

Oshkosh Public Library Board of Trustees
Agenda – August 31, 2023
Library Lower Level Meeting Room, 106 Washington Avenue

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
Call to Order: 4:00 p.m.		
<u>Public Comments</u>		
<u>Consent Agenda:</u>	YES	236-243
1. Minutes of the Regular Meeting of July 27, 2023		
2. Minutes of the Special Meeting of Aug. 3, 2023		
3. Minutes of the Finance Committee Meeting of Aug. 22, 2023		
4. Vouchers Payable \$ 333,926.30		
<u>Items Removed From Consent Agenda</u>		
<u>New Business</u>		
5. <u>2024 Library Operating Budget Proposal:</u> 2024 budget memo and budget proposal detail for projected revenue and proposed expenditures are included in this month's board packet. A proposal has been submitted to the City Manager. Action Requested: Discuss in preparation for possible revision after meeting with City Manager on September 7, 2023.	YES	244-245
<u>Informational Items</u>		
6. Revenues	NO	246-254
7. Expenditures		
8. Library Highlights		
9. Monthly Statistics		
10. Donations		
11. Personnel Changes		
<u>Library Director's Report</u>	NO	
<u>Future Agenda Items</u>	NO	
<u>Trustee Reports and Comments</u>	NO	
<u>Adjournment</u>		
<u>Next Meeting Scheduled</u>		
September 28, 2023 at 4 p.m.		

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
July 27, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on July 27, 2023, in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:15 PM by Vice-President, Lindsey Mugerauer.

Present were: Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman and Amber Shemanski. Absent were: Bill Bracken, Kim Brown, Larry Lautenschlager, David Romond and David Rucker. Others present were: Ruth Percey, Interim Director, Laura McDonald, Marketing Coordinator; Joe Bongers, Head of Information Services, Julie Schmude, Business Manager; Neal Matherne, new curator of the Oshkosh Public Museum and Tracie Schlaak, Administrative Specialist.

Meeting was adjourned at 4:15 pm by Vice-President Mugerauer due to lack of a quorum.

Respectfully,

A handwritten signature in cursive script that reads "Tracie Schlaak". The signature is written in black ink and is positioned above the typed name.

Tracie Schlaak – Recorder

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
August 3, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on August 3, 2023 in the Lower Level of the Oshkosh Public Library. The July 27, 2023 meeting was rescheduled due to a lack of a quorum. The meeting was called to order at 4:00 PM by President, Bill Bracken.

A roll call vote was taken. Present were: Bill Bracken, Christine Melms-Simon, Baron Perlman, Amber Shemanski and David Rucker. Absent were: Kim Brown, Larry Lautenschlager, Lindsey Mugerauer and David Romond. Others present were: Lisa Voss, Interim Director; Ruth Percey, Interim Director; Joe Bongers, Head of Information Services; Julie Schmude, Business Manager; and Tracie Schlaak, Administrative Specialist.

There were no public comments.

Consent Agenda Items:

- **Minutes** of the Regular Meeting of June 29, 2023
- **Minutes** of the Board Ad Hoc Director Recruitment Committee Meeting of July 17, 2023
- **Vouchers Payable** - \$328,609.96

Motion to approve the consent agenda as presented.

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

New Business

- 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.

Motion to **nominate** and **elect** Bill Bracken as President and Lindsey Mugerauer as Vice-President of the board.

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

- **Committee report:** Report from the July 17, 2023 meeting of the Board Ad Hoc Director Recruitment Committee. Barry Perlman gave an overview of where they are in the process of hiring the new director and what is upcoming. One thing that Bradbury Miller has suggested is that the Oshkosh Public Library board members be available on November 15 and 16, 2023, for interviews.

- **Position description revision:** Updates include salary range; years of experience; and expectations for maintaining a productive relationship with Winnefox Library System.

Motion: To approve the revised position description of the Library Director.

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

- **Resolution of Appreciation:** The board wishes to recognize Julie Davids for service to the Oshkosh Public Library Board of Trustees.

Motion: To approve the Resolution of Appreciation

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

- **2024 Library Operating Budget Process:** Discussion of budget assumptions received from the City of Oshkosh and any additional considerations from trustees regarding the 2024 budget.

- **Trustee Reports and Comments**
There were none

Adjournment

Motion: To Adjourn the meeting at 5:15 PM

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

Respectfully,

A handwritten signature in cursive script that reads "Lisa Summer Voss".

Lisa Voss, Interim Director
Tracie Schlaak – Recorder

MINUTES OF THE LIBRARY BOARD FINANCE COMMITTEE
Oshkosh Public Library
August 22, 2023

Call to Order The Finance Committee Meeting of the Oshkosh Public Library Board of Trustees was held on August 22, 2023 in the Lower Level Conference Room at the Oshkosh Public Library. The meeting was called to order at 4:00 PM by Bill Bracken.

Present were: Bill Bracken, Baron Perlman, Dave Romond and David Rucker. Absent was Larry Lautenschlager. Others present were: Lisa Voss, Interim Oshkosh Public Library Director; Julie Schmude, Business Manager; and Clairellyn Sommersmith, Director of Winnefox Library System.

Public Comments: There were none.

New Business

- 1) Endowment Fund Cycle. The committee discussed options on authorizing endowment fund projects for the calendar year; through project completion; or other options. Dave Rucker moved that the endowment report be presented to the board twice per year with the December report including what projects would be rolled over to the new year and what projects would conclude at the end of the year. After being seconded by Baron Perlman, the motion carried unanimously.
- 2) 2024 Operating Budget Process. Lisa Voss reported on the status of the 2024 Operating Budget process noting that the information presented by the city had not been finalized. She noted that to present a budget that includes a 4% increase in staffing, a recommendation would need to be a levy increase of 5.3%. A meeting of library staff and the City Manager will be held the second week in September to conduct the next phase of the budget process. No motions were made, or votes taken.
- 3) OPL Memorial Fund. The committee discussed the status of movement of \$80,000 from the OPL Memorial Fund currently held by the city. It was felt by the majority present that there has been miscommunication regarding the fund. Lisa Voss will approach the City Manager to meet to discuss this matter as the next step in this process. Clairellyn Sommersmith has agreed to attend this meeting to provide information on current practices within libraries in the state.

Adjournment

A motion to adjourn was made by Baron Perlman. After being seconded by Dave Rucker, the motion carried unanimously, and the meeting adjourned at 4:45 p.m.

Next Meeting: Tuesday, November 21, 2023 at 4:00 p.m.

Respectfully submitted,



Lisa Voss
Interim Secretary

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**Oshkosh Public Library
Vouchers Payable
August 2023**

Name	Memo	Paid Amount
Revolving Expenses		
6310 · Life Insurance		
City of Oshkosh - Revolving Charges	Life Insurance	464.05
Total 6310 · Life Insurance		<u>464.05</u>
6308 · Dental Insurance		
City of Oshkosh - Revolving Charges	Dental Insurance	1,326.68
Total 6308 · Dental Insurance		<u>1,326.68</u>
6306 · Health Insurance		
City of Oshkosh - Revolving Charges	Health Insurance	30,540.88
Total 6306 · Health Insurance		<u>30,540.88</u>
6304 · Wisconsin Retirement Fund		
City of Oshkosh - Revolving Charges	Wisconsin Retirement Fund	11,183.53
Total 6304 · Wisconsin Retirement Fund		<u>11,183.53</u>
6302 · FICA - Employers Share		
City of Oshkosh - Revolving Charges	FICA - Employers Share	15,306.88
Total 6302 · FICA - Employers Share		<u>15,306.88</u>
6104 · Overtime		
City of Oshkosh - Revolving Charges	Overtime	2,098.54
Total 6104 · Overtime		<u>2,098.54</u>
6102 · Regular Pay		
City of Oshkosh - Revolving Charges	Regular Pay	203,959.15
Total 6102 · Regular Pay		<u>203,959.15</u>
Total Revolving Expenses		<u>264,879.71</u>
Contracted Services		
6412 · Contractual Agreement Payments		
Winnefox Library System	Contractual Service - Clerical Support, Electronic Services, Delivery Service	13,145.00
Total 6412 · Contractual Agreement Payments		<u>13,145.00</u>
6415 · Subscription/Licensing Contract		
MasterCard - KG	Calendly - Online Appointment Scheduling	825.60
NMT Partners LLC	ResCarta-Web Hosting - July - September 2023	150.00
WALS	Minecraft Renewal	10.08
WALS	Hotspot Renewal	120.00
WALS	11 hotspot Renewals	1,320.00
Total 6415 · Subscription/Licensing Contract		<u>2,425.68</u>
6416 · Prevent Maintenance Contracts		
Jack's Maintenance Service	Janitorial Service - August 2023	4,546.00
House Of Flowers	Plant Maintenance - Groom, Trim, & Fertilize	50.00
Gordon Flesch Co, Inc	Monthly Copier Charges - 1496 Total Images	43.66
Gordon Flesch Co, Inc	Monthly Copier Charges - 7,838 Total images	228.66
Gordon Flesch Co, Inc	Monthly Copier Charges - 9,151 Total Images	257.80
Gordon Flesch Co, Inc	Monthly Copier Charges - 446 Total Images	9.46
WALS	Printer Warranties	223.44
Total 6416 · Prevent Maintenance Contracts		<u>5,359.02</u>
6417 · 3rd Party Contracted Services		
Beez Electric, Inc	Labor - Replaced Waffer Light in Woman's Bathroom	97.80
Gartman Mechanical Services	Labor - Services Completed 5/23/23 - 7/17/23	2,485.00
Gartman Mechanical Services	Labor - Plumbing Services completed 8/1/23 - 8/2/23	994.00
Gartman Mechanical Services	Labor - Plumbing Services Completed on 7/28/23	142.00
Packer City Soft Water	Labor - Salt Delivery	190.00
Packer City Soft Water	Labor - Carbon Block, Micron Hydro-Cure	190.00
GFL Environmental	Trash/Recycle Services for 8/1/23 - 8/31/23	648.98
Harold Carpenter Overhead Door	Labor - Garage Door Repair	168.75
Unique Management Services, Inc	Placements - Qty: 57	587.10
WALS	June 2023 Unique Management Service	254.68
WALS	Unique Management Service - July 2023	279.46
Boleman, Marie	Fee for Performance from July, 2023	25.00
Mad Science of Milwaukee	Deposit for Performance on January 20th, 2024	100.00
Carlson Dettmann Consulting	Classification 7 Market Analysis: Library Director	425.00
Total 6417 · 3rd Party Contracted Services		<u>6,587.77</u>

**Oshkosh Public Library
Vouchers Payable
August 2023**

Name	Memo	Paid Amount
6411 · Advertising/Postage/Print		
Time Community Theater	Sponsorship Fee fo To Kill a Mockingbird - 10/7/2023	250.00
MasterCard - RP	Advertising on Facebook	12.51
Winnefox Library System	Postage - April to June 2023	398.56
Winnefox Library System	WLS Printing Services 6/22/23 - 7/19/23	340.64
Winnefox Library System	Printing Service 7/31/23 - 8/3/23	340.45
Total 6411 · Advertising/Postage/Print		1,342.16
Total Contracted Services		28,859.63
Employee Development & Allowanc		
6421 · Employee Training/Development		
MasterCard - RP	Box Lunches for Staff Trining (3 Hours)	155.59
Total 6421 · Employee Training/Development		155.59
6422 · Professional License/Membership		
Winnefox Library System	2023 WLA SRLAAW Membership	590.50
Total 6422 · Professional License/Membership		590.50
6423 · Employee Allowance/Reimbursemen		
Bongers, Joe	Mileage for Legal Clinic - 36 Miles	23.58
Bongers, Joe	Kiwanis Lunches	65.62
Toland, Sandy	Travel from 6/26/2023 - 7/25/2023 - 92.2 Total Miles	60.39
Winnefox Library System	16 gallons of Gasoline for OPL	54.24
Winnefox Library System	WLS Van Use: 4/13/23 - 8/1/23	7.21
Total 6423 · Employee Allowance/Reimbursemen		211.04
Total Employee Development & Allowanc		957.13
Fixed Costs		
6450 · Insurance Expense		
City of Oshkosh - Revolving Charges	Insurance Expense	125.00
Total 6450 · Insurance Expense		125.00
6454 · Telephone/Internet		
Winnefox Library System	U.S. Cellular 6/8/23 - 7/7/23	23.66
Winnefox Library System	U.S. Cellular 7/8/23 - 8/7/23	17.47
City of Oshkosh - Revolving Charges	Telephone/Internet Service	149.61
MasterCard - RP	Public Pay Phone	25.00
MasterCard - RP	Public Phone	25.00
Total 6454 · Telephone/Internet		240.74
6455 · Utilities Expense		
Constellation	Monthly Gas Supply Charges	435.89
City of Oshkosh - Revolving Charges	Utility Expense	10,973.82
Total 6455 · Utilities Expense		11,409.71
Total Fixed Costs		11,775.45
Inventory Supplies		
6520 · Office Supplies		
Global Industrial	10 Pocket Magazine Rack	137.74
Staples	Envelopes, Towels, Paper	84.74
Staples	Binder Clips, Duct Tape, Book Tape	157.72
Staples	Basic Stock 1-Sided	25.01
Brodart Co.	Classification Labels	55.48
Winnefox Library System	White Cardstock, Yellow Text paper, Supplies from Staples	156.45
Winnefox Library System	15 Boxes Sticky Receipt Paper Rolls, Supplies from Staples	2,920.15
MasterCard - RP	Reading Reward Stickers	27.96
MasterCard - RP	Mazlile Isopropyl Alcohol 70%	72.50
MasterCard - RP	Cable Ties, Scotch Tape, Laptop Stand	102.61
MasterCard - RP	Quality Park Clasp Envelopes	23.02
MasterCard - RP	10 Magazine Pocket Wall Rack	159.00
MasterCard - RP	Kenning 16 Pcs Solid Keyed Alike Padlocks	36.99
Total 6520 · Office Supplies		3,959.37
6524 · Specialty Supplies		
Center Point Large Print	Books - Qty: 10	239.10
Baker & Taylor	CD	11.98
Baker & Taylor	DVD's - Qty: 4	86.32
Baker & Taylor	DVD's - Qty: 4, CD's - Qty: 1	127.78
Baker & Taylor	DVD's - Qty: 2	50.38
Baker & Taylor	DVD	7.19
Baker & Taylor	DVD's - Qty: 2	28.77
Baker & Taylor	DVD	15.11
Baker & Taylor	DVD	35.99

Oshkosh Public Library
Vouchers Payable
August 2023

Name	Memo	Paid Amount
Baker & Taylor	DVD's - Qty: 2	37.42
Baker & Taylor	DVD's - Qty: 2	50.38
Baker & Taylor	DVD's - Qty: 2	35.98
Baker & Taylor	DVD's - Qty: 11	199.17
Baker & Taylor	DVD's - Qty: 3	75.57
Baker & Taylor	DVD's - Qty: 11	212.29
Baker & Taylor	DVD's - Qty: 4	68.35
Baker & Taylor	DVD	4.50
Baker & Taylor	Books - Qty: 35	580.95
Baker & Taylor	Books - Qty: 47	488.40
Baker & Taylor	Books - Qty: 36	440.04
Baker & Taylor	Books - Qty: 14	244.72
Baker & Taylor	Books - Qty: 29	405.99
Baker & Taylor	Books - Qty: 40	567.71
Baker & Taylor	Books - Qty: 12	253.59
Baker & Taylor	Books - Qty: 19	535.80
Baker & Taylor	Books - Qty: 26	405.86
Baker & Taylor	Books - Qty: 34	503.37
Baker & Taylor	Books - Qty: 14	239.67
Baker & Taylor	Books - Qty: 41	565.78
Baker & Taylor	Books - Qty: 82	1,207.68
Baker & Taylor	Books - Qty: 15	123.91
Baker & Taylor	Books - Qty: 16	263.62
Cengage Learning	Book	31.19
Cengage Learning	Books - Qty: 2	51.73
Cengage Learning	Books - Qty: 2	48.73
Cengage Learning	Books - Qty: 2	54.73
Cengage Learning	Book	29.59
Cengage Learning	Books - Qty: 4	110.96
Cengage Learning	Books - Qty: 4	83.96
Cengage Learning	Books - Qty: 2	41.23
Ingram	Book	17.20
Ingram	Book	8.73
Ingram	Books - Qty: 3	37.79
Ingram	Books - Qty: 3	30.10
Ingram	Book	8.03
Ingram	Books - Qty: 3	38.14
Ingram	Book	4.28
Ingram	Book	5.15
Ingram	Books - Qty: 4	10.27
Ingram	Books - Qty: 3	17.14
Ingram	Books - Qty: 3	24.92
Ingram	Book	14.79
Ingram	Books - Qty: 8	58.51
Ingram	Book	7.31
Ingram	Book	14.66
Ingram	Books - Qty: 4	55.63
Ingram	Books - Qty: 2	17.74
Ingram	Book	4.46
Ingram	Book	24.59
Ingram	Books - Qty: 4	96.23
Midwest Tape	DVD's - Qty: 2	44.98
Midwest Tape	DVD	14.99
Midwest Tape	DVD	22.49
Midwest Tape	DVD	20.99
Midwest Tape	DVD's - Qty: 2	52.48
Hoopla	Monthly Charges for Month Ending 7/31/2023	4,662.43
	Oshkosh Examiner Refund	-26.45
MasterCard - KG	Books - Qty: 19, DVD	382.76
MasterCard - KG	Book	22.41
MasterCard - RP	Wooden Cube Puzzle	10.99
MasterCard - KG	Books - Qty: 13	214.86
MasterCard - KG	Books - Qty: 16	256.43
Total 6524 - Specialty Supplies		14,780.52

**Oshkosh Public Library
Vouchers Payable
August 2023**

Name	Memo	Paid Amount
6529 · Non-Inventory Supplies		
Beez Electric, Inc	Material - Replaced Waffer Light in Woman's Bathroom	239.21
Fly Me Flag	U.S. Flag, Vinyl Cover, Stainless Steel Swivel, Brown Wire Core Rope, Labor	648.00
Gartman Mechanical Services	Hardware and Installation materials - Plumbing Services completed 8/1/23 - 8/2/23	121.97
Gartman Mechanical Services	Fan Motors x2, 600V 3A Fuses x10	1,758.73
Gartman Mechanical Services	Galvanized Piping and Repair Materials	49.82
Harold Carpenter Overhead Door	Lube, 2' short Stem Roller	78.00
Kitz & Pfeil	Nuts & Bolts	53.52
Kitz & Pfeil	Sponges, All-Purpus Cleaner, Screwdriver, Sander Disc	50.48
Menards	3 Gallon Can Dust Pan Edge	83.94
Packer City Soft Water	50lbs Solar Salt, 20" Carbon BB	98.00
Packer City Soft Water	RO Plus, 10" Carbon Block, 10" 5 Micron hydro-Cure	81.50
Pingry-Caswell	Dispenser - 800ml Black, GOJO Soap	143.94
Winnefox Library System	Signs from MyDoorSign	96.93
MasterCard - RP	Rubbermand Trash Can Top, Swing Lid	150.35
Central Stores	Toilet Tissue, Roll Towel	599.96
Winnefox Library System	Supplies from Pick 'n Save	164.76
MasterCard - RP	Sargent Art Time Dought, Colored Dots, Plastic Bottles, Pipe CleanersPure Copper Anode, Millimet...	473.33
MasterCard - RP	Color Your Own Slap Bracelet	49.99
MasterCard - MB	Boraz for STEAM Take and Make Kits	17.91
MasterCard - RP	Galaxy Sime Super Mini Kit, Sticky Hand Pary Favors, Stickers	47.56
Winnefox Library System	Pick 'n save Supplies	83.14
MasterCard - RP	Blisstime Macrame Cord, Rings, Magnets, Hangers, Scrapbook Paper, Picture Frame, Sticks, Marbles	154.81
MasterCard - RP	Flisin Paper Cutter for Crafts	107.88
MaslerCard - RP	Art Artsmith Acrylic Red/White/Black	15.00
MasterCard - RP	Tween Book Club	77.00
MasterCard - MB	Pizza for Tween Book Club	90.85
MasterCard - RP	Teen Anmanga Club - Pizza, Teen and YA Bookclubs	135.10
MasterCard - RP	Pizza for Teen and YA Book Clubs	108.00
Winnefox Library System	Pick 'n Save Supplies	70.13
MasterCard - RP	Gift Cards, Summer Reading Prizes	45.00
MasterCard - RP	SRC Prize: Barnes and Noble Gift Card	25.00
MasterCard - RP	SRC Prize: \$25 Gift Card	25.00
MasterCard - RP	Gift Card (Adult Prize)	40.00
MasterCard - ST	Gift Gard for Adult Summer Reading Prize	205.00
MasterCard - RP	SRC Prize: \$45 Gift Card	45.00
Total 6529 · Non-Inventory Supplies		<u>6,234.81</u>
Total Inventory Supplies		24,974.70
Rental Expense		
6443 · Lease Expense		
Great America Financial Services	Standard Payment for Copier Lease	188.27
Great America Financial Services	Standard Payment for Copier Lease	158.84
Total 6443 · Lease Expense		<u>347.11</u>
Total Rental Expense		347.11
OPL Programming Support Fund		
80631 · Programming Support		
MasterCard - KG	Books for Teen Srp-73	745.47
MasterCard - KG	Publisher's Weekly Subscription, Books for YA Book Club	826.84
Total 80631 · Programming Support		<u>1,572.31</u>
Total OPL Programming Support Fund		1,572.31
OPL Collection Improvements		
80615 · Memorial Fund		
Baker & Taylor	Books - Qty 14	79.29
Baker & Taylor	Books - Qty: 11	126.48
Total 80615 · Memorial Fund		<u>205.77</u>
80603 · Schuster		
Cengage Learning	Books - Qty: 4	112.46
Center Point Large Print	Books - Qty: 8	188.16
Total 80603 · Schuster		<u>300.62</u>
80609 · Hilton		
Baker & Taylor	Book	17.92
Baker & Taylor	Book	15.26
Baker & Taylor	Books - Qty: 2	20.69
Total 80609 · Hilton		<u>53.87</u>
Total OPL Collection Improvements		<u>560.26</u>
		<u><u>\$ 333,926.30</u></u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: August 24, 2023
TO: Oshkosh Public Library Board of Trustees
FROM: Lisa Voss, Co-interim Library Director
RE: 2024 Library Operating Budget Proposal

The first iteration of a 2024 proposed budget for the library has been submitted to the City of Oshkosh and I would like to share that information and offer an update on the budgeting process.

The budget submitted to the City included a 5.3% increase in the levy – higher than the 4% increase advised by the Board at its July meeting. Because several key assumptions have not been adjusted in the City’s new online budget platform and others could not be manipulated, it was not possible to formulate a balanced budget without an even higher levy request and/or significant cuts to operating expenses.

Given the uncertainty of the pending budget request submitted to the City, I focused on formulating the budget proposal presented for your consideration today. It includes the Board’s requested 4% levy increase and was created with a better understanding of the data compiled before our former director’s retirement. In its current state, it will require a reduction of \$63,400 to accommodate the 4% salary increase the Board supported in July.

Co-interim Director Ruth Percy and I will discuss the budget proposal with City Manager Rohloff on September 7. Major features of the proposed budget are as follows:

Revenue:

Total Non-Levy Revenue:	\$ 1,029,187
Total Levy Request:	\$ 2,940,713
Total Revenue	\$ 3,969,900

Non-Levy Revenue: Winnebago County revenue in 2024 is projected to decrease by \$80,100 (-9.8%) below the 2023 level. Total non-levy revenue will increase less than 1% for 2024.

Levy Revenue: The proposed levy request for 2024 is an increase of \$148,013 (5.3%) over 2023. It is higher than the Board’s direction of a 4% levy increase to cover a 4% salary increase, compensate for lost county revenue and avoid further reduction in the library’s collection budget.

Expenditures:

Total Proposed Expenditures: \$ 3,969,900

Personnel: Total budgeted wages and fringe benefits expenditures are proposed to increase by \$69,706 (2.3%) compared with the amount budgeted for 2023. This can be attributed in part to a reduction in wages due to staff retirements.

“A Library in Every Life”

Non-Personnel: Total budgeted non-personnel operating costs are proposed to increase by \$2,994 (.34%). Of note is a \$24,500 decrease in the Library Materials budget, a measure taken in order to submit a balanced budget.

Total Personnel Expenditures	\$ 3,087,906
<u>Total Non-Personnel Expenditures:</u>	<u>\$ 881,994</u>
Total Expenditures	\$ 3,969,900

OSHKOSH PUBLIC LIBRARY
2024 DRAFT PROPOSED OPERATING BUDGETS

	+4% SALARY				
	2023 APPROVED	2023 PROJECTED	2024 PROPOSED	\$ Diff 2023-2024	% Diff 2023-2024
REVENUE					
GENERAL PROPERTY TAX-CITY	\$ 2,792,700	\$ 2,792,700	\$ 2,940,713	\$ 148,013.00	5.30%
COUNTY AID-CALUMET CO	\$ 1,400	\$ 1,400	\$ 3,095	\$ 1,695	-121%
COUNTY AID-FOND DU LAC CO	\$ 40,200	\$ 40,200	\$ 35,221	\$ (4,979)	12.40%
COUNTY AID-GREEN LAKE CO	\$ 500	\$ 500	\$ 1,897	\$ 1,379	276%
COUNTY AID - WAUPACA			\$ 1,622	\$ 1,622	
COUNTY AID-WAUSHARA CO	\$ 5,600	\$ 5,600	\$ 6,648	\$	
COUNTY AID-WINNEBAGO CO	\$ 816,300	\$ 816,300	\$ 736,200	\$ (80,100.00)	9.80%
COPIER REVENUES	\$ 10,000	\$ 13,500	\$ 13,000	\$ 3,000.00	30%
CONTRACTUAL REVENUE-WINNEFOX	\$ 220,500	\$ 198,500	\$ 220,500	0	0%
USED BOOK REVENUE	\$ 9,000	\$ 9,000	\$ 9,000	0	0%
MEETING ROOM REVENUE	\$ 1,000	\$ 2,000	\$ 2,000	\$ 1,000.00	100%
MISC REVENUE	\$ -	\$ -	\$ -		
MISC SERVICE REVENUES	\$ -	\$ -	\$ -		
TOTAL	\$ 3,897,200	\$ 3,879,700	\$ 3,969,900	\$ 36,400.00	0.93%
EXPENDITURES					
REGULAR PAY	\$ 2,325,400	\$ 2,342,000	\$ 2,358,081	\$ 32,681.00	4%
OVERTIME	\$ 30,000	\$ 30,000	\$ 30,000	0	0%
FICA - EMPLOYERS SHARE	\$ 160,200	\$ 156,400	\$ 180,400		
WISCONSIN RETIREMENT FUND	\$ 149,700	\$ 146,300	\$ 149,500	\$ (200.00)	0.13%
HEALTH INSURANCE	\$ 330,500	\$ 323,900	\$ 347,025	\$ 16,525.00	5%
HEALTH INSURANCE ADMIN FEE	\$ -	\$ -	\$ -		
DENTAL INSURANCE	\$ 16,200	\$ 16,200	\$ 16,700	\$ 16,702.00	3.10%
LIFE INSURANCE	\$ 6,200	\$ 6,200	\$ 6,200	0	0%
CONTRACTUAL SVCS-OLD BUDGET CODE	\$ -	\$ -	\$ -		
PROF SVCS -CONSULTING / STUDIES	\$ -	\$ -	\$ -		
ADVERTISING/POSTAGE/PRINTING	\$ 23,500	\$ 23,500	\$ 23,500	\$ -	0%
CONTRACTUAL AGREEMENTS	\$ 340,000	\$ 310,400	\$ 315,415	\$ 24,585	-7.20%
SUBSCRIPTION/LICENSING CNTRCTS	\$ 1,900	\$ 15,600	\$ 5,000	\$ 3,100	163%
PREVENTATIVE MNTE CONTRACTS	\$ 16,600	\$ 80,600	\$ 16,600	\$ -	0%
3RD PARTY CONTRACTED SERVICES	\$ 50,000	\$ 144,000	\$ 50,000	\$ -	0%
EMPLOYEE TRAINING & DEVELOPMENT	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%
PROF LICENSES/MEMBERSHIPS/BONDS	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0%
EMPLOYEE ALLOWANCE/REIMBURSEMENT	\$ 800	\$ 800	\$ 800	\$ -	0%
LEASE EXPENSES	\$ 7,000	\$ 4,800	\$ 7,000	\$ -	0%
INSURANCE	\$ 28,300	\$ 28,300	\$ 28,300	\$ -	0%
WORKERS COMPENSATION	\$ 9,900	\$ 9,900	\$ 9,900	0	0%
TELEPHONE / INTERNET SERVICE	\$ 3,500	\$ 3,500	\$ 3,500	0	0%
UTILITY EXPENSES	\$ 83,000	\$ 83,000	\$ 83,000		
OFFICE SUPPLIES	\$ 21,100	\$ 21,100	\$ 21,100	0	
INVENTORY SUPPLIES	\$ -	\$ -	\$ -		
SPECIALTY SUPPLIES - LIBRARY MATERIALS	\$ 248,400	\$ 298,400	\$ 272,900	\$ 24,500.00	10%
NON-INVENTORY SUPPLIES	\$ 34,000	\$ 34,000	\$ 34,000	0	
STREET/LANDSCAPING MATERIALS	\$ -	\$ -	\$ -	0	
MINOR EQUIPMENT	\$ -	\$ -	\$ -	0	
PRINCIPAL-NOTES	\$ -	\$ -	\$ -	0	
INTEREST EXPENSE	\$ -	\$ -	\$ -	0	
TOTAL	\$ 3,897,200	\$ 4,089,900	\$ 3,969,900		
	\$ -	\$ (210,200)	\$ -		

Oshkosh Public Library
Statement of Revenue and Receipts
July 2023
58.3% of the year

<u>RECEIPTS</u>	BUDGET	JULY	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
Oshkosh Public Library					
Gifts and Donations		192.96	32,811.60		32,811.60
Material Lost and Paid For		522.04	3,163.52		3,163.52
Other Receipts					0.00
Total Oshkosh Public Library Receipts		715.00	30,934.91	0.00%	30,934.91
City of Oshkosh					
Grants and Aids					
Winnebago County	816,300.00	205,065.75	409,131.50	50.12%	(407,168.50)
Other County Aid (Fond du Lac, Green Lake & Winnefox Library System	47,700.00 220,500.00	14,550.99	47,795.00 124,138.95	100.20% 56.30%	95.00 (96,361.05)
Total Grants and Aids	1,084,500.00	219,616.74	581,065.45	53.58%	(503,434.55)
Other Inflow					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	710.55	5,100.89	56.68%	(3,899.11)
Miscellaneous		43.09	619.12	0.00%	619.12
Meeting Room	1,000.00	200.00	1,741.43	174.14%	741.43
Photocopies	10,000.00	1,145.85	8,263.68	82.64%	(1,736.32)
Sales Tax Payable		81.26	666.90	0.00%	666.90
Library Material Reimb. (refund)			0.00	0.00%	0.00
Meeting Room Rental Reimb (refund)			0.00	0.00%	0.00
Postage Reimbursement (refund)			0.00	0.00%	0.00
Total Other Inflow	20,000.00	2,180.75	16,392.02	81.96%	(3,607.98)
Total Revenue Submitted to City of Oshkosh	1,104,500.00	221,797.49	597,457.47	54.09%	(507,042.53)
TOTAL REVENUE	1,104,500.00	223,302.49	608,437.47	55.09%	(496,062.53)
Oshkosh Transit System					
Monthly Bus Passes	0.00	785.00	5,040.00	0.00%	5,040.00
Quarterly Bus Passes	0.00	720.00	5,940.00	0.00%	5,940.00
Total Receipts to Oshkosh Transit System	0.00	1,505.00	10,980.00	0.00	10,980.00

City of Oshkosh Levy

2,792,700.00

Oshkosh Public Library
Statement of Expenditures
August 2023
66.66% of the year

	2023	AUGUST	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,325,400.00	203,959.15	1,228,401.94	52.83	1,096,998.06
6104 Overtime Pay	30,000.00	2,098.54	23,784.32	79.28	6,215.68
6302 FICA - Employers Share	160,200.00	15,306.88	93,029.67	58.07	67,170.33
6304 Wisconsin Retirement Fund	149,700.00	11,183.53	76,460.98	51.08	73,239.02
6306 Health Insurance	330,500.00	30,540.88	191,577.22	57.97	138,922.78
6308 Dental Insurance	16,200.00	1,326.68	8,371.22	51.67	7,828.78
6310 Life Insurance	6,200.00	464.05	8,329.29	134.34	-2,129.29
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	1,342.16	13,480.62	57.36	10,019.38
6412 Contractual Agreement Payments	340,000.00	13,145.00	270,366.60	79.52	69,633.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00	2,425.68	7,889.56	415.24	-5,989.56
6416 Prevent Maintenance Contracts	16,600.00	5,359.02	65,310.62	393.44	-48,710.62
6417 Third Party Contracted Services	50,000.00	6,587.77	80,696.32	161.39	-30,696.32
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance					
6421 Employee Training/Development	6,000.00	155.59	3,081.59	51.36	2,918.41
6422 Professional License/Membership Dues/Bonds	5,000.00	590.50	1,225.85	24.52	3,774.15
6423 Employee Allowance/Reimbursement	800.00	211.04	1,003.98	125.50	-203.98
Inter-Department Services Charges					
6431 Administrative/Engineering Fees	0.00		0.00	0.00	0.00
6433 Interfund Chargebacks	0.00		0.00	0.00	0.00
Rental Expenses					
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	7,000.00	347.11	4,394.90	62.78	2,605.10
Fixed Costs					
6450 Insurance Expense	28,300.00	125.00	7,425.00	26.24	20,875.00
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	240.74	1,326.19	37.89	2,173.81
6455 Utilities Expense	83,000.00	11,409.71	63,035.83	75.95	19,964.17
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	3,959.37	13,990.77	66.31	7,109.23
6524 Inventory/Supplies	248,400.00	14,780.52	139,729.47	56.25	108,670.53
6529 Non-Inventory Supplies	34,000.00	11,920.58	45,160.78	132.83	-11,160.78
6550 Minor Equipment	0.00	379.76			
Total Other Expenditures	3,897,200.00	337,859.26	2,348,107.95	60.25	1,549,092.05

Oshkosh Public Library
Endowment Fund Expenditures
August 2023
66.66% of the year

	2023	AUGUST	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
OPL Collection Improvements					
80601	1,000.00		523.40	52.34	476.60
80603	10,850.00	300.62	7,308.09	67.36	3,541.91
80605	100.00		0.00	0.00	100.00
80607	160.00		0.00	0.00	160.00
80609	775.00	53.87	420.77	54.29	354.23
80612	150.00		0.00	0.00	150.00
80613	600.00		0.00	0.00	600.00
80614	0.00	29.38	107.24	0.00	-107.24
80615	3,500.00	205.77	4,865.31	139.01	-1,365.31
80618	0.00		0.00	0.00	0.00
80651	1,100.00		0.00	0.00	1,100.00
80627	5,275.00		0.00	0.00	5,275.00
80633	0.00		25,073.09	0.00	-25,073.09
80633.1	20,000.00		769.62	3.85	19,230.38
80633.2	1,500.00	26.86	264.67	17.64	1,235.33
80633.3	1,000.00		0.00	0.00	1,000.00
80634	0.00		0.00	0.00	0.00
80634.1	1,000.00		730.00	73.00	270.00
80637	75.00		0.00	0.00	75.00
80638	600.00	35.05	125.14	20.86	474.86
80644	80.00		0.00	0.00	80.00
OPL Development and Support Fund					
80629			0.00	0.00	0.00
80629.1	2,400.00		1,200.00	50.00	1,200.00
80629.2	360.00		0.00	0.00	360.00
80629.3	1,800.00		1,800.00	100.00	0.00
80629.4	3,000.00		2,794.92	93.16	205.08
80629.5	800.00		2,800.00	350.00	-2,000.00
OPL Facility Improvement Fund					
80630			0.00	0.00	0.00
80630.1	2,100.00		2,099.86	99.99	0.14
80630.2	1,200.00		1,072.00	89.33	128.00
80630.3	50,000.00		6,835.63	13.67	43,164.37
80630.4	4,300.00		5,010.18	116.52	-710.18
OPL Programming Support Fund					
80631			0.00	0.00	0.00
80631.1	2,000.00		779.12	38.96	1,220.88
80631.2	2,200.00		782.14	35.55	1,417.86
80631.3	3,500.00		4,105.49	117.30	-605.49
80631.4	2,200.00		1,421.12	64.60	778.88
80631.5	2,200.00	745.47	1,838.20	83.55	361.80
80631.6	2,200.00		1,760.42	80.02	439.58
80631.7	2,200.00		1,966.32	89.38	233.68
80631.8	2,200.00		2,739.91	124.54	-539.91
80631.9	2,200.00	826.84	1,834.94	83.41	365.06
80631.10	10,000.00		0.00	0.00	10,000.00
80631.11	3,000.00		0.00	0.00	3,000.00
Total Gifts	147,625.00	2,223.86	81,027.58	54.89	63,597.42

Oshkosh Public Library Highlights August 2023

1. The chosen one's birthday continues to generate excitement and the Harry Potter faithful came out in force to celebrate with the library in July. More than 200 entries were received in a drawing for a HP LEGO set and 80 people attended an OPL-sponsored screening of Harry Potter and the Sorcerer's Stone at the Time Community Theater on July 30. Teen Librarian Maggie Mueller reported that numerous families – including the girl who won the drawing – visited the library multiple times to enter the drawing. It's a great example of the library bringing the community together around beloved books and reading!
2. Community Engagement activities continue to gather steam, with CE Librarian Sandy Toland now conducting card clinics regularly at eight sites and setting up two additional sites in September. Current locations include Oshkosh Area Community Pantry, Evergreen, Oshkosh YMCA (20th Avenue), Gabriel's Villa, Bella Vista, Carmel Residence, Oakwood Manor and Simenna I, II, III. Courtyard Oshkosh and Aspire Senior living are scheduled to be added in September.

Outcomes include:

- Library cards easily issued or updated on site.
 - Convenient requests, pick up and returns of materials by residents, customers and staff.
 - Introduction to and education about how to use library services, resources and collections such as Home Delivery, TIY Kits, Hoopla and Libby.
3. Hands-on learning experiences are popular and effective and the library partnered with Winnebago County 4H in July to offer what was arguably one of the most eggs-citing opportunities to date. ChickQuest offered children the opportunity to learn about the life cycle of chickens with hands-on experiments and activities – all while watching eggs incubate in the library's lower level. Even children who didn't take part in the educational sessions kept an eye on the incubator and everyone was thrilled when the eggs hatched at the end of July!
 4. More than 1,700 Oshkosh readers logged 1.8 million minutes of reading during the 2023 Summer Reading Challenge. Of those who registered, almost 60 percent completed the program! More than 100,000 rewards were earned during the program. One reported highlight: Adults entered more than 3,000 tickets in drawings for Oshkosh prize packages. That's 200 minutes read per ticket!
 5. Thirty people attended the program, Blazing the Yellowstone Trail, on Aug. 1. Presenter Peter Christianson shared the story of South Dakota businessmen who created a driving route across America that paved the way for future travel. Thanks to the Winnebago County Historical & Archaeological Society for sponsoring.

6. A new drop-in program for children and families was a consistent draw this summer, making the library a popular Saturday stop for learning and fun. Stay and Play Saturdays offered two hours of self-led activities, games and projects, along with a librarian-compiled Book Nook of reading suggestions designed to keep kids engaged with the day's theme at home. Attendance for the summer topped 220 and was consistent throughout the 11 sessions.

MONTHLY REPORT
Oshkosh Public Library
July 2023

CIRCULATION	Jul-23	Jul-22	% Change	YTD 2023	YTD 2022	% Change
Book-Adult	14,486	14,764	-2%	100,335	99,015	1%
Book-Juvenile	15,846	15,389	3%	103,320	92,660	12%
Book-YA/Teen	1,728	2,279	-24%	10,769	10,945	-2%
CD-Adult	866	1,024	-15%	7,883	7,475	5%
CD-Juvenile	97	77	26%	629	545	15%
CD-Book-Adult	545	621	-12%	3,897	4,876	-20%
CD-Book-Juvenile	244	257	-5%	1,463	1,474	-1%
CD-Book-YA/Teen	13	13	0%	74	129	-43%
DVD-Adult	4,917	5,154	-5%	40,410	40,336	0%
DVD-Juvenile	1,342	1,434	-6%	8,667	8,572	1%
Game-Adult	697	652	7%	4,790	4,200	14%
Game-Juvenile	227	191	19%	1,467	1,180	24%
Magazine-Adult	539	625	-14%	3,499	3,807	-8%
Magazine-Juvenile	25	30	-17%	82	133	-38%
Magazine-YA/Teen	0	0	0%	1	1	0%
Other-Adult	257	190	35%	1,655	1,059	56%
Other-Juvenile	156	114	37%	1,054	717	47%
Other-YA/Teen	7	3	133%	43	34	26%
Total Adult	22,307	23,030	-3%	162,469	160,768	1%
Total Juvenile	17,937	17,492	3%	116,682	105,281	11%
Total YA/Teen	1,748	2,295	-24%	10,887	11,109	-2%
SUB TOTAL	41,992	42,817	-2%	290,038	277,158	5%
Digital Book Formats						
OverDrive E-Books	5,544	5,311	4%	35,703	34,337	4%
Hoopla E-Books	474	392	21%	3,320	2,711	22%
E-BOOKS SUB TOTAL	6,018	5,703	6%	39,023	37,048	5%
Audiobook Formats						
OverDrive Audiobooks	4,601	3,850	20%	29,928	26,196	14%
Hoopla Audiobooks	1,310	892	47%	8,523	6,126	39%
AUDIBOOKS SUB TOTAL	5,911	4,742	25%	38,451	32,322	19%
Tumblebooks	3	1	200%	27	88	-69%
DIGITAL BOOKS SUB TOTAL	3	1	200%	27	88	-69%
Digital Media						
Hoopla Music	40	46	-13%	375	248	51%
Hoopla Video	196	184	7%	1,376	1591	-14%
DIGITAL MEDIA SUB TOTAL	236	230	3%	1,751	1,839	-5%
DIGITAL CONTENT SUB TOTAL	12,168	10,676	14%	79,252	71,297	11%
TOTAL CIRCULATION	54,160	53,493	1%	369,290	348,455	6%

PHYSICAL MATERIALS	Jul-23	Jul-22	% Change	YTD 2023	YTD 2022	% Change
% AV Materials Circulated	21%	22%	-3%	25%	25%	-2%
% Print Materials Circulated	79%	78%	1%	75%	75%	1%
% Adult Materials Circulated	57%	59%	-3%	60%	62%	-4%
% Youth Materials Circulated	43%	41%	5%	40%	38%	6%
Average Circulation Per Hour	211.6	214.0	-1%	187.1	173.9	8%

MONTHLY REPORT
Oshkosh Public Library
July 2023

MISCELLANEOUS	Jul-23	Jul-22	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	19,658	17,126	15%	131,332	111,123	18%
Average Daily Traffic	786	685	15%	678	566	20%
Meetings Held	104	72	44%	676	500	35%
New Card Registrations	255	244	5%	1,659	1,537	8%
Self-check % of Checkout	50.9%	48.1%	6%	50.3%	48.6%	4%
Volunteer Hours Worked	112	97	15%	698	633	10%
Teacher Packs	2	4	-50%	25	46	-46%

ELECTRONIC RESOURCES	Jul-23	Jul-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	17,202	16,850	2%	120,353	122,822	-2.0%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	61	81	-25%	373	528	-29.4%
EBSCO Sessions	41	37	11%	302	329	-8.2%
HeritageQuest Sessions	38	113	-66%	1,114	613	81.7%
Mango Languages	14	76	-82%	253	363	-30.3%
Mitchell Auto Repair	0	3	-100%	12	45	-73.3%
NewspaperARCHIVE	137	166	-17%	1,425	1,727	-17.5%
Oshkosh Northwestern	0	0	0%	0	0	0.0%
RefUSA	81	93	-13%	617	750	-17.7%
SUB-TOTAL	389	600	-35%	4,261	4,557	-6.5%
LOCAL DATABASE SESSIONS						
1957 Address Change	41	35	17%	278	297	-6.4%
City Directories	147	86	71%	977	611	59.9%
Digital Collections	40	267	-85%	973	2,472	-60.6%
Local History Books	8	31	-74%	117	222	-47.3%
Oshkosh Facts, Firsts, and FAQ	6	1	500%	18	23	-21.7%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	189	192	-2%	1,414	1,669	-15.3%
Riverside Cemetery Index	5	9	-44%	74	93	-20.4%
UWDC - Atlases & Histories	0	0	0%	6	12	-50.0%
SUB-TOTAL	436	621	-30%	3,857	5,399	-28.6%
TOTAL ELECTRONIC RESOURCE SESSIONS	18,027	18,071	0%	112,133	132,778	-15.5%

PUBLIC COMPUTER USE	Jul-23	Jul-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Access	6,100	5000	22%	42844	35678	20.1%
Public Computer Use						
Adult	1,617	1518	7%	10786	10392	3.8%
Youth	332	217	53%	1474	1111	32.7%
TOTAL USE	1949	1735	12%	12260	11503	6.6%

QUESTIONS ANSWERED	Jul-23	Jul-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department						
Reference	1,219	1,206	1%	7,821	9,155	-15%
Youth Department						
Reference	247	325	-24%	1,853	2,263	-18%
TOTAL QUESTIONS ANSWERED	1,466	1,531	-4%	9,674	11,418	-15%

PROGRAMS	Jul-23	Jul-22	% Change	YTD 2023	YTD 2022	% Change
Programs Given						
Adult	13	14	-7%	109	74	47%
Teen	10	8	25%	30	33	-9%
Youth	38	33	15%	218	193	13%
Roving Reader	5	2	150%	51	47	9%
TOTAL	66	57	16%	408	347	18%
Program Attendance						
Adult	288	168	71%	1,641	1,477	11%
Teen	177	135	31%	758	809	-6%
Youth	1166	942	24%	9,179	7,208	27%
TOTAL	1631	1245	31%	11,578	9,494	22%

MEMORANDUM

TO: Lisa Voss and Ruth Percey, Interim Directors
FROM: Tracie Schlaak
DATE: August 16, 2023
SUBJECT: July 2023 Donations

Donations given at register	\$ 35.37
Total Donations	\$ 35.37

MEMORANDUM

TO: Lisa Voss and Ruth Percey, Interim Directors
FROM: Tracie Schlaak
DATE: August 16, 2023
SUBJECT: July 2023 Personnel Changes

Maria Concepcion – New Page in FFPS as of 7/19/23

Jeff Gilderson-Duwe – Library director retired as of 7/5/23 after 17.5 years with the library