	1,179.00
	MasterCard - KG	Calendar Computer Service	28.73
	Mobile Beacon	2 Replacement Hotspots	132.00
	NMT Partners LLC	Web Hosting	150.00
Total 6415 · Subscription/Licensing Contract			<u>1,489.73</u>
6416 · Prevent Maintenance Contracts			
	Jack's Maintenance Service	Exterior Window/Light Cleaning	1,500.00
	Jack's Maintenance Service	Janitorial Service - Monthly Contract	4,546.00
	Jack's Maintenance Service	Janitorial Service - Monthly Contract	4,546.00
	Spring-Green Lawn Care	Weed Control & Granular Applied	84.10
Total 6416 · Prevent Maintenance Contracts			<u>10,676.10</u>
6417 · 3rd Party Contracted Services			
	Beez Electric, Inc	Replace/Upkeep on Lights	4,887.83
	Gartman Mechanical Services	Plumbing Service to Replace Faucet	138.00
	GFL Environmental	May 2023 Trash/Recycle Service	648.98
	Security Luebke Roofing Commercial	Fixed Roof Leak	2,773.60
	Unique Management Services, Inc	April 2023 Placements	587.10
	WALS	April 2023 Unique Management Service	256.51
	MasterCard - RP	Paypal/Big Shoes Network	195.00
Total 6417 · 3rd Party Contracted Services			<u>9,487.02</u>
6411 · Advertising/Postage/Print			
	Time Community Theater	Screening Fee	250.00
	Winnefox Library System	Printing Jobs - April 2023	416.10
Total 6411 · Advertising/Postage/Print			<u>666.10</u>
Total Contracted Services			<u>35,463.95</u>
Employee Development & Allowanc			
6421 · Employee Training/Development			
	Bongers, Joe	WAPL Conference Registration Fee	320.00
	Winnefox Library System	WAPL Conf. Registration	160.00
	Wisconsin Library Association	2023 LDI Registration	550.00
	Wisconsin Library Association	2022 WLA Annual Fall Conference	385.00
Total 6421 · Employee Training/Development			<u>1,415.00</u>

**Oshkosh Public Library
Vouchers Payable
May 2023**

Account	Name	Memo	Paid Amount
6423 · Employee Allowance/Reimbursemen			
	Toland, Sandy	Mileage Reimbursement - 71.2 Miles	46.64
Total 6423 · Employee Allowance/Reimbursemen			<u>46.64</u>
Total Employee Development & Allowanc			<u>1,461.64</u>
Fixed Costs			
6454 · Telephone/Internet			
	Winnefox Library System	U.S. Cellular	26.20
	MasterCard - RP	Public Pay Phone	25.00
	MasterCard - RP	Public Pay Phone	25.00
Total 6454 · Telephone/Internet			<u>76.20</u>
6455 · Utilities Expense			
	Constellation	Monthly Gas Supply Charges	2,567.85
Total 6455 · Utilities Expense			<u>2,567.85</u>
Total Fixed Costs			<u>2,644.05</u>
Inventory Supplies			
6520 · Office Supplies			
	Winnefox Library System	Flash Drives	12.38
	Winnefox Library System	Barcodes from ID Label	1,083.00
	Winnefox Library System	Supplies from Amazon/Newegg	606.31
	Winnefox Library System	Paper from PrintShop	25.63
	Kapco Kent Adhesive Products	Book Covers	745.00
	Staples	Folders and Power Strip	41.94
	Staples	Sellfink Stamp	44.08
	MasterCard - RP	Amazon - Tape Refills	41.99
	MasterCard - RP	Paint, Plastic Liners, & Name Badge Inserts	125.67
	MasterCard - RP	Comics	29.00
	MasterCard - RP	Book Club Materials	86.89
	MasterCard - KG	Laminating Sheets	54.23
	MasterCard - RP	Amazon Prime Membership Fee	139.00
Total 6520 · Office Supplies			<u>3,035.12</u>
6524 · Specialty Supplies			
	MasterCard - KG	3 Copies of The Northwestern - 1 Year Renewal	1,353.01
	Black Stone Publishing	Library CD	261.60
	Center Point Large Print	Books	239.10
	MasterCard - KG	Amazon - Books & Games	863.82
	MasterCard - KG	Amazon - Books and Games	397.08
	MasterCard - KG	New York Times Subscription	1,300.00
	MasterCard - KG	Amazon - 14 Books	261.46
	MasterCard - KG	1 yr Subscription to Post Crescent	470.57
	MasterCard - KG	3 yr Subscription Investor's Business Daily	749.00
	MasterCard - KG	Subscription to Old House Journal & Books	305.68
	MasterCard - KG	Books	935.46
	Baker & Taylor	CDs	11.23
	Baker & Taylor	Books	21.56
	Baker & Taylor	DVDs	81.32
	Baker & Taylor	DVDs	42.45
	Baker & Taylor	DVDs	18.71
	Baker & Taylor	DVDs and CDs	515.88
	Baker & Taylor	DVDs	21.59
	Baker & Taylor	DVDs	15.11
	Baker & Taylor	DVDs	10.79
	Baker & Taylor	DVDs	17.99
	Baker & Taylor	Books	162.26
	Baker & Taylor	Books	326.02
	Baker & Taylor	Books	1,353.41
	Baker & Taylor	Books	259.64
	Baker & Taylor	Books	1,023.33
	Baker & Taylor	Books	109.38
	Baker & Taylor	Books	920.83
	Baker & Taylor	Books	159.83
	Baker & Taylor	Books	561.31

**Oshkosh Public Library
Vouchers Payable
May 2023**

Account	Name	Memo	Paid Amount
	Baker & Taylor	Books	554.31
	Baker & Taylor	Books	1,557.73
	Baker & Taylor	Books	204.27
	EBSCO	Subscriptions	5,130.96
	Black Stone Publishing	Replacement CD	39.75
	Cengage Learning	Book	29.24
	Cengage Learning	Books	83.96
	Cengage Learning	Books	41.23
	Cengage Learning	Books	142.45
	Cengage Learning	Books	142.45
	Cengage Learning	Books	200.18
	Cengage Learning	Books	52.48
	Cengage Learning	Books	47.98
	Cengage Learning	Books	54.73
	HFGGroup	Books	173.40
	Ingram	Book	13.08
	Ingram	Magazines	76.81
	Ingram	Books	7.27
	Ingram	Comics	27.69
	Ingram	Books	16.91
	Ingram	Books	31.57
	Ingram	Comic	10.21
	Ingram	Books	21.47
	Ingram	Comics	13.66
	Ingram	Comic	6.96
	Ingram	Comics	25.53
	Ingram	Books	186.48
	Ingram	Comic	7.98
	Ingram	Comics	36.42
	Ingram	Comic	13.07
	Ingram	Comic	14.50
	Ingram	Books	9.68
	Ingram	Book	9.18
	Ingram	Books	36.63
	Ingram	Comics	25.55
	Ingram	Books	60.71
	Ingram	Books	7.28
	Ingram	Comics	20.31
	Ingram	DVDs	13.07
	Ingram	Books	13.07
	Ingram	Books	15.35
	Ingram	Books	9.11
	Ingram	Books	14.36
	Ingram	Books	4.23
	Ingram	Books	7.55
	Ingram	Books	26.74
	Ingram	Books	14.20
	Ingram	Books	19.47
	Hoopla	Digital Content	4,438.65
	Midwest Tape	DVDs	119.94
	Midwest Tape	DVDs	22.49
	State Bar of Wisconsin	WI Landlord and Tenant Manual	267.25
	Thomson Reuters	Subscription Product Charges	479.02
	Tumbleweed Press Inc.	Subscription to TumbleBook Library Premium Renewal	799.00
Total 6524 - Specialty Supplies			28,166.99
6529 - Non-Inventory Supplies			
	Jack's Maintenance Service	Maintenance Materials	162.93
	Jack's Maintenance Service	Maintenance Supplies	46.23
	MasterCard - MB	Walmart/Menards - Yarn and Pint Jars	24.95
	Kitz & Pfeil	Batteries and Trash Can	110.83
	Kitz & Pfeil	Maintenance Supplies	29.45
	Kitz & Pfeil	Tape and Garbage Can	204.77
	Kitz & Pfeil	Scooper & Lids	40.48
	Kitz & Pfeil	Garbage Can	40.49
	NeherElectricSupply, Inc	Lightbulbs	1,914.00

**Oshkosh Public Library
Vouchers Payable
May 2023**

Account	Name	Memo	Paid Amount
	Central Stores	Paper Towel Dispenser & Tissue	586.58
	MasterCard - RP	Dots, Butterflies, Markers, & Various Toys	282.71
	MasterCard - RP	Amazon - Cups and Containers	42.96
	MasterCard - MB	Borax	5.97
	MasterCard - RP	Inkjet Hub Printable	37.90
	Winnefox Library System	Supplies from Amazon/Dollar Tree	80.94
	MasterCard - RP	Brushes and Tiles	24.95
	MasterCard - RP	Book Club Materials	364.11
	MasterCard - ST	Items for Memory Cafe	82.04
	MasterCard - RP	Colored Pencils, Zip Bags, Paints, & Canvas	373.03
	MasterCard - RP	Pizza for Book Club	73.88
	Winnefox Library System	Pick 'n Save Supplies	197.24
	MasterCard - RP	Pizza for Book Club	96.62
	MasterCard - MB	Pizza for Book Club	212.50
	MasterCard - KG	Candy and Gift Card	96.00
	WALS	Computers, Monitors, and Cables	5,378.71
	Total 6529 · Non-Inventory Supplies		<u>10,510.27</u>
	Total Inventory Supplies		41,712.38
	Rental Expense		
	6443 · Lease Expense		
	Gordon Flesch Co, Inc	April 2023 Copier Charges	9.93
	Gordon Flesch Co, inc	April 2023 Copier Lease	60.40
	Gordon Flesch Co, Inc	April 2023 Copier Release	267.02
	Great America Financial Services	April Standard Payment	188.27
	Great America Financial Services	Monthly Standard Payment	158.84
	Total Rental Expense		<u>684.46</u>
	OPL Facility Improvement Fund		
	80630 · Facility Improvement Fund		
	Good L Corp.	Shopping Baskets and Basket Cart	2,099.86
	Shelfwiz	Shelf Tags	1,072.00
	Engberg Anderson, Inc.	OPL Renovation Masterplan - 20 Study	1,615.00
	Total 80630 · Facility Improvement Fund		<u>4,786.86</u>
	Total OPL Facility Improvement Fund		4,786.86
	OPL Programming Support Fund		
	80631 · Programming Support		
	MasterCard - KG	Games, Pin Sets, Candy Pizza	366.66
	MasterCard - KG	Amazon - Books	115.02
	MasterCard - KG	Amazon - 4 Books	32.76
	Baker & Taylor	Books	106.00
	Total 80631 · Programming Support		<u>620.44</u>
	Total OPL Programming Support Fund		620.44
	OPL Collection Improvements		
	80615 · Memorial Fund		
	Baker & Taylor	Books	40.09
	Baker & Taylor	Books	22.69
	Total 80615 · Memorial Fund		<u>62.78</u>
	80603 · Schuster		
	Cengage Learning	Books - Qty 5	139.45
	Center Point Large Print	Books	188.16
	Total 80603 · Schuster		<u>327.61</u>
	80609 · Hilton		
	Baker & Taylor	Books	19.60
	Total 80609 · Hilton		<u>19.60</u>
	Total OPL Collection Improvements		<u>409.99</u>
	Total:		<u><u>314,441.06</u></u>

Oshkosh Public Library Position Description

Position: Library Director

Date: May 2023

General Purpose

The Library Director is responsible for the leadership and vision of the Oshkosh Public Library (OPL). This position serves as the chief executive for the library and reports directly to the Library Board of Trustees, exercising considerable judgment and discretion and providing professional policy guidance on oftentimes complex issues. In addition, the Director works with numerous internal and external stakeholders and partners including the City of Oshkosh, the Winnefox Library System, the Winnebago Area Literacy Council, the community, and external organizations.

This is a senior leadership position within the City of Oshkosh and works closely with the City Manager, the Oshkosh Common Council, and other City departments to create and implement library goals that align with the mission and vision of the City of Oshkosh and address the needs of the library's legal service area.

Supervisor: Oshkosh Public Library Board of Trustees

Supervises: Provides general supervision of all library staff. Directly supervises Assistant Director for Library Development, Assistant Director for Public Services, Head of Children's and Outreach Services, Head of Collection Development, Head of Cataloging and Processing, and Maintenance Engineer, and Custodian.

Salary Matrix Level: K

ESSENTIAL DUTIES AND RESPONSIBILITIES	
Duty / Responsibility	Performance Standards
Leadership and Strategy	
Develops and communicates a strong vision for a 21st Century library.	A clear and compelling vision is shared by Library Administration, staff, and the Library Board. The vision informs decisions about collections and services and can be clearly communicated to the public.
Leads the library's strategic planning efforts.	Strategic goals and objectives are reviewed and refreshed every 3-5 years; Mission, vision and values statements are reviewed at least every other planning cycle (i.e., at least once in about 10 years).

<p>Directs the library to achieve goals and serve the community.</p>	<p>Annual strategic action plans are formulated with board oversight; action plan progress is tracked and reported; staff and other resources are mobilized to make continuing progress on goals and objectives.</p>
<p>Develops library policies and procedures, in conjunction with the library's leadership team, to guide programs and services.</p>	<p>Policies and procedures are up to date; policies provide clear statements of intended courses of action or principles of service, consistent with Library values; procedures give staff clear guidance on the tasks to be performed and the standards to which they should be performed.</p>
<p>Serves as coordinator and technical advisor for the Library Board of Trustees</p>	<p>The Library Board is supported in the fulfillment of its administrative responsibilities with agendas and informative support materials for all meetings. The Board receives expert advice on strategies, policies and deployment of resources consistent with best practices in American public libraries and the needs of the community.</p>
<p>In conjunction with Library maintenance staff and the City of Oshkosh Purchasing Department, oversees long range planning of capital projects and the library facility to anticipate future needs and to ensure good stewardship of the community's investment in the library.</p>	<p>Major capital projects are identified, properly specified, and their costs projected. Library Board review is coordinated with the City's annual capital improvement planning process so that library projects are considered for funding along with all other City capital projects. Library administration coordinates effectively with the City Purchasing Department to carry funded library capital projects to completion (specification, bidding, contractor access and interaction, etc.).</p>
<p>Develops library budgets that responsibly deliver library services to the community, balancing resources that are available with the community's evolving expectations and demands.</p>	<p>Operating budgets are developed according to City standards and schedules, with Library Board oversight and approval. Library Administration manages operating expenses responsibly, with sufficiently transparent reporting to enable Library Board oversight.</p> <p>Endowment fund project budgets are proposed and managed to achieve beyond the scope of the operating budget. Endowment funds are managed and expended in accordance with established Library Board policies.</p>

Maintains a regular presence in the community, increasing the library's visibility and connecting with other community leaders.	Opportunities for high level collaboration and partnerships that align with the Library's mission and strategic goals are discovered and explored; leaders of other community organizations approach the library with opportunities for high level collaboration and partnerships.
Operates as a Department Head for the City of Oshkosh, serving on the City Manager's Leadership Team and advisory committees.	Relationships with City Manager, City Council, and other City Department and Division Heads are nurtured through various meetings and opportunities for interaction. Results of relationship-building are demonstrated through participation in City processes (weekly staff meetings; strategic planning, etc.) and through effective collaboration with other City staff.
Operational Effectiveness	
Provides oversight of the library's finances in accordance with established laws and policies.	Operating and endowment fund budgets are monitored, adjusted when necessary, and clearly explicated upon request.
Pursues grant funding opportunities and oversees grant reporting.	Opportunities to secure grant funding for library activities are seized when appropriate; Library board is kept apprised of grant activities.
Establishes strategic objectives and performance standards.	High-level strategic aims are translated into practical actions, exemplifying best practices, with intended outcomes that are defined and, when possible, measurable.
Effectively leads and motivates staff, delegates tasks, and manages the day-to-day operation of the library.	From the public perspective, the library operates smoothly, staff are competent and helpful, and the community's reasonable expectation of high-quality collections, programs, and services is fulfilled. The Director and the management team address management and supervisory challenges constructively, consistently, and with due discretion.
Supports staff's knowledge and expertise through development and providing resources and autonomy to carry out their responsibilities.	Library staff have the resources and tools to carry out the responsibilities expected of them. Supervisory staff provide guidance and support to empower staff in accomplishing their duties.

Facilitates positive change management practices and supports staff resilience.	Leads with vision, energy, and integrity, always focused on improving library service to the community. Collaborates to achieve shared vision of change. Analyzes and organizes staff and other resources to effectively implement change. Communicates clearly and honestly with the public and staff about both opportunities and challenges of change.
Community Responsiveness and Outreach	
Leads and fosters an inclusive culture that welcomes creative and innovative ideas while fostering respect among staff and community members.	Demonstrates a high degree of emotional intelligence, allied with a receptive attitude toward constructive input. Shows commitment to welcoming contributions that express a wide variety of viewpoints from a wide variety of backgrounds. Since it is not possible to implement all good ideas or suggestions, consistently communicates decisions and their reasons with sensitivity and civility.
Establishes community-driven priorities, developing processes that include direct input from a diverse representation of the community.	Shows commitment to gathering community input on plans and services; accounts for the impact of community listening on resulting plans and actions.
Creates and supports opportunities for community engagement through public meetings, community conversations, and outreach.	Demonstrates robust engagement of Library staff with members of the community.
Advocates for the library, while serving as the primary spokesperson and liaison between the library and the federal, state, and local government agencies.	Represents the library in all venues where it will advance the library's ability to serve the community with excellent library collections, programs, and services.
Makes presentations on behalf of the library and serves as a spokesperson for the library with the media.	Is recognized as a skilled, engaging, and persuasive representative of the library.
MINIMUM WORK REQUIREMENTS:	
Master's degree in Library Science from an ALA accredited library school, eligible for Wisconsin Department of Public Instruction Public Librarian Grade I Certification.	
Eight or more years of increasingly responsible professional library experience including management and supervisory experience or other combinations of training and/or experience which translate to the knowledge and abilities necessary to perform the duties of this position, as well as demonstrated:	
<ul style="list-style-type: none"> • Thorough knowledge of the philosophies, principles, and practices of public library administration, ideally in the context of a municipal library. • Considerable knowledge of budgeting and fiscal control. 	

<ul style="list-style-type: none"> • Knowledge of library technology and digital services. • Ability to operate with integrity, building cooperation and collaboration. • Ability to supervise and direct staff. • Ability to develop both short- and long-range strategies for implementing programs and services. • Ability to communicate effectively. • Ability to interpret complex statistical data. • Ability to maintain positive relationships with colleagues, City, County, and State government entities. Serves on the City Manager’s leadership team and advisory committees. • Knowledge of modern office equipment, MS Office Suite and other digital platforms that facilitate collaboration both internally and outside the library. • Ability to possess and maintain a valid Wisconsin driver's license
<p>TOOLS AND EQUIPMENT USED Typical office equipment, computers and software, photocopier, telephone, and printers.</p>
<p>PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.</p>
<p>WORK ENVIRONMENT Between 30 and 35 hours per week are spent in a typical office environment. The remainder of the time is spent in off-site meetings or traveling to meetings. This person typically has one or two off-site meetings per week.</p>
<p>SELECTION GUIDELINES Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.</p> <p>The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.</p> <p>This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.</p>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: May 16, 2023
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
SUBJECT: Carryover Fund Designation

The library ended 2022 with \$366,480 in the undesignated fund balance with the City of Oshkosh. We often refer to the undesignated fund balance as “carryover funds,” since the amount represents accumulated fund surpluses “carried over” from past years’ budgets.

Please see the table below for detail of the fund balance calculation:

2021 – 2022 Carryover	\$ 529,273
2022 Revenues	\$ 3,832,509
2022 Revenues plus Carryover	\$ 4,361,782
2022 Expenditures	\$ 3,995,302
2022 – 2023 Carryover	\$ 366,480

Most years since 2009, the library board has designated portions of the carryover surplus funds to be used for specific purposes. This practice was initiated in response to an unpublished 2006 opinion letter from the Wisconsin Department of Justice that stated “a library board may not maintain unexpended monies as generic funds on hand.”

My recommendations for designating the uses of the library’s carryover surplus in 2023 are below:

“A Library in Every Life”

- 1. I recommend that the library board designate \$60,000 of the carryover fund balance to cover retirement benefits payouts during the remainder of 2023.**

The Library has not paid out any retirement benefits thus far in 2023. Between my own expected accumulated sick leave payout and other potential payouts, I believe that it would be prudent of the Board to earmark \$60,000 for this purpose.

- 2. I recommend that the board designate \$50,000 to spend on library materials.**

With the 2023 operating levy freeze experienced by the Library, the budget line hit hardest by the need to reduce expenditures was Library Materials, which was set \$80,000 below the 2022 level. After consulting with the Head of Collection Development, we believe that a restoration *this year* of \$50,000 will allow acceptable materials acquisitions. Planning for the 2024 operating budget may call for additional funds, especially to keep pace with demand for electronic content.

- 3. I recommend that the library board designate up to \$50,000 of the undesignated fund balance to cover previously unbudgeted costs in support of identified Strategic Plan projects.**

One such project is a consultant-led rebranding of Oshkosh Public Library. The rebranding project will help OPL to better connect with our patrons, community and stakeholders with a clear brand message, visual identity and brand standards.

- 1. I recommend that the library board designate up to \$30,000 of the undesignated fund balance to cover previously unbudgeted maintenance and/or repair projects for the library building and grounds.**

One project that is pending this summer is the reconstruction of the decorative planting beds to the North of the Library main entrance. This work will be done at a cost of about \$13,000. Although no other projects are known at present, we believe it would be prudent to allow for at least one other of a similar scale and cost.

- 2. I recommend that the library board designate the remaining carryover surplus balance of \$176,480 for future capital projects that may arise out of the library facility development plan slated for completion in 2024.**

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

April 2023

33.33% of the year

	BUDGET	APRIL	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
RECEIPTS					
Oshkosh Public Library					
Gifts and Donations		11.43	31,654.27		31,654.27
Material Lost and Paid For		151.35	1,818.04		1,818.04
Other Receipts					0.00
Total Oshkosh Public Library Receipts		162.78	28,432.10	0.00%	28,432.10
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)	47,700.00 220,500.00		46,347.00 73,058.64	97.16% 33.13%	(1,353.00) (147,441.36)
Total Grants and Aids	1,084,500.00	18,264.66	119,405.64	11.01%	(965,094.36)
Other Inflow					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	569.29	2,882.72	32.03%	(6,117.28)
Miscellaneous		71.24	222.39	0.00%	222.39
Meeting Room	1,000.00	240.00	872.38	87.24%	(127.62)
Photocopies	10,000.00	593.33	4,587.47	45.87%	(5,412.53)
Sales Tax Payable		61.69	397.19	0.00%	397.19
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	1,535.55	8,962.15	44.81%	(11,037.85)
Total Revenue Submitted to City of Oshkosh	1,104,500.00	19,800.21	128,367.79	11.62%	(976,132.21)
TOTAL REVENUE	1,104,500.00	21,240.21	134,622.79	12.19%	(969,877.21)
Oshkosh Transit System					
Monthly Bus Passes	0.00	630.00	2,835.00	0.00%	2,835.00
Quarterly Bus Passes	0.00	810.00	3,420.00	0.00%	3,420.00
Total Receipts to Oshkosh Transit System	0.00	1,440.00	6,255.00	0.00	6,255.00

City of Oshkosh Levy

2,792,700.00

Oshkosh Public Library
Statement of Expenditures
May 2023
41.66% of the year

	2023	MAY	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,325,400.00	169,681.23	679,980.10	29.24	1,645,419.90
6104 Overtime Pay	30,000.00	2,829.45	15,644.15	52.15	14,355.85
6302 FICA - Employers Share	160,200.00	12,776.83	51,728.84	32.29	108,471.16
6304 Wisconsin Retirement Fund	149,700.00	10,743.32	43,435.48	29.02	106,264.52
6306 Health Insurance	330,500.00	28,871.00	102,459.40	31.00	228,040.60
6308 Dental Insurance	16,200.00	1,267.73	4,480.46	27.66	11,719.54
6310 Life Insurance	6,200.00	487.73	1,990.44	32.10	4,209.56
Professional Services					
6401 Engineering/Surveying/Appraisals	0.00		0.00	0.00	0.00
6402 Audit	0.00		0.00	0.00	0.00
6403 Legal	0.00		0.00	0.00	0.00
6404 Misc. Consulting/Studies	0.00		0.00	0.00	0.00
Contracted Services					
6411 Advertising/Postage/Printing	23,500.00	666.10	7,970.23	33.92	15,529.77
6412 Contractual Agreement Payments	340,000.00	13,145.00	230,931.60	67.92	109,068.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00	1,489.73	4,878.88	256.78	-2,978.88
6416 Prevent Maintenance Contracts	16,600.00	10,676.10	34,637.25	208.66	-18,037.25
6417 Third Party Contracted Services	50,000.00	9,487.02	33,712.51	67.43	16,287.49
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00	1,415.00	2,363.00	39.38	3,637.00
6422 Professional License/Membership Dues/Bonds	5,000.00		635.35	12.71	4,364.65
6423 Employee Allowance/Reimbursement	800.00	46.64	304.83	38.10	495.17
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	684.46	2,098.90	29.98	4,901.10
Fixed Costs					
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	76.20	447.70	12.79	3,052.30
6455 Utilities Expense	83,000.00	2,567.85	32,014.69	38.57	50,985.31
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	0.00	-35.23
Inventory/Supplies					
6520 Office Supplies	21,100.00	3,035.12	7,040.65	33.37	14,059.35
6524 Inventory/Supplies	248,400.00	28,166.99	89,463.52	36.02	158,936.48
6529 Non-Inventory Supplies	34,000.00	10,510.27	25,870.23	76.09	8,129.77
Total Other Expenditures	3,897,200.00	308,623.77	1,372,498.44	35.22	2,524,701.56

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

	2023	MAY	NET	% OF	UNEXPENDED	
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE	
			TO DATE	BUDGET		
OPL Collection Improvements						
80601	Hoxel	1,000.00	236.20	523.40	52.34	476.60
80603	Schuster (Audio)	10,850.00	327.61	6,436.97	59.33	4,413.03
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	19.60	185.73	23.97	589.27
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			61.07	0.00	-61.07
80615	Memorial Fund	3,500.00	62.78	3,219.33	91.98	280.67
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	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	15.88	73.30	12.22	526.70
80644	Rojahn	80.00		0.00	0.00	80.00
OPL Development and Support Fund						
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		2,794.92	93.16	205.08
80629.5	Oshkosh Poet Laureate Stipend	800.00		2,000.00	250.00	-1,200.00
OPL Facility Improvement Fund						
80630	Facility and Improvement Fund			0.00	0.00	0.00
80630.1	Basket Carts	2,100.00	2,099.86	2,099.86	99.99	0.14
80630.2	Shelf Talkers	1,200.00	1,072.00	1,072.00	89.33	128.00
80630.3	Architect Consultant Fees	50,000.00	1615.00	6,835.63	13.67	43,164.37
80630.4	CFOS Love Seat/Sofa	4,300.00		5,010.18	116.52	-710.18
OPL Programming Support Fund						
80631	Programming Support			0.00	0.00	0.00
80631.1	Freedom to Read Program Support	2,000.00	366.66	779.12	38.96	1,220.88
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	115.02	4,105.49	117.30	-605.49
80631.4	Reading Challenge prizes - Tweens (Books)	2,200.00		1,421.12	64.60	778.88
80631.5	Reading Challenge Prizes - Teens (Books)	2,200.00	32.76	32.76	1.49	2,167.24
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		1,966.32	89.38	233.68
80631.8	Book Club Books - Teens	2,200.00	106.00	2,187.67	99.44	12.33
80631.9	Book Club Books - Young Adult (Books)	2,200.00		1,008.10	45.82	1,191.90
80631.10	Lakefly 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
Total Gifts						
		147,625.00	6,069.37	73,158.62	49.56	71,466.38

Oshkosh Public Library Highlights May 2023

1. Staff from the Children's Department presented at the annual Wisconsin Association of Public Libraries conference in April. Marie Boleman, Lindsay Reuer and Kallie Schell talked about the ongoing popularity of take-home learning activities that they began distributing during the height of the pandemic. Early literacy kits, Storytime in a Bag and S.T.E.A.M. kits were three of the offerings highlighted during the presentation. Eighteen conference attendees from throughout the state also ventured over to OPL for a building tour on the final day of the event.
2. The artistic talents of library staff were on full display when Art by Librarians debuted under the Dome April 24-29. Staff from across the library shared their drawings, photography, Dungeons & Dragons dioramas and more. A reception held on April 27 drew 58 people - family, friends, patrons and visitors from the Wisconsin Association of Public Libraries conference.
3. OPL observed National Library Week 2023 with a Facebook series that reflected this year's theme, *There's More to the Story*. The goal was to highlight library offerings outside our core focus on books and reading. Posts highlighted community engagement and outreach; partnerships; special collections such as TIY Kits; the library's role as a catalyst for creativity in our community; and yes – we did slip in one post about our support for reading. In addition to telling the library story, the posts contributed to increases of 56 percent in both comments and replies for the month of April, with overall engagement on the series at almost 4 percent (which is above the 2022 average of 3.5 percent).
4. Readers Advisory Librarian Nancy Bell spoke at the annual conference of the Wisconsin Education Council-Retired on May 4. Nancy presented popular books, award winners and underrated reads across genres from 2022 and 2023. She also shared tips and tricks for engaging readers with their new favorite books.
5. The Mark Gruenwald Comic Book Creation Challenge launched on May 6 and 100 people have already registered to create an original comic. OPL will continue to work with the Winnebago Area Literacy Council to distribute art kits to participants and promote their annual event, which is designed to foster literacy and creativity in our community.
6. The library participated in the River East Neighborhood Association's annual birdhouse building event on May 6. OPL played the role of good neighbor, bringing the event inside the library when rainy weather dampened the original plan to gather across the street in William Waters Plaza. Individuals and families painted birdhouses, signed up for the Mark Gruenwald Comic Book Creation Challenge, learned about upcoming library events and enjoyed time together under the Dome.

7. The Lakefly Writers conference was held May 5-6, with near record attendance and enthusiastic accolades from those who were there. There were 114 people registered for the conference, with 25 speakers and 15 volunteers to help keep the conference running smoothly. One attendee posted on Facebook: "10/10 would recommend (the conference) to anyone looking to grow their writing community or their craft!!" A full report will be shared at a future meeting.
8. More than 100 cyclists pedaled to the library on May 13 as part of the annual BikeOsh event. Riders travel to 20 pit stops around Oshkosh during the event, which encourages residents to get out and explore on their bikes. BikeOsh is coordinated by students in Communities at Oshkosh North High School.
9. OPL was also a pit stop in this year's Amazing Oshkosh event on May 13. Ten four-person teams raced around the city, completing challenges at a dozen locations that showcased the work of area non-profits and service organizations. At OPL, teams read a picture book and sang along with a fingerplay (highlighting early literacy); strummed some chords on a ukelele from a Try It Yourself kit; located a book club set; and played one of the library's lawn dice games.
10. Patrons and community members are excited about Check Out Wisconsin State Parks at Your Library. In less than three weeks OPL has distributed 38 free day passes to Wisconsin state parks. Library promotion of the program has captured a lot of attention, leading to hundreds of shares on social media by individuals and a featured reel by Discover Oshkosh on Instagram.
11. An impromptu demonstration of OPL's online resources for Winnebago Area Literacy Council staff led to setting up an expanded session for WALC tutors. Community Engagement Librarian Sandy Toland demonstrated Bluebird and Mango language resources; explored the international offerings of Kanopy and Hoopla; then navigated to Learning Express for practice exams for positions in health care, civil service, emergency services and trades. She pointed out ways they could learn about and share their learners' language and culture and parlay that into conversations and vocabulary.

MONTHLY REPORT
Oshkosh Public Library
April 2023

CIRCULATION	Apr-23	Apr-22	% Change	YTD 2023	YTD 2022	% Change
Book-Adult	13,920	14,323	-3%	57,167	56,018	2.1%
Book-Juvenile	13,063	12,704	3%	56,261	50,310	11.8%
Book-YA/Teen	1,286	1,393	-8%	5,526	5,230	5.7%
CD-Adult	1,082	1,346	-20%	4,902	4,445	10.3%
CD-Juvenile	87	79	10%	368	316	16.5%
CD-Book-Adult	536	731	-27%	2,248	2,868	-21.6%
CD-Book-Juvenile	175	186	-6%	801	781	2.6%
CD-Book-YA/Teen	6	13	-54%	49	82	-40.2%
DVD-Adult	5,646	6,219	-9%	24,235	24,555	-1.3%
DVD-Juvenile	1,114	1,283	-13%	4,809	4,759	1.1%
Game-Adult	633	683	-7%	2,745	2,438	12.6%
Game-Juvenile	211	179	18%	831	652	27.5%
Magazine-Adult	467	534	-13%	1,907	2,086	-8.6%
Magazine-Juvenile	11	23	-52%	45	78	-42.3%
Magazine-YA/Teen	0	1	-100%	1	1	0.0%
Other-Adult	245	119	106%	949	594	59.8%
Other-Juvenile	146	128	14%	605	362	67.1%
Other-YA/Teen	6	3	100%	25	15	66.7%
Total Adult	22,529	23,955	-6%	94,153	93,004	1.2%
Total Juvenile	14,807	14,582	2%	63,720	57,258	11.3%
Total YA/Teen	1,298	1,410	-8%	5,601	5,328	5.1%
SUB TOTAL	38,634	39,947	-3%	163,474	155,590	5.1%
Digital Book Formats						
OverDrive E-Books	4,751	4,896	-3%	19,908	19,477	2.2%
Hoopla E-Books	465	407	14%	1,908	1,518	25.7%
E-BOOKS SUB TOTAL	5,216	5,303	-2%	21,816	20,995	3.9%
Audiobook Formats						
OverDrive Audiobooks	4,004	3,701	8%	16,604	14,740	12.6%
Hoopla Audiobooks	1,230	845	46%	4,693	3,436	36.6%
AUDIOBOOKS SUB TOTAL	5,234	4,546	15%	21,297	18,176	17.2%
Tumblebooks	0	3	-100%	17	76	-77.6%
DIGITAL BOOKS SUB TOTAL	0	3	-100%	17	76	-77.6%
Digital Media						
Hoopla Music	78	37	111%	237	145	63.4%
Hoopla Video	179	204	-12%	776	1000	-22.4%
DIGITAL MEDIA SUB TOTAL	257	241	7%	1,013	1,145	-11.5%
DIGITAL CONTENT SUB TOTAL	10,707	10,093	6%	44,143	40,392	9.3%
TOTAL CIRCULATION	49,341	50,040	-1%	207,617	195,982	5.9%
PHYSICAL MATERIALS	Apr-23	Apr-22	% Change	YTD 2023	YTD 2022	% Change
% AV Materials Circulated	25%	27%	-8%	25%	26%	-4.6%
% Print Materials Circulated	75%	73%	3%	75%	74%	1.6%
% Adult Materials Circulated	62%	63%	-3%	58%	60%	-3.6%
% Youth Materials Circulated	38%	37%	5%	42%	40%	5.4%
Average Circulation Per Hour	171.3	170.2	1%	180.2	164.7	9.4%

MONTHLY REPORT
Oshkosh Public Library
April 2023

MISCELLANEOUS	Apr-23	Apr-22	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	19,143	17,108	12%	71,728	62,760	14.3%
Average Daily Traffic	660	590	12%	624	532	17.3%
Meetings Held	120	75	60%	392	267	46.8%
New Card Registrations	181	189	-4%	808	788	2.5%
Self-check % of Checkout	49.3%	46.1%	7%	49.6%	48.1%	3.1%
Volunteer Hours Worked	97	97	-1%	368	329	11.7%
Teacher Packs	5	1	400%	16	34	-52.9%
ELECTRONIC RESOURCES						
OPL Website Sessions	16,338	17,737	-8%	71,142	71,568	-0.6%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	43	83	-48%	211	317	-33.4%
EBSCO Sessions	33	33	0%	159	214	-25.7%
HeritageQuest Sessions	58	89	-35%	971	290	234.8%
Mango Languages	25	46	-46%	181	238	-23.9%
Mitchell Auto Repair	0	8	-100%	12	33	-63.6%
NewspaperARCHIVE	175	287	-39%	894	1,108	-19.3%
Oshkosh Northwestern	0	0	0%	0	0	0.0%
RefUSA	67	85	-21%	354	504	-29.8%
SUB-TOTAL	427	668	-36%	2,883	2,825	2.1%
LOCAL DATABASE SESSIONS						
1957 Address Change	59	55	7%	183	174	5.2%
City Directories	217	110	97%	547	356	53.7%
Digital Collections	54	393	-86%	832	1,392	-40.2%
Local History Books	6	44	-86%	90	143	-37.1%
Oshkosh Facts, Firsts, and FAQ	3	6	-50%	8	16	-50.0%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	207	254	-19%	830	1,025	-19.0%
Riverside Cemetery Index	11	12	-8%	49	71	-31.0%
UWDC - Atlases & Histories	0	2	-100%	4	8	-50.0%
SUB-TOTAL	557	876	-36%	2,543	3,185	-20.2%
TOTAL ELECTRONIC RESOURCE SESSIONS	984	19,281	-95%	60,230	77,578	-22.4%
PUBLIC COMPUTER USE						
Wireless Access	6,003	5597	7%	23331	20597	13.3%
Public Computer Use						
Adult	1,507	1664	-9%	5935	5926	0.2%
Youth	204	137	49%	685	506	35.4%
TOTAL USE	1711	1801	-5%	6620	6432	2.9%
QUESTIONS ANSWERED						
Adult Department						
Reference	1,108	1,316	-16%	4,484	5,464	-17.9%
Youth Department						
Reference	236	286	-17%	1,005	1,263	-20.4%
TOTAL QUESTIONS ANSWERED	1,344	1,602	-16%	5,489	6,727	-18.4%
PROGRAMS						
Programs Given						
Adult	21	12	75%	66	46	43.5%
Teen	2	1	100%	10	12	-16.7%
Youth	27	25	8%	113	104	8.7%
Roving Reader	10	9	11%	31	33	-6.1%
TOTAL	60	47	28%	220	195	12.8%

MONTHLY REPORT
Oshkosh Public Library
 April 2023

Program Attendance						
Adult	240	106	126%	864	1,015	-14.9%
Teen	67	8	738%	324	250	29.6%
Youth	951	1037	-8%	4,160	4,649	-10.5%
TOTAL	1258	1151	9%	5,348	5,914	-9.6%

MEMORANDUM

TO: Jeff Gilderson-Duwe
FROM: Tracie Schlaak
DATE: May 8, 2023
SUBJECT: April 2023 Donations

Kiwanis Club	\$ 250.00
Donations given at register	\$ 18.70
Total Donations	\$ 268.70

MEMORANDUM

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

There were no personnel changes in April.

Thank councilors for their support.

Reappointments to the Library Board will offer continuity needed to maintain a strong focus on serving both patrons and the Oshkosh community.

2022 library facts

Circulation: 475,206

Building visits: 195,791

Collection size: 263,691 + access to 273,364 in eBooks, eAudiobooks and downloadable video

Registered users: 30,819

Budget Advocacy

Making the case: Flat funding puts excellent library service at risk.

There has been no increase in city funding approved for the library in seven years, but costs continue to increase. Just as inflation stresses household budgets, inflation puts pressure on our ability to purchase library materials and to fund library services.

What could greater tax support accomplish?

A funding increase would help the library to advance important strategic goals and objectives.

Collection: The library needs to maintain a robust collection of materials in a variety of formats. Print, downloadable and streaming options all need budget support for OPL to provide the range of reading, learning and leisure experiences that meet the needs of today's patrons.

Downtown destination: A facility upgrade would attract more people to the library by making the building easier to navigate and more suitable for a wider variety of patron and community needs. A "marketplace" approach to showcasing materials would make them more accessible and help to increase use.

Library in the community: Extending service outside of downtown Oshkosh would make it more convenient for community members to use the library. Examples include book drops and materials pickup; programming; and outreach (including issuing/updating library cards; and showing people how to use library resources).

Building relationships: Mobilizing more staff and other resources for community-focused partnerships, projects and collaborations would extend the benefits of library resources and expertise to a broader cross-section of the community.

Everyday Advocacy: Building relationships with stakeholders

Best practice: Building relationships helps when it's time to "make the ask."

- Invite councilors for a library tour/orientation. (staff)
- When speaking with a councilor, ask what they know about the library. Find out what's important to them to gauge how the library serves or could address that need.
- Invite them to a library program/activity that matches their interest.
- Report back what you learned after your meeting or conversation.

Trustee talking points: *OPL is here for the Oshkosh community.*

We're here for readers

- Our extensive collection is a reader's dream. Whether you're sharing the joy of picture books with your toddler, marching through chronicles of World War II or escaping into the latest bestseller, we have books for any reader.
- Professional children's librarians and other experienced staff can recommend books that will get children excited about reading and build their skills.
- We have a librarian who specializes in readers advisory – connecting adults with books they want to read. Get recommendations from library staff or order up a Book Bundle geared to your reading tastes.
- Get recommendations and connect with others who love to talk about what they're reading. Our eNewsletter; in-person book clubs and online book chats help readers stay engaged and build community around reading.

We're here to respond to community needs

OPL steps up when Oshkosh has needs we can help to meet. We're a polling place, a site for free legal assistance, a comfortable spot for Memory Café and a convenient place to get free notary service.

We're here for lifelong learners

Instructor-led online classes; self-paced language learning and practice tests for students are available on the OPL website with a library card.

We're here for job seekers

We have online career building resources as well as weekly sessions at the library with local employment experts who assist with job applications, resumes, interview skills and career counseling.

And we offer some things you might not expect from the library ...

- Pick up a day pass to a Wisconsin State Park.
- Check out a Try-It-Yourself Kit to learn about papermaking, play the ukelele, practice art or try stargazing.
- Check out a Wi-Fi hotspot.
- Document shredding, laminating, faxing, photocopying and other support for home office tasks.
- Convert your VHS tapes to DVD or flash drive.