

**Oshkosh Public Library Board of Trustees**  
**Agenda – June 29, 2023**  
**Library Lower Level Meeting Room, 106 Washington Avenue**

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
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**Call to Order:** 4:00 p.m.

**Public Comments**

<b><u>Consent Agenda:</u></b>	YES	175-181
1. Minutes of the Regular Meeting of May 25, 2023		
2. Minutes of the June 7 meeting of the ad hoc Director Recruitment Committee		
3. Vouchers Payable: \$314,365.15		

**Items Removed from Consent Agenda**

**New Business**

4. <u>Guest:</u> Please welcome Oshkosh City Manager Mark Rohloff. Mark will discuss the new state shared revenue law, the 2024 budget outlook and answer questions from the board about these and other topics.	NO	
5. <u>Director search proposal:</u> The Library Board's ad hoc Director Recruitment Committee has recommended engaging Bradbury Miller Associates to facilitate the hiring of a new director. Support for these services was approved by the Library Board from carryover balance at the May 25 meeting. The Executive Search Proposal is included in this packet.	YES	182-196
<b>Action requested:</b> Decide whether to accept the recommendation of the ad hoc committee.		
6. <u>Proposed change to Library Rules of Behavior:</u> Interim Directors' memo outlines a revision of Rule #7 in the Exterior and Interior Rules of Behavior regarding smoking on library property. Proposed revisions are in this packet.	YES	197-198

**Action requested:** Decide whether to approve the revisions to the Interior and Exterior Rules of Behavior.

7. Election of Library Board officers for 2023-2024 - Library bylaws call for election of officers (President and Vice-President) at the July regular meeting each year. No slate is prepared as Nominating Committee was not appointed. YES
- Action recommended: Either take nominations from the floor and hold the election, or table the election until a Nominating Committee may be convened. Both methods have been used by the board in the past.
- Action requested:** Decide how to move forward with election of officers.
8. Appointments to Board officer Nominating Committee for 2022-2023 – Alternative if floor nominations are not chosen for election.

**Informational Items**

- 9. Revenues
- 10. Expenditures
- 11. Library Highlights
- 12. Monthly Statistics
- 13. Donations
- 14. Personnel Changes

NO 199-207

**Library Director's Report**

NO

**Future Agenda Items**

NO

**Trustee Reports and Comments**

NO

**Adjournment**

**Next Meeting Scheduled**

July 27, 2023 at 4 p.m.

## MINUTES OF THE LIBRARY BOARD

### Oshkosh Public Library

May 25, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on May 25, 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, Julie Davids, Larry Lautenschlager, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, Amber Shemanski, David Romond and David Rucker. Absent was: Kim Brown. Others present were: Jeff Gilderson-Duwe, Oshkosh Public Library Director; Lisa Voss, Assistant Director for Library Development; Ruth Percey, Assistant Director for Public Services and Tracie Schlaak, Administrative Specialist.

There were no public comments.

#### Consent Agenda Items:

- **Minutes** of the Regular Meeting of April 27, 2023
- **Minutes** of the Board Finance Committee Meeting of May 16, 2023
- **Minutes** of the Board Ad Hoc Director Recruitment Committee Meeting of May 19, 2023
- **Vouchers Payable** - \$314,693.14

**Motion** to approve the consent agenda as presented.

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

#### New Business

- **Director's position description:** Consider the proposed position description approved by the Ad Hoc Director Recruitment Committee on May 19, 2023.

**Motion** to approve the proposed Library Director position description.

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

- **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.

**Motion:** To approve the director's proposed designations for carryover spending with an addition of \$35,000 for Director Recruitment and changing the carryover balance from \$176,480 to \$141,480.

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

- **OPL Memorial Fund Assets:** Consider the proposal to request 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. This was approved by the OPL Finance Committee at the May 16, 2023, meeting.

**Motion** to approve the funds transfer and future use of the checking account.

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

**Motion** carried

**Motion** to go into closed session to conduct an exit interview with the Library Director at 5:15 PM

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

**Motion** to return to Open Session at 5:41 PM

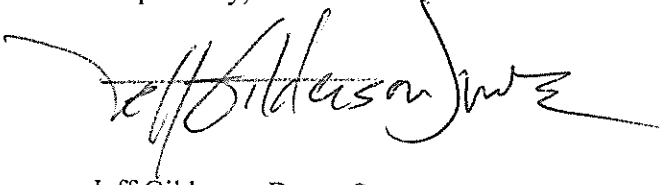
**Motion:** Perlman; **Second:** Lautenschlager; **Roll Call Vote:** Unanimous

**Adjournment**

**Motion** to Adjourn the meeting at 5:42 PM

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

Respectfully,

A handwritten signature in black ink, appearing to read "Jeff Gilderson-Duwe". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jeff Gilderson-Duwe, Secretary  
Tracie Schlaak – Recorder

**MINUTES OF THE LIBRARY BOARD**  
**AD HOC DIRECTOR RECRUITMENT COMMITTEE**  
**Oshkosh Public Library**  
June 7, 2023

**Call to Order** The Ad Hoc Director Recruitment Committee Meeting of the Oshkosh Public Library Board of Trustees was held on June 7, 2023 in the Conference Room at the Oshkosh Public Library. The meeting was called to order at 1:00 p.m. by President Bill Bracken.

Present were: Bill Bracken, Baron Perlman, and David Rucker. Amber Shemanski and Larry Lautenschlager were excused from the meeting. Others present were: Julie Schmude, Business Manager.

**Public Comments:** There were none.

**New Business**

**Recommend an Executive Recruitment Firm to retain in hiring a new Library Director**

A motion was made by Baron Perlman and seconded by David Rucker to recommend the firm of Bradbury-Miller Associates as the recruitment firm to handle the Library Director search at a cost of \$28,000. (**Motion:** Perlman; **Second:** Rucker; **Vote:** Carried unanimous.)

**Adjournment**

A motion to adjourn was made by David Rucker, seconded by Baron Perlman. The motion carried unanimously, and the meeting adjourned at 1:25 p.m.

**Next Meeting: To be determined.**

Respectfully submitted,

Bill Bracken  
President

**Oshkosh Public Library**  
**Vouchers Payable**  
June 2023

Account	Name	Memo	Paid Amount
<b>Revolving Expenses</b>			
<b>6310 · Life Insurance</b>			
	City of Oshkosh - Rotating Charges	Life Insurance	5,422.09
Total 6310 · Life Insurance			<u>5,422.09</u>
<b>6308 · Dental Insurance</b>			
	City of Oshkosh - Rotating Charges	Dental Insurance	1,267.16
Total 6308 · Dental Insurance			<u>1,267.16</u>
<b>6306 · Health Insurance</b>			
	City of Oshkosh - Rotating Charges	Health Insurance	28,871.00
Total 6306 · Health Insurance			<u>28,871.00</u>
<b>6304 · Wisconsin Retirement Fund</b>			
	City of Oshkosh - Rotating Charges	WI Retirement Fund	10,847.82
Total 6304 · Wisconsin Retirement Fund			<u>10,847.82</u>
<b>6302 · FICA - Employers Share</b>			
	City of Oshkosh - Rotating Charges	FICA	12,912.24
Total 6302 · FICA - Employers Share			<u>12,912.24</u>
<b>6104 · Overtime</b>			
	City of Oshkosh - Rotating Charges	Overtime	4,079.31
Total 6104 · Overtime			<u>4,079.31</u>
<b>6102 · Regular Pay</b>			
	City of Oshkosh - Rotating Charges	Regular Pay	170,280.94
Total 6102 · Regular Pay			<u>170,280.94</u>
Total Revolving Expenses			<u>233,680.56</u>
<b>Contracted Services</b>			
<b>6412 · Contractual Agreement Payments</b>			
	Winnefox Library System	Contractual service., Secretarial/Clerical, Electronic, Delivery	13,145.00
Total 6412 · Contractual Agreement Payments			<u>13,145.00</u>
<b>6416 · Prevent Maintenance Contracts</b>			
	Jack's Maintenance Service	Janitorial Service - Monthly Contract	4,546.00
	Johnson Controls Security Solutions	Recurring Service 7/01/23 - 06/30/24	540.73
	Johnson Controls Security Solutions	Fire Alarm and Sprinkler Inspection Services	4,676.36
	Oshkosh Fire & Police Equipment, Inc	Extinguisher Inspections	333.00
	Energy Control & Design, Inc.	Material Sale of Siemens Desigo Software Subscription	698.00
	Spring-Green Lawn Care	Sprayed all the Beds for Weeds	276.37
	K and C Pest Control	Pest Removal	295.00
Total 6416 · Prevent Maintenance Contracts			<u>11,365.46</u>
<b>6417 · 3rd Party Contracted Services</b>			
	Beez Electric, Inc	Relamped 2nd Floor Computer Desk Lights	146.70
	Energy Control & Design, Inc.	ATL Relay, DDC Labor Hours, Mileage	1,313.74
	Gartman Mechanical Services	Services on Water Heater and Rooftop Air Conditioner	2,351.00
	Gartman Mechanical Services	Plumbing Services Completed on 5/25/2023	138.00
	Gartman Mechanical Services	Plumbing Services Completed on 5/31/2023	138.00
	Gartman Mechanical Services	Repaired Employee Bathroom Toilet	138.00
	Gartman Mechanical Services	Plumbing Services Completed on 5/17/2023	552.00
	GFL Environmental	Trash and Recycle Service	648.98
	Logistics Recycling, Inc	Lamps and Lights Disposal	1,839.84
	House Of Flowers	Plant Install Qty: 4	546.95
	Unique Management Services, Inc	Placements Qty: 71	731.30
	Boleman, Marie	Performance and Mileage	100.00
	Maureen Olm Design	Reading Program, Beanstack Assets, Promotion	3,420.00
Total 6417 · 3rd Party Contracted Services			<u>12,064.51</u>
<b>6411 · Advertising/Postage/Print</b>			
	MasterCard - RP	Promotional Post for Summer Reading Challenge	37.49
	Oshkosh Herald LLC	Display for Summer Reading Program	212.94
	Winnefox Library System	Printing Jobs 5/16/23 - 6/13/23	2,672.80
	DPI	Summer Reading Challenge Posters	60.00
	DPI	Event Calendars	1,185.00
Total 6411 · Advertising/Postage/Print			<u>4,168.23</u>
Total Contracted Services			<u>40,743.20</u>

**Oshkosh Public Library  
Vouchers Payable  
June 2023**

Account	Name	Memo	Paid Amount
<b>Employee Development &amp; Allowance</b>			
<b>6421 · Employee Training/Development</b>			
	Library Journals, LLC	Registration Fee for LJ Online Workshops	269.00
	Library Journals, LLC	Library Advocacy May Registration	269.00
	Winnefox Library System	ALA Exhibit Bus Registration	25.00
Total 6421 · Employee Training/Development			563.00
<b>6423 · Employee Allowance/Reimbursemen</b>			
	Toland, Sandy	Total Miles 86.8	56.85
	Bell, Nancy	Total Miles 75.4	49.38
	Reuer, Lindsay	Total Miles 76	49.78
	Schell, Kallie	Total Miles 56	36.68
Total 6423 · Employee Allowance/Reimbursemen			192.69
Total Employee Development & Allowanc			755.69
<b>Fixed Costs</b>			
<b>6450 · Insurance Expense</b>			
	City of Oshkosh - Rotating Charges	Insurance Expence	125.00
Total 6450 · Insurance Expense			125.00
<b>6454 · Telephone/Internet</b>			
	MasterCard - RP	Public Pay Phone	25.00
	City of Oshkosh - Rotating Charges	Telephone/Internet Service	243.64
Total 6454 · Telephone/Internet			268.64
<b>6455 · Utilities Expense</b>			
	City of Oshkosh - Rotating Charges	Utility Expense	8,137.10
	Constellation	Monthly Gas Charges	1,160.24
Total 6455 · Utilities Expense			9,297.34
Total Fixed Costs			9,690.98
<b>Inventory Supplies</b>			
<b>6520 · Office Supplies</b>			
	MasterCard - RP	Amazon Small Hard Shell Carrying Case	112.44
	MasterCard - RP	Pads, Sticky Note Pads, Sticky Notes, Laminator	454.10
	MasterCard - RP	Paper	31.84
	MasterCard - RP	Microfiber Cleaning Cloths	16.95
	Gaylord Archival	DuraShield Flip Top Doc Case	62.34
	Gaylord Archival	Black Barer Board Shallow Lid Archival Box	65.97
	Staples	Keyboard, Windex, Bankers Box, Staples	78.79
	Staples	Color Code Lables, Sharpies	107.46
	Staples	Pads, Paper	399.16
	Nicolet Federated Library System	Charging Station, Conference Monitor, MeetUp Video Conference Sys	67.68
Total 6520 · Office Supplies			1,396.73
<b>6524 · Specialty Supplies</b>			
	MasterCard - KG	Games Qty: 18, Books Qty: 7	971.95
	MasterCard - RP	Cubetto Directional Blocks	43.90
	Baker & Taylor	DVDs	114.43
	Baker & Taylor	DVD Qty: 3	86.37
	Baker & Taylor	DVD's Qty 1	17.99
	Baker & Taylor	DVD's Qty 1	28.79
	Baker & Taylor	CD's and DVDs Qty: 40	651.92
	Baker & Taylor	DVD's Qty 8	161.92
	Baker & Taylor	CD's and DVD's Qty: 3	58.73
	Baker & Taylor	Books Qty:25	286.62
	Baker & Taylor	Books Qty:7	101.19
	Baker & Taylor	Books Qty: 121	1,540.45
	Baker & Taylor	Books Qty: 13	213.28
	Baker & Taylor	Books Qty: 106	1,435.14
	Baker & Taylor	Books Qty: 48	679.35
	Baker & Taylor	Books Qty: 17	269.33
	Baker & Taylor	Books Qty:54	735.04
	Baker & Taylor	Books Qty: 15	254.13
	Baker & Taylor	Books Qty: 24	311.16
	Baker & Taylor	Books Qty: 68	910.50
	Bellweather Media	Toys & Games	193.50
	Black Stone Publishing	Books Qty: 8	617.98

**Oshkosh Public Library  
Vouchers Payable  
June 2023**

Account	Name	Memo	Paid Amount
	Cengage Learning	Books Qty: 4	83.96
	Cengage Learning	Books Qty:2	83.96
	Cengage Learning	Books Qty: 2	41.23
	Cengage Learning	Books Qty: 8	227.92
	Cengage Learning	Books Qty: 1	22.39
	Cengage Learning	Books Qty: 1	23.20
	Cengage Learning	Books Qty: 1	29.24
	Genealogical.com, Inc	Books Qty: 4	106.45
	Ingram	Books Qty: 2	24.41
	Ingram	Books Qty: 1	7.85
	Ingram	Books Qty: 1	12.44
	Ingram	Books Qty: 1	15.65
	Ingram	Books Qty: 1	11.71
	Ingram	Books Qty: 1	22.19
	Ingram	Books Qty: 1	4.07
	Ingram	Books Qty: 1	16.31
	Ingram	Books Qty: 1	7.79
	Ingram	Books Qty: 1	12.83
	Ingram	Books Qty: 1	18.47
	Ingram	Books Qty: 1	8.42
	Ingram	Books Qty: 2	20.20
	Ingram	Books Qty: 24	202.01
	Ingram	Books Qty: 2	20.93
	Ingram	Books Qty: 2	31.01
	Ingram	Books Qty:1	9.41
	Ingram	Books Qty:1	11.54
	Ingram	Books Qty:1	8.44
	Ingram	Books Qty:1	13.19
	Ingram	Books Qty:1	13.46
	Ingram	Books Qty:2	24.04
	Ingram	Books Qty:3	26.93
	Ingram	Books Qty:2	30.61
	Ingram	Books Qty:2	31.04
	Ingram	Books Qty:1	12.32
	Ingram	Books Qty:2	9.87
	Lerner Publishing Group	Books Qty:18	412.82
	Midwest Tape	Books Qty:4	70.91
	Midwest Tape	Books Qty:1	26.24
	Midwest Tape	DVDs Qty: 4	89.96
	Hoopla	Digital Audiobook/BingePass/Comics/eBook/Movie/Music/TV Qty: 206	4,363.25
	Thomson Reuters	Subscription Product Charges	479.02
	Triple 3C Inc.	Books Qty: 7	175.00
	Value Line Publishing LLC	Value Line Library ELITE - 5 Users	3,410.00
	MasterCard - KG	Books Qty: 12	224.79
	MasterCard - KG	Books Qty: 9; 4 sets of Pickleball	273.19
	MasterCard - KG	Books Qty: 7; Video Games Qty: 15	773.65
	Center Point Large Print	Large Print Books	239.10
	MasterCard - KG	Books Qty: 9	175.41
	<b>Total 6524 · Specialty Supplies</b>		<b>21,642.50</b>
	<b>6529 · Non-Inventory Supplies</b>		
	Kitz & Pfeil	Med Base 40W. Lysol	86.47
	MasterCard - RP	Stalwart Bungee Cords 10pk, Sawtooth Tread Pneumatic	146.35
	Filters Unlimited	Filters Qty: 84	546.55
	Gartman Mechanical Services	Refrigerant R422B #20	64.50
	Gartman Mechanical Services	2 Moen 2HWS Cartridge Kits	35.50
	Gartman Mechanical Services	Fittings, Faucet Supplies	77.18
	Kitz & Pfeil	Keyblank Padlock, Duct Tape	12.57
	WALS	May 2023 Unique Management Services	462.95
	MasterCard - RP	Amazon Basics Purple Washable Glue Sticks	16.70
	MasterCard - RP	Color Dots, Good Coloring	22.42
	MasterCard - RP	Supplies for Giveaway	209.32
	MasterCard - RP	Adult DIY: Vegetable Oil, Cotton Balls, Lemons, Binder Clips	43.02
	MasterCard - RP	Pizza for Book Clubs	223.98
	MasterCard - RP	Waterbase Sealer, Pocky Sticks, Japanese Snacks	24.55
	<b>Total 6529 · Non-Inventory Supplies</b>		<b>1,972.06</b>

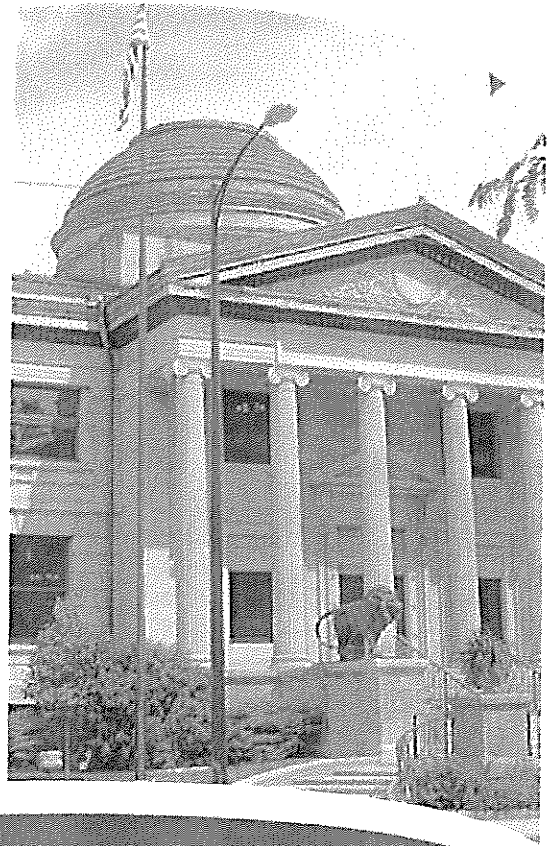


Oshkosh Public Library  
Vouchers Payable  
June 2023

Account	Name	Memo	Paid Amount
Total Inventory Supplies			25,011.29
<b>Rental Expense</b>			
<b>6443 · Lease Expense</b>			
	Gordon Flesch Co, Inc	Monthly Charges	10.19
	Gordon Flesch Co, Inc	Monthly Charges	106.94
	Gordon Flesch Co, Inc	Lease Base Period of 6/1/2023 - 5/31/2024	735.00
	Great America Financial Services	Copier Lease	158.84
	Great America Financial Services	Copier Lease	188.27
	Great America Financial Services	Copier Lease	402.54
Total 6443 · Lease Expense			<u>1,601.78</u>
Total Rental Expense			1,601.78
<b>OPL Programming Support Fund</b>			
<b>80631 · Programming Support</b>			
	MasterCard - KG	10 Copies for Teen SRP	95.90
	MasterCard - RP	Campliner Large Loot Drop Box	53.38
	Baker & Taylor	Books	910.69
	Baker & Taylor	Books Qty: 20	166.65
	Ingram	Books Qty: 40	385.59
Total 80631 · Programming Support			<u>1,612.21</u>
Total OPL Programming Support Fund			1,612.21
<b>OPL Collection Improvements</b>			
<b>80638 Steiger</b>			
	Baker & Taylor	Books Qty: 1	16.79
			<u>16.79</u>
<b>80614 Mainwaring</b>			
	Baker & Taylor	Books Qty: 1	16.79
			<u>16.79</u>
<b>80633 OPL Collection Improvement Fund</b>			
	MasterCard - KG	Books Qty: 14	237.81
			<u>237.81</u>
<b>80615 · Memorial Fund</b>			
	Baker & Taylor	Books Qty: 2	21.77
	Baker & Taylor	Books Qty: 13	187.34
	Boleman, Marie	Performance and Mileage	250.00
	Cengage Learning	Book Qty: 1	27.99
	Cengage Learning	Book Qty: 1	26.39
	Cengage Learning	Books Qty: 1	28.00
Total 80615 · Memorial Fund			<u>541.49</u>
<b>80603 · Schuster</b>			
	Center Point Large Print	Large Print Books	188.16
	Cengage Learning	Books Qty: 7	194.18
Total 80603 · Schuster			<u>382.34</u>
<b>80609 · Hilton</b>			
	Baker & Taylor	Books Qty: 1	17.13
	Baker & Taylor	Books Qty: 2	39.17
	Baker & Taylor	Books	17.92
Total 80609 · Hilton			<u>74.22</u>
Total OPL Collection Improvements			<u>1,269.44</u>
<b>Total:</b>			<u><u>314,365.15</u></u>



Library Director



## Executive Search Proposal

Bradbury Miller |  
Associates

[bradburymiller.com](http://bradburymiller.com)

# Bradbury Miller | Associates

3513 E. Harvard Blvd., Canton, OH, 44709  
330.224.9177

May 30, 2023

Baron Perlman  
Oshkosh Public Library  
106 Washington Avenue  
Oshkosh, WI 54901

## **Proposal: Library Director Search – Oshkosh Public Library (WI)**

Thank you for contacting us about the possibility of Bradbury Miller Associates assisting Oshkosh Public Library in its search for your new Library Director. We look forward to the possibility of working with you and we are pleased to submit the attached proposal for your consideration.

We think you will find us a great match for your search. To help you quickly evaluate our services and the services you are seeking, we have addressed key search components below. Our full proposal outlines our services much more completely.

### ***Market Your Position, the Library, & the Region***

- Tailor the search to your library and its community
- Consultants meet with staff, the Search Committee/Board, external stakeholders
- Design announcement and post position in 55+ professional sites
- Create a website on our page devoted to the library and the region
- Recruit and develop a pool of qualified candidates meeting your criteria

### ***Evaluate & Recommend the List of Qualified Candidates***

- Candidates must submit a cover letter, resume, and complete a questionnaire
- Phone conversations with each qualified candidate
- Share all candidate documents on Dropbox with the Search Committee/Board
- Meet with Search Committee/Board to discuss candidates/select six to nine semifinalists for first round of interviews

### ***Coordinate & Assist with Interview Process***

- Bradbury Miller Associates is your staff team
- Facilitate logistics of semifinal interviews & final interviews
- Schedule interviews, prepare draft questions, evaluation tools
- Notify candidates of where they are in the process
- Media contact if needed

***Reference Checks & Background Check***

- Three reference checks/finalist
- Phone conversations with each reference; full report to the Search Committee/Board
- Electronic/Internet searching and reconnaissance
- Offer is contingent on successful background investigation

***Coordinate & Assist with Offer & Negotiation***

- Consultant fee is a flat fee; no conflict of interest
- Assist with establishing a hiring range at the beginning of the search
- Offer letter, background waivers, final acceptance

Our proposal is intended as a starting point only. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes recent references. We have outlined our full-service search, but we can usually tailor our services to meet the needs of most libraries. The search schedule outlined is an example to give you a sense of the time frame required to complete a successful search.

This proposal includes the quoted fee for the outlined scope of service including advertising costs and a single background check and is valid for a period of one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

*Karen E. Miller*

Karen E. Miller  
Owner and President, Bradbury Miller Associates



## Library Director Search

### FIRM BACKGROUND AND QUALIFICATIONS

Bradbury Miller Associates (BMA) is owned and operated by Karen Miller as of January 2020. Brian Hare serves as Managing Consultant and Briana Trudell serves as Associate Consultant. The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates under Don Sager. In 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized it as a Missouri LLC operating it as Bradbury Associates-Gossage Sager Associates. In 2016, the name changed to Bradbury Miller Associates to acknowledge Karen's status as partner in the firm. BMA legally qualifies as a WBE (Woman-owned Business Enterprise).

Over the past ten years, the firm has successfully completed more than 300+ national executive searches for public, academic, and special libraries. Current clients include Red Wing (MN), Laramie County Library (WY), Hennepin County Library (MN), Nashville Public Library (TN), Rocky River Public Library (OH), Pickaway County Library (OH), and West Lafayette Public Library (IN).

In each of these engagements, we have performed a scope of work like that which is proposed for Oshkosh Public Library.

### Partial List of Past Clients

McCracken County Public Library (KY)  
Park Ridge Public Library (IL)  
New Milford Public Library (CT)  
Wicomico Public Library (MD)  
Hoboken Public Library (NJ)  
LibraryLinkNJ (NJ)  
Reed Memorial Library (OH)  
Broward County Libraries (FL)  
Florence-Lauderdale Public Library (AL)  
Allegheny County Library Association (PA)  
Fairfield Public Library (CT)  
Tapeia & Shawnee County Public Library (KS)  
Flyria Public Library System (OH)  
State Library of Oregon (OR)  
Orion Township Public Library (MI)  
Belvedere-Tipton Library (CA)  
Davenport Public Library (IA)  
Buffalo & Erie County Public Library (NY)  
Wilton Library (CT)  
Pierce County Library System (WA)  
Ann Arbor District Library (MI)  
Muskegon Area District Library (MI)  
Irving Public Library (TX)  
Loveland Public Library (CO)  
Durango Public Library (CO)  
Willard Library (MI)  
Anythink Libraries (CO)  
Bullitt County Public Library (KY)  
Montclair Public Library (NJ)  
Cromaine District Library (MD)  
Pueblo City-County Library District (CO)  
Lincoln City Libraries (NE)  
Massanutten Regional Library (VA)  
Greenwich Library (CT)  
Worthington Libraries (OH)  
La Grange Public Library (IL)

## SCOPE OF SERVICES & METHODOLOGY

If Bradbury Miller Associates is selected to assist you in your search for a new Library Director, our first step is to understand your needs as thoroughly as possible.

- Position Description – Review, recommend and otherwise assist with updates/revisions to existing position description or the creation of a new position description, as desired
- Candidate Profile – Use surveys collect feedback from Board/Search Committee members, staff, and stakeholders
- Initial virtual meeting with the Search Committee, Board, and key staff to understand the Library’s distinctive organizational culture, mission, and concerns

### RECRUITMENT STRATEGY

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment firm. We start with a network of outstanding members of the library profession whom we know and, based on their suggestions and nominations, we broaden our search.

If a prospective candidate declines our invitation to apply, we will ask them to identify other individuals who have the required qualifications. We have found this process is important regardless of the size or type of library organization—and it is particularly important for identifying and attracting culturally diverse candidates.

Announcements in the library media start the process, but the best candidates usually must be asked. In our previous searches, we have personally contacted 350+ potential applicants for positions resulting in qualified candidates for each position.

### RECRUITMENT TIMELINE

Our second step is to review our process with you to determine whether any changes to our initial proposal may be needed to satisfy your specific requirements.

- Review and finalize a search schedule listing key tasks and completion dates
- Standard full search takes 3-4 months to complete

We can generally customize the search schedule to have your new leader “on board” at the appropriate time. A timeline illustrating the major steps conducted over the proposed time frame is attached.



## **PROMOTION, OUTREACH, AND IDENTIFYING POTENTIAL CANDIDATES**

Once the search schedule is determined, we will finalize an advertising/marketing plan to stimulate greater awareness of the opening. Our goal is to work with existing marketing teams or help you craft something unique in-house. We begin each search as a blank canvas and generate a fresh list of prospective candidates by including:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media and networking
- Advertising on 55+ professional library and non-profit sites
- A dedicated page for the position on Bradbury Miller Associates website with a supplemental page of links to library documents and information about the library's service area
- Distribution to 1,700+ library colleagues through our professional newsletter
- Direct communication with potential and prospective candidate

### **Diversifying the Applicant Pool**

Bradbury Miller Associates consultants know that both female and BIPOC candidates are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both female and BIPOC candidates are represented in our candidate pools. We place announcements in a number of diverse library-related websites and/or Listservs—BCALA (Black Caucus of the American Library Association), REFORMA, CALA-ALA (Chinese American Librarians Association), APAEA (Asian Pacific American Librarians Association), and actively seek leads and recruit diverse candidates.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the Library and cooperate with the Library's Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting, if this is part of the typical process.

## **COMMUNICATION**

Throughout the search—and especially during the candidate identification phase—we will send regular, complete updates on our progress to the Search Committee/Board. We will share candidate feedback, adjust our search strategies as needed, convey challenges, and share any additional information gleaned during the process.

## CANDIDATE SCREENING

- Bradbury Miller Associates conducts initial screenings on qualified candidates via phone or videoconference and shares the results of these interviews with the Search Committee/Board as part of the process.
- All candidate documents (cover letter, resume, and questionnaire) are uploaded to Dropbox.
- Other documents include a complete candidate list and a qualifications comparison matrix for review.
- Bradbury Miller Associates meets virtually with the Search Committee/Board and presents a list of recommended candidates and a discussion of each individual.
- Six to nine semifinalists are selected and invited to interview via videoconference for the preliminary round of interviews.
- We advise our clients to see as many candidates as feasible so that they have a sense of the scope and diversity of candidates actively interested in their position.

## CANDIDATE ASSESSMENT – SEMIFINAL AND FINAL INTERVIEWS

We recommend a two-step interviewing process; the first round consists of the Search Committee/Board interviewing semifinalist candidates (we recommend six to nine) via videoconferencing and then selecting three to four finalist candidates for final interviews. The final interviews occur approximately two to three weeks following the semifinal interviews. We believe that it is important to move quickly through the process once the applications close, so no strong candidates withdraw for other opportunities, and we do not lose our momentum.

Bradbury Miller Associates provides customized support during the final interview process:

- Draft of interview questions for all interviews.
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding interview approaches, techniques, and possible pitfalls.
- We serve as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client's perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.

*In short, we interact with you in whatever way you find helpful during the critical time when key decisions need to be made. Selecting your new Library Director is a crucial decision that could well affect Oshkosh Public Library and its constituents for many years to come.*



## CHECKING REFERENCES

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference checks for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates. We believe that oral interviews with a candidate's references are far superior to letters of reference.
- We prepare brief reports paraphrasing reference-derived information. Nuances and "reading between the lines" gives our clients more realistic impressions of the strengths and possible weaknesses of finalist candidates.
- Because we maintain active contacts within the profession, we are often able to provide less formal assessments of a candidate's strengths and weaknesses and any areas still in need of development. Such informal reports are often vital to the decision-making process.

### Background Checks

If you wish to have a pre-employment background check conducted on a finalist, we will engage an experienced investigative firm to verify academic credentials, review driving records, and research county and federal district court records for prior or current criminal or civil cases. This will require a release by the candidate(s). Typically, background checks cost \$350-\$900 per person, depending upon the time period and the number of jurisdictions to be researched. We will work with the agency and provide a written report of the research findings for the Library. Our flat fee includes a single background investigation.

## HANDLING THE DETAIL WORK

Throughout the recruitment and selection process, Bradbury Miller Associates handles all the detail work—and there is a substantial amount.

- We are your staff team throughout the process.
- We recommend that all application materials be addressed to Bradbury Miller Associates so that consistency and comparability can be established and any omissions can be identified—we assume the responsibility to see that everything is done completely and correctly.
- We will acknowledge receipt of all applications and provide copies of all the documents to you at a scheduled time.
- As noted above, we will schedule and conduct calls with all candidates who meet the requirements determined by the Search Committee/Board.
- We coordinate with library staff to make arrangements for semifinal and final interviews and are a part of that process.
- We are also frequently asked to conduct final negotiations on behalf of the library—and we are pleased to do so.

We notify candidates not selected at the appropriate time(s) during the process and we keep in touch periodically with your designated contact person so that you know where we are in the process. We also submit written progress reports throughout the process and at the end of major stages in the search—after the intake closing date; after the interviewing/screening work has been accomplished, and after a list of the most viable candidates is determined.

## Our Guarantee

Once the new Library Director is selected and appointed, if he or she leaves the position – either voluntarily or non-voluntarily – within the first year after appointment, Bradbury Miller Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

### ABOUT THE CONSULTANTS AND OFFICE LOCATIONS

One of the major advantages in engaging Bradbury Miller Associates is that we bring a team of library professionals with search firm expertise to the process. If selected to assist Oshkosh Public Library in its search for a new Library Director, the following consultants would be engaged in the project. Their roles and a summary of their qualifications follow:

**Karen E. Miller**, President/Owner, serves as project co-director and primary contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide-ranging public library experience, from rural library directorships to branch management to administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is an active member of the Ohio Library Council, serving on the Library Education Committee and as an annual presenter for the OLC's New Library Directors Workshop, serves on the American Library Association Committee on Membership Meetings, as well as being a member of the Public Library Association. Karen also serves as Mentor and Steering Committee member for the ILEAD USA-Ohio leadership program for Ohio librarians and serves as a Director on the Board of the Bluecoats Drum and Bugle Corps, a world-class competitive marching band and performing arts education non-profit.

**Brian C. Hare**, Managing Consultant, most recently served as the Director of Reed Memorial Public Library (Ravenna, Ohio) and has worked in a variety of settings during his 15+ years of library experience. He came to public library service through the AmeriCorps Network and obtained his Master of Library and Information Science degree from the University of Pittsburgh. Brian has also served as director for a small rural public library and manager for a metro suburb library. One of his most fond positions was Archive Intern at the Andy Warhol Museum in Pittsburgh where he got to rifle through Warhol's Time Capsules. Specializing in strategic planning facilitation, marketing/branding, project management, levy campaigns, and public speaking, Brian stays active with the Ohio Library Council, American Library Association, and Public Library Association serving on various committees and presenting on library topics. Brian is also a past board member of Main Street Ravenna and Ravenna School District Equity Task Force. He believes that libraries are the most important part of any community.

**Beth Barker**, Director of Finance & Communication, serves as support for the engagement. Beth has over 20 years of experience overseeing business practices and human resources for several offices in Northeast Ohio, most recently, having served as operations manager for The Chrysalis Center in New Philadelphia. Beth's experience includes overseeing all finances, including payroll and benefits, as well as human resources for the firm. Beth holds a Bachelor's degree in Business Management from Kent State University.

**Briana Trudell**, Associate Consultant, joined the Bradbury Miller team as an associate consultant in 2022. She was most recently the Executive Coordinator at Grand Rapids Public Library in Grand Rapids, Michigan, and previously worked in Strategic Communications and Marketing. Briana is at her best when interacting with people. As a big-picture thinker and a problem solver, she is constantly identifying new ways to optimize existing systems to be more efficient and effective for the teams' needs. She believes that it is important to strive to improve processes and systems to make future outcomes stronger. Briana currently serves as the Secretary on the Executive Board of the Grandville Avenue Arts & Humanities Board of Directors, as the President of the Board of Directors of the Fulton Street Farmers Market, and a founding member of the Good Manufacturing Art Collective. She is also a member of the Michigan Library Association, American Library Association, and the Public Library Association.

**Thomas Dillie**, Associate Consultant, serves assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Tom is currently Director of the Minerva Public Library (Ohio). Tom's earlier experience as a bookstore employee in Urbana, IL led to the completion of a Master's in Library Science at the University of Illinois at Urbana-Champaign. His first professional library position was as Adult Services Librarian, Wadsworth Public Library in Ohio. He was subsequently hired as a branch manager for the Greene County Public Library, Xenia, Ohio and became Assistant Director in 2006. Tom joined the Minerva Public Library in 2008 as Director. Tom is Board member for the Ohio Library Council, a professional association for librarians. He brings a variety of experience in both single and multi-branch libraries in rural and urban settings.

### OFFICE LOCATIONS AND CONTACT DETAILS

Bradbury Miller Associates  
3513 E. Harvard Blvd.  
Canton, OH 44709

### FEE PROPOSAL AND OPTIONAL BILLABLE EXPENSES

Bradbury Miller Associates' total fee for executive search services (including all consultant expenses in traveling) is a flat fee of \$28,000. A retainer of \$6,000 will be paid to the firm upon approval of the agreement and subtracted from the final invoice at the end of the search. This amount will be invoiced upon completion of the search, payable within 30 days of the selected candidate's acceptance of the client's offer.

- **Expenses included within our fee:** (1) All virtual meetings with the library; (2) all consultant pre-screening interview expenses; (3) videoconferencing charges; (4) all standard office expenses; (5) advertising costs based upon our marketing plan which provides excellent exposure to the library community; (6) a single background check (\$350-\$900) on the chosen candidate; (7) consultant in-person attendance for the final interviews.
- **Adjustments/Discounts:** The proposed fee covers the outlined scope of services and deliverables contained in this proposal. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.
- **Candidate expenses:** It shall be the client's responsibility to reimburse candidates they have selected for onsite final interviews for the candidates' travel expenses. Candidate expenses will vary considerably depending on point of origin, length of stay and the amount of lead time allowed for booking airfare—a reasonable estimate might be \$1,200–1,500 per candidate inclusive of airfare, meals, hotel expenses, and rental car.
- **Additional reference reports:** our proposal allows for a maximum of four candidates with three references each—should it be desired to increase the number of candidates beyond four and/or increase the number of references per individual, the cost per reference is \$400.

- **HoganLead Hogan Personality Assessment:** Hogan Assessments provides organizations with valid and reliable assessment tools and professional consulting expertise. Hogan's personality, values, and cognitive-based assessment tools are the result of over 54 cumulative years of research and refinement and are used by over half of the Fortune 100 companies for employee selection and/or development purposes. Information gathered from the assessment tools will be used to develop reports that gauge a candidate's leadership potential and leadership style; how a candidate may react to challenges and stress; what a candidate's core values and goals appear to be; and a measure of a candidate's emotional intelligence. A summary report will allow direct comparison of one candidate to another across these assessments. A consultant from Bradbury Miller Associates who is trained and certified in Hogan Assessments will produce the reports and will work directly with the Library's Search Committee to interpret and understand the assessments and resulting reports. HoganLead inventory assessment fees are available upon request and includes a written report per candidate which is deliverable prior to final interviews.



## Additional Information

Bradbury Miller Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Five consultants are regularly engaged in the executive search work of the firm and special consultants are utilized to respond to the requirements of a specific engagement.

In all engagements, Bradbury Miller Associates works exclusively for the client library/system, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

Bradbury Miller Associates carries Recruiters Professional Liability insurance, Business Liability (including Hired/Non-Owned Auto Liability) and Workers Compensation coverage sufficient to satisfy most municipal and state vendor requirements for executive search services.

We believe learning about the community and the institution and working closely with the key stakeholders brings value to the search process and achieves a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée to library leaders that generalist firms simply cannot provide.

**FORM OF FINAL AGREEMENT**

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with the simple agreement addendum (see Attachment III).

In addition to specifying any changes in scope or approach a client may desire, our professional liability insurance carrier requires us to include paragraphs 4, 5, and 6 in any agreements or contracts we execute—and paragraph 7 should give ample assurance to the client that the library is in the driver's seat. (As a point of information, paragraphs 4-7 have never been invoked on any prior engagement.) Our client's satisfaction is our bottom line—and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.

**CONCLUSION**

We look forward to the possibility of working with Oshkosh Public Library to help you find your next Library Director. If you have questions or need clarification on any aspect of the proposal, please let us know.

**BRADBURY MILLER ASSOCIATES**

*Karen E. Miller*

*Karen E. Miller*  
Owner/President

We hereby accept the foregoing proposal (pages 1 – 12).

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**ATTACHMENT I:**  
**SEARCH SCHEDULE OUTLINE**

Please see below our estimated schedule of key dates for your Library Director search process. If we are selected, we will establish a firm search schedule during our first meeting with the library. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following is an illustrative timeline and the actual target dates will be determined and approved by the Search Committee/Board.

Timeframe (approximate)	Tasks
First 30 Days	<ul style="list-style-type: none"> <li>• Initial meeting with Search Committee/Board, staff, and stakeholders</li> <li>• Create position announcement and post/advertise nationally</li> <li>• Initiate recruitment strategy</li> </ul>
45 Days	<ul style="list-style-type: none"> <li>• Close position posting</li> <li>• Prepare candidate documents and screen qualified candidates</li> <li>• Present candidates to Search Committee/Board and facilitate discussion of selection of semifinal candidates</li> </ul>
45 Days	<ul style="list-style-type: none"> <li>• Prepare for and lead semifinal interviews</li> <li>• Facilitate discussion and assist with selection of finalists</li> <li>• Conduct reference reports and coordinate final interview planning</li> <li>• Facilitate final interviews</li> <li>• Coordinate presentation of offer to selected candidate and initiate background investigation</li> </ul>

ATTACHMENT II: REPRESENTATIVE REFERENCES

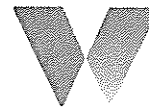


ELYRIA PUBLIC  
LIBRARY SYSTEM

**Elyria Public Library System**  
211 2nd St  
Elyria, OH 44035

**Kaleena Whitfield**, Board Chair  
kaleena.whitfield@gmail.com  
**Jennifer Starkey**, Director  
jenniferstarkey@gmail.com

WILTON LIBRARY



**Wilton Library**  
137 Old Ridgefield Rd.  
Wilton, CT 06897

**Rob Sanders**, Board Chair  
rsanders@rsarchct.com  
**Caroline Mandler**, Executive  
Director



**MARION**  
Public Library

**Marion Public Library**  
1064 7th Ave.  
Marion, IA 52302

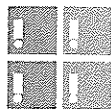
**Sally Reck**, Board/Search Chair  
sallysreck@gmail.com  
**Bill Carroll**, Director  
wjcarroll70@yahoo.com



**JOHNSON CITY**  
PUBLIC LIBRARY

**Johnson City Public Library**  
100 West Millard St.  
Johnson City, TN 37604

**Joy Fulkerson**, Board/Search Chair  
fulkersj@mail.etsu.edu  
**Julia Turpin**, Director  
Jturpin07@gmail.com



Fairfield  
Public  
Library

**Fairfield Public Library**  
1080 Old Post Road  
Fairfield, CT 06824

**David Gray**, Board Chair  
david.gray@epsilon.com  
**Scott Jarzombek**, Director  
sjarzombek@gmail.com



Park Ridge Public Library

**Park Ridge Public Library**  
20 S. Prospect Ave.  
Park Ridge, IL 60068

**Lauren Rapisand**, Board President  
laurendrapisand@gmail.com  
**Joanna Bertucci**, Library Director  
joanna.bertucci@gmail.com



# **LIBRARY RULES OF BEHAVIOR**

The Oshkosh Public Library welcomes everyone to use its building and collections. The Rules of Behavior are designed to ensure the safety of, and respect for, all people who seek to use these resources.

To meet these goals the following conduct, behavior and acts are prohibited in the building:

1. Rowdy or unsafe activity.
2. Loud noises, loud talking or inappropriate language.
3. Not wearing shoes or a shirt.
4. Blocking any entrance or fire exit.
5. Bringing pets into the building.
6. Leaving children under the age of 8 unattended without direct supervision.
7. ~~Using tobacco.~~ The use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes.
8. Possessing alcoholic beverages.
9. Sleeping.
10. Panhandling, or selling goods or services.
11. Unauthorized distribution of materials or gathering signatures for petitions.
12. Leaving the library with library materials that have not been checked out.
13. Damaging library materials, equipment, furniture, facilities or property.
14. Inappropriate public display of affection.

Illegal activities will be reported to the police.

Written By:	Jeff Gilderson-Duwe
Approved By:	Library Board
Amended/Modified:	10/11/02, 1/22/13
Date:	07/24/96

# **LIBRARY RULES OF BEHAVIOR – EXTERIOR**

The Oshkosh Public Library welcomes everyone to visit its building and grounds. The Rules of Behavior are designed to ensure the safety of, and respect for, all people who come to the Library.

To meet these goals the following conduct, behavior and acts are prohibited on the Library grounds:

1. Rowdy or unsafe activity.
2. Blocking any entrance or fire exit.
3. Locking bicycles, other vehicles or equipment to structures other than the bicycle racks provided.
4. Riding or using skateboards, scooters or other wheeled sports equipment on Library sidewalks, parking lot or driveways in such a way as to risk the safety of pedestrians or vehicle operators, or to risk damage to the Library's building, equipment or infrastructure.
5. Leaving pets unattended.
6. Leaving children under the age of 8 unattended without direct supervision.
7. ~~Smoking or using electronic cigarettes within a 30-foot radius of the library main entry (revolving door).~~ The use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes.
8. Loitering in the Library's trash receptacle enclosure.

Staff will ask persons behaving in these unsafe and/or disrespectful ways to cease doing so. If the behaviors do not cease, the police will be called.

Illegal activities will be reported to the police.

Written By:	Jeff Gilderson-Duwe
Approved By:	Library Board
Amended/Modified:	
Date:	12/18/2014

**Oshkosh Public Library**  
**Statement of Revenue and Receipts**  
**May 2023**  
**42% of the year**

**RECEIPTS**

**Oshkosh Public Library**

Gifts and Donations  
Material Lost and Paid For  
Other Receipts

**Total Oshkosh Public Library Receipts**

BUDGET	MAY	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
	525.24	32,179.51		32,179.51
	684.07	2,502.11		2,502.11
				0.00
	<b>1,209.31</b>	<b>29,641.41</b>	<b>0.00%</b>	<b>29,641.41</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	204,065.75	204,065.75	25.00%	(612,234.25)
47,700.00	1,448.00	47,795.00	100.20%	95.00
220,500.00	18,264.66	91,323.30	41.42%	(129,176.70)
<b>1,084,500.00</b>	<b>223,778.41</b>	<b>343,184.05</b>	<b>31.64%</b>	<b>(741,315.95)</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	1,028.87	3,911.59	43.46%	(5,088.41)
	130.10	352.49	0.00%	352.49
1,000.00	294.05	1,166.43	116.64%	166.43
10,000.00	1,391.09	5,978.56	59.79%	(4,021.44)
	114.88	512.07	0.00%	512.07
		0.00	0.00%	0.00
		0.00	0.00%	0.00
		0.00	0.00%	0.00
<b>20,000.00</b>	<b>2,958.99</b>	<b>11,921.14</b>	<b>59.61%</b>	<b>(8,078.86)</b>

**Total Revenue Submitted to City of Oshkosh**

1,104,500.00	226,737.40	355,105.19	32.15%	(749,394.81)
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**TOTAL REVENUE**

<b>1,104,500.00</b>	<b>228,107.40</b>	<b>362,730.19</b>	<b>32.84%</b>	<b>(741,769.81)</b>
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**Oshkosh Transit System**

Monthly Bus Passes  
Quarterly Bus Passes

**Total Receipts to Oshkosh Transit System**

0.00	560.00	3,395.00	0.00%	3,395.00
0.00	810.00	4,230.00	0.00%	4,230.00
<b>0.00</b>	<b>1,370.00</b>	<b>7,625.00</b>	<b>0.00</b>	<b>7,625.00</b>

City of Oshkosh Levy

2,792,700.00

Oshkosh Public Library  
Statement of Expenditures  
June 2023  
50% of the year

	2023	JUNE	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
<b>Revolving Expenses</b>					
6102 Regular Pay	2,325,400.00	170,280.94	850,261.04	36.56	1,475,138.96
6104 Overtime Pay	30,000.00	4,079.31	19,723.46	65.74	10,276.54
6302 FICA - Employers Share	160,200.00	12,912.24	64,641.08	40.35	95,558.92
6304 Wisconsin Retirement Fund	149,700.00	10,847.82	54,283.30	36.26	95,416.70
6306 Health Insurance	330,500.00	28,871.00	131,330.40	39.74	199,169.60
6308 Dental Insurance	16,200.00	1,267.16	5,747.62	35.48	10,452.38
6310 Life Insurance	6,200.00	5,422.09	7,412.53	119.56	-1,212.53
<b>Professional Services</b>					
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
<b>Contracted Services</b>					
6411 Advertising/Postage/Printing	23,500.00	4,168.23	12,138.46	51.65	11,361.54
6412 Contractual Agreement Payments	340,000.00	13,145.00	244,076.60	71.79	95,923.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00		4,878.88	256.78	-2,978.88
6416 Prevent Maintenance Contracts	16,600.00	11,365.46	46,002.71	277.12	-29,402.71
6417 Third Party Contracted Services	50,000.00	12,064.51	45,777.02	91.55	4,222.98
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	563.00	2,926.00	48.77	3,074.00
6422 Professional License/Membership Dues/Bonds	5,000.00		635.35	12.71	4,364.65
6423 Employee Allowance/Reimbursement	800.00	192.69	497.52	62.19	302.48
<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	1,601.78	3,700.68	52.87	3,299.32
<b>Fixed Costs</b>					
6450 Insurance Expense	28,300.00	125.00	500.00	1.77	27,800.00
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	268.64	716.34	20.47	2,783.66
6455 Utilities Expense	83,000.00	9,297.34	41,312.03	49.77	41,687.97
<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	1,396.73	8,437.38	39.99	12,662.62
6524 Inventory/Supplies	248,400.00	21,642.50	111,106.02	44.73	137,293.98
6529 Non-Inventory Supplies	34,000.00	1,972.06	27,842.29	81.89	6,157.71
<b>Total Other Expenditures</b>	<b>3,897,200.00</b>	<b>311,483.50</b>	<b>1,683,981.94</b>	<b>43.21</b>	<b>2,213,218.06</b>

Oshkosh Public Library  
 Endowment Fund Expenditures  
 June 2023  
 50% of the year

	2023	JUNE	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
<b>OPL Collection Improvements</b>					
80601	Hoxtel	1,000.00	523.40	52.34	476.60
80603	Schuster (Audio)	10,850.00	382.34	6,819.31	62.85
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	74.22	259.95	33.54
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		16.79	77.86	0.00
80615	Memorial Fund	3,500.00	541.49	3,760.82	107.45
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	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	237.81	237.81	15.85
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	16.79	90.09	15.02
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	2,794.92	93.16	205.08
80629.5	Oshkosh Poet Laureate Stipend	800.00	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	2,099.86	99.99	0.14
80630.2	Shelf Talkers	1,200.00	1,072.00	89.33	128.00
80630.3	Architect Consultant Fees	50,000.00	6,835.63	13.67	43,164.37
80630.4	CFOS Love Seat/Sofa	4,300.00	5,010.18	116.52	-710.18
<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	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	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	1,059.97	1,092.73	49.67
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	552.24	2,739.91	124.54
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
<b>Total Gifts</b>					
	147,625.00	2,881.65	76,040.27	51.51	68,584.73

**MONTHLY REPORT**  
**Oshkosh Public Library**  
**May 2023**

<b>CIRCULATION</b>	<b>May-23</b>	<b>May-22</b>	<b>% Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>% Change</b>
Book-Adult	14,233	13,736	4%	71,400	69,754	2%
Book-Juvenile	12,688	10,127	25%	68,949	60,437	14%
Book-YA/Teen	1,446	1,578	-8%	6,972	6,808	2%
CD-Adult	1,116	1,069	4%	6,018	5,514	9%
CD-Juvenile	74	83	-11%	442	399	11%
CD-Book-Adult	577	705	-18%	2,825	3,573	-21%
CD-Book-Juvenile	206	209	-1%	1,007	990	2%
CD-Book-YA/Teen	5	18	-72%	54	100	-46%
DVD-Adult	5,513	5,155	7%	29,748	29,710	0%
DVD-Juvenile	1,125	948	19%	5,934	5,707	4%
Game-Adult	577	528	9%	3,322	2,966	12%
Game-Juvenile	161	130	24%	992	782	27%
Magazine-Adult	515	514	0%	2,422	2,600	-7%
Magazine-Juvenile	1	6	-83%	46	84	-45%
Magazine-YA/Teen	0	0	0%	1	1	0%
Other-Adult	236	108	119%	1,185	702	69%
Other-Juvenile	162	113	43%	767	475	61%
Other-YA/Teen	5	8	-38%	30	23	30%
<b>Total Adult</b>	<b>22,767</b>	<b>21,815</b>	<b>4%</b>	<b>116,920</b>	<b>114,819</b>	<b>2%</b>
<b>Total Juvenile</b>	<b>14,417</b>	<b>11,616</b>	<b>24%</b>	<b>78,137</b>	<b>68,874</b>	<b>13%</b>
<b>Total YA/Teen</b>	<b>1,456</b>	<b>1,604</b>	<b>-9%</b>	<b>7,057</b>	<b>6,932</b>	<b>2%</b>
<b>SUB TOTAL</b>	<b>38,640</b>	<b>35,035</b>	<b>10%</b>	<b>202,114</b>	<b>190,625</b>	<b>6%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	5,042	4,768	6%	24,950	24,245	3%
Hoopla E-Books	493	378	30%	2,401	1,896	27%
<b>E-BOOKS SUB TOTAL</b>	<b>5,535</b>	<b>5,146</b>		<b>27,351</b>	<b>26,141</b>	<b>5%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	4,269	3,711	15%	20,873	18,451	13%
Hoopla Audiobooks	1,313	925	42%	6,006	4,361	38%
<b>AUDIOBOOKS SUB TOTAL</b>	<b>5,582</b>	<b>4,636</b>	<b>20%</b>	<b>26,879</b>	<b>22,812</b>	<b>18%</b>
Tumblebooks	4	4	0%	21	80	-74%
<b>DIGITAL BOOKS SUB TOTAL</b>	<b>4</b>	<b>4</b>	<b>0%</b>	<b>21</b>	<b>80</b>	<b>-74%</b>
<b>Digital Media</b>						
Hoopla Music	51	24	113%	288	169	70%
Hoopla Video	196	223	-12%	972	1223	-21%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>247</b>	<b>247</b>	<b>0%</b>	<b>1,260</b>	<b>1,392</b>	<b>-9%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>11,368</b>	<b>10,033</b>	<b>13%</b>	<b>55,511</b>	<b>50,425</b>	<b>10%</b>
<b>TOTAL CIRCULATION</b>	<b>50,008</b>	<b>45,068</b>	<b>11%</b>	<b>257,625</b>	<b>241,050</b>	<b>7%</b>

<b>PHYSICAL MATERIALS</b>	<b>May-23</b>	<b>May-22</b>	<b>% Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>% Change</b>
% AV Materials Circulated	24%	25%	-4%	25%	26%	-5%
% Print Materials Circulated	76%	75%	1%	75%	74%	2%
% Adult Materials Circulated	63%	67%	-6%	58%	60%	-4%
% Youth Materials Circulated	37%	33%	13%	42%	40%	6%
Average Circulation Per Hour	168.95	154.3	9%	177.9	162.7	9%

<b>MISCELLANEOUS</b>	<b>May-23</b>	<b>May-22</b>	<b>% Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>% Change</b>
Library Facility Traffic	18,613	13,888	34%	90,341	76,648	18%
Average Daily Traffic	642	479	34%	627	521	20%
Meetings Held	97	79	23%	489	346	41%
New Card Registrations	259	194	34%	1,067	982	9%
Self-check % of Checkout	49.5%	48.5%	2%	49.5%	48.2%	3%
Volunteer Hours Worked	95	65	46%	463	394	17%
Teacher Packs	4	4	0%	20	38	-47%

**MONTHLY REPORT**  
**Oshkosh Public Library**  
**May 2023**

<b>ELECTRONIC RESOURCES</b>	May-23	May-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	16,101	16,273	-1%	87,243	87,841	-0.7%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	34	66	-48%	245	383	-36.0%
EBSCO Sessions	63	36	75%	222	250	-11.2%
HeritageQuest Sessions	38	118	-68%	1,009	408	147.3%
Mango Languages	35	24	46%	216	262	-17.6%
Mitchell Auto Repair	0	3	-100%	12	36	-66.7%
NewspaperARCHIVE	238	237	0%	1,132	1,345	-15.8%
Oshkosh Northwestern	0	0	0%	0	0	0.0%
RefUSA	76	80	-5%	430	584	-26.4%
<b>SUB-TOTAL</b>	<b>512</b>	<b>585</b>		<b>3,395</b>	<b>3,410</b>	<b>-0.4%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	31	43	-28%	214	217	-1.4%
City Directories	137	80	71%	684	436	56.9%
Digital Collections	56	385	-85%	888	1,777	-50.0%
Local History Books	8	20	-60%	98	163	-39.9%
Oshkosh Facts, Firsts, and FAQ	3	3	0%	11	19	-42.1%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	218	249	-12%	1,048	1,274	-17.7%
Riverside Cemetery Index	10	8	25%	59	79	-25.3%
UWDC - Atlases & Histories	2	3	-33%	6	11	-45.5%
<b>SUB-TOTAL</b>	<b>465</b>	<b>791</b>		<b>3,008</b>	<b>3,976</b>	<b>-24.3%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>17,078</b>	<b>17,649</b>	<b>-3%</b>	<b>77,308</b>	<b>95,227</b>	<b>-18.8%</b>

<b>PUBLIC COMPUTER USE</b>	May-23	May-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Access	6,757	4959	36%	30088	25556	17.7%
Public Computer Use						
Adult	1,700	1454	17%	7635	7380	3.5%
Youth	191	120	59%	876	626	39.9%
<b>TOTAL USE</b>	<b>1891</b>	<b>1574</b>	<b>20%</b>	<b>8511</b>	<b>8006</b>	<b>6.3%</b>

<b>QUESTIONS ANSWERED</b>	May-23	May-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department						
Reference	1,048	1,176	-11%	5,532	6,640	-17%
Youth Department						
Reference	235	248	-5%	1,240	1,511	-18%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>1,283</b>	<b>1,424</b>	<b>-10%</b>	<b>6,772</b>	<b>8,151</b>	<b>-17%</b>

<b>PROGRAMS</b>	May-23	May-22	% Change	YTD 2023	YTD 2022	% Change
Programs Given						
Adult	12	9	33%	78	55	42%
Teen	4	6	-33%	14	18	-22%
Youth	30	25	20%	143	129	11%
Roving Reader	10	9	11%	41	42	-2%
<b>TOTAL</b>	<b>56</b>	<b>49</b>	<b>14%</b>	<b>276</b>	<b>244</b>	<b>13%</b>

<b>Program Attendance</b>	May-23	May-22	% Change	YTD 2023	YTD 2022	% Change
Adult	213	183	16%	1,077	1,198	-10%
Teen	161	283	-43%	485	533	-9%
Youth	2548	226	1027%	6,708	4,875	38%
<b>TOTAL</b>	<b>2922</b>	<b>692</b>	<b>322%</b>	<b>8,270</b>	<b>6,606</b>	<b>25%</b>

## Oshkosh Public Library Highlights June 2023

1. Summer Reading is off to a great start, with 348 adults, 249 teens and 762 children signed up as of June 19. At that point participants had read more than 334,000 minutes, earned more than 6,000 reading and activity badges and collected nearly 1,500 prizes. Supporting sponsors this summer include Cousins Subs, EAA Aviation Museum, Oshkosh Noon Kiwanis, The Paine, Wisconsin GLO and Wisconsin Timber Rattlers.
2. Two community sponsorships are helping to bring engaging events to the library. Oshkosh Noon Kiwanis is sponsoring a live animal program in July by Nature's Niche – Exotic and Native Animal Rescue for families. And Generac is sponsoring a concert by Sundae + Mr. Goessl, a jazzy vintage duo who will perform at the library on Aug. 19. We are thankful to our sponsors for their support of lifelong learning and enrichment!
3. One of OPL's lions is featured in the popular Greetings from Oshkosh mural that was recently painted on the side of The Roxy. The Downtown BID approached the library to include one of the iconic lions on the second "H" of the postcard-style mural and the library contributed \$1,000 in endowment funds to support the downtown art project. We are pleased to be included in this mural that reflects life and history in Oshkosh and look forward to seeing the majestic Harris in photos taken by residents and visitors.
4. Each year the Green Lake Festival of Music generously brings musicians to area libraries to present free concerts for library patrons. This year OPL was fortunate to have two concerts, one featuring the V3NTO Brass Trio and the Kaydenn String Quartet. A total of 50 people attended the concerts under the Dome.
5. The library is offering an Animanga Club for teens on Mondays during the summer. The group enjoys anime, manga, snacks and a shared interest in this popular form of Japanese animation.
6. Stay & Play Saturdays is an engaging way for families to start their weekend at the library. A different self-led activity, game or project is offered from 10 a.m. to noon for kids and their grownups to enjoy together. So far the fun has included an Elephant & Piggie Party, a CD case craft and an indoor bookwalk, with each session drawing from 20 to 30 people.
7. Forty kids participated in a LEGO Derby sponsored by Oshkosh Corporation on June 10 at the company's headquarters. Working alongside Oshkosh Corporation engineers, the kids designed Derby cars which they raced in hopes of winning a special 3D printed medal. Oshkosh Corporation has been a partner in OPL's LEGOmania Design Contest and will conduct special sessions of Wonderlab this summer focused on 3D printing.
8. The Mark Gruenwald Comic Book Creation Challenge came out of the gate strong this summer, with more than 200 people signed up for the Winnebago County Literacy Council contest since it



launched on May 6. As a contest sponsor, the library has helped to boost registration for the contest by promoting it and registering participants via OPL's community engagement activities and outreach. The contest encourages people of all ages to indulge their creative talents – as evidenced when Community Engagement Librarian Sandy Toland recently signed up a 71-year-old woman for the challenge.

9. OPL staff conducted outreach activities for students at 12 Oshkosh elementary and middle schools, including classroom visits, assemblies and family nights in May to promote the Summer Reading Challenge. Since the program started on June 1, staff have been registering readers of all ages at community events and sites where the library regularly conducts Community Engagement activities.
10. The library hosted 4K Family Day on May 23, partnering with Oshkosh Area School District early learning staff to offer early literacy activities, introduce families to library services and preview the Summer Reading Challenge. A total of 135 people attended two sessions of this lively event.
11. Local History Librarian Michael McArthur spoke to 60 members of the Elks Club on June 13 about the manufacturing history of Oshkosh. The presentation focused on businesses outside the lumber industry, including Oshkosh Trunk, Diamond Match Company, Oshkosh B'Gosh, and The Dunphy Boat company.
12. Oshkosh Public Library and Winnebago Area Literacy Council are partnering to bring literacy activities and the Summer Reading Challenge to the WALC Women and Children's group. Many of the 30 participants are refugees and/or English language learners. Moms take English classes while staff and volunteers work with the children. Thanks to OPL staff Morgan Dunn and Lindsay Reuer for their contributions to the program.

**MEMORANDUM**

TO: Lisa Voss and Ruth Percey, Interim Directors  
FROM: Tracie Schlaak  
DATE: June 5, 2023  
SUBJECT: May 2023 Donations

Disbursement of Joyce Fick Fund	\$ 469.24
Donations given at register	\$ 56.25
<b>Total Donations</b>	<b>\$ 525.49</b>

**MEMORANDUM**

TO: Lisa Voss and Ruth Percey, Interim Directors  
FROM: Tracie Schlaak  
DATE: June 5, 2023  
SUBJECT: May 2023 Personnel Changes

Mirella Hix was promoted to LAII in Information Services from LA1 in FFPS on 5/15/23

Alyssa Rates - page rehired in FFPS on 5/15/23

Grace Gehrke – page rehired in FFPS on 5/22/23