

**Oshkosh Public Library Board of Trustees  
Agenda – September 28, 2023**

**Library Lower Level Meeting Room**

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<b><u>Call to Order:</u></b> 4:00 p.m.		
<b><u>Public Comments</u></b>		
<b><u>Introductions</u></b>		
Please welcome Tony Kneepkens, Business Banking Officer at Horicon Bank, who will be our Leadership Oshkosh adjunct library board member until April, 2024.	NO	
<b><u>Consent Agenda:</u></b>	YES	257-266
1. Minutes of the Regular Meeting of August 31, 2023		
2. Vouchers Payable: \$300,050.43		
3. OPL / Winnefox 2024 Resource Library Agreement		
4. OPL / Winnefox 2024 Contractual Services Agreement		
<b><u>Items Removed From Consent Agenda</u></b>		
<b><u>New Business</u></b>		
5. <u>Report on 2024 Library Operating Budget Proposal:</u> Update on 2024 budget process.	NO	
6. <u>2023 Endowment Fund Expenditure Proposal – Round Five:</u> Interim Directors’ proposed endowment support for ongoing staff team building activities and two programs for children and families. <b>Action Requested:</b> Decide whether to approve the proposed endowment fund expenditures in Round Five.	YES	267
7. <u>OPL Memorial fund assets:</u> Consider the following motion: Request that the City of Oshkosh Finance Department issue a check for the balance in the Oshkosh Public Library Memorial Fund payable to Oshkosh Area Community Foundation for deposit in OPL’s Collection Improvement Fund. <b>Action requested:</b> Decide whether to approve the funds transfer.	YES	268
8. <u>Collection Development Position Description:</u> With the announced retirement of OPL’s longtime Head of Collection_Development, a revised position description has been created as outlined in the enclosed memo. <b>Action requested:</b> Consider approval of the position description for Collection Development & Acquisitions Librarian.	YES	269-275

- |    |   |     |         |
|----|---|-----|---------|
| 9. | <u>Revision of OPL Table of Organization:</u> Changes to the Table of Organization reflect proposed changes to positions responsible for collection development and acquisitions.<br><b>Action requested:</b> Consider approval of changes to Organizational Table. | YES | 276-278 |
|----|---|-----|---------|

**Informational Items**

- |     |                    |    |         |
|-----|--------------------|----|---------|
| 10. | Revenues           | NO | 279-287 |
| 11. | Expenditures       |    |         |
| 12. | Library Highlights |    |         |
| 13. | Monthly Statistics |    |         |
| 14. | Donations          |    |         |
| 15. | Personnel Changes  |    |         |

**Library Director's Report**

NO

**Future Agenda Items**

NO

**Trustee Reports and Comments**

NO

Update on the director search process.

**Adjournment**

**Next Meeting Scheduled**

October 26, 2023 at 4 p.m.

**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
August 31, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on August 31, 2023 in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:00 PM by President, Bill Bracken.

Present were: Bill Bracken, Kim Brown, Lindsey Mugerauer, Baron Perlman, David Romond and David Rucker. Absent were: Larry Lautenschlager, Christine Melms-Simon and Amber Shemanski. Others present were: Lisa Voss, Interim Co-Director; Ruth Percey, Interim Co-Director; Joe Bongers, Head of Information Services; Neal Matherne, Curator of Education at the Oshkosh Public Museum; and Tracie Schlaak, Administrative Specialist.

There were no public comments.

**Consent Agenda Items:**

- **Minutes** of the Regular Meeting of July 27, 2023
- **Minutes** of the Special Meeting of Aug. 3, 2023
- **Minutes** of the Finance Committee Meeting of Aug. 22, 2023
- **Vouchers Payable** - \$333,926.30

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

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

**New Business**

- **2024 Library Operating Budget Proposal:** 2024 budget memo and budget proposal detail for projected revenue and proposed expenditures were discussed. 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.

**Motion:** To approve the proposed 2024 operating budget.

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

**Library Co-Director's Report**

- There is a vacancy on our board. There was someone recommended by the mayor – Sue Fojtik.
- The Oshkosh Public Library Board will be getting a Leadership Oshkosh Adjunct Board Member.
- Bill Bracken has invited council members to the library to tour and find out all about the library.
- Team building exercises with the staff are continuing.

**Trustee Reports and Comments**

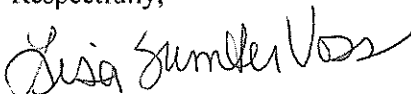
- Baron Perlman gave an update on the director recruitment process.

**Adjournment**

**Motion:** To Adjourn the meeting at 4:30 PM

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

Respectfully,



Lisa Voss, Interim Co-Director  
Tracie Schlaak – Recorder

**Oshkosh Public Library  
Vouchers Payable  
September 2023**

Name	Memo	Account	Paid Amount
<b>Revolving Expenses</b>			
<b>6310 · Life Insurance</b>			
City of Oshkosh - Revolving Charges	Life Insurance	6310 · Life Insurance	457.59
Total 6310 · Life Insurance			<u>457.59</u>
<b>6308 · Dental Insurance</b>			
City of Oshkosh - Revolving Charges	Dental insurance	6308 · Dental Insurance	1,266.34
Total 6308 · Dental Insurance			<u>1,266.34</u>
<b>6306 · Health Insurance</b>			
City of Oshkosh - Revolving Charges	Health Insurance	6306 · Health Insurance	28,857.46
Total 6306 · Health Insurance			<u>28,857.46</u>
<b>6304 · Wisconsin Retirement Fund</b>			
City of Oshkosh - Revolving Charges	Wisconsin Retirement Fund	6304 · Wisconsin Retirement Fund	10,678.88
Total 6304 · Wisconsin Retirement Fund			<u>10,678.88</u>
<b>6302 · FICA - Employers Share</b>			
City of Oshkosh - Revolving Charges	FICA - Employers Share	6302 · FICA - Employers Share	12,751.29
Total 6302 · FICA - Employers Share			<u>12,751.29</u>
<b>6104 · Overtime</b>			
City of Oshkosh - Revolving Charges	Overtime	6104 · Overtime	691.16
Total 6104 · Overtime			<u>691.16</u>
<b>6102 · Regular Pay</b>			
City of Oshkosh - Revolving Charges	Regular Pay	6102 · Regular Pay	171,705.70
Total 6102 · Regular Pay			<u>171,705.70</u>
Total Revolving Expenses			<u>226,408.42</u>
<b>Contracted Services</b>			
<b>6412 · Contractual Agreement Payments</b>			
Winnefox Library System	Contractual Service - Secretarial/Clerical, Electronic,	6412.1 · WLS Contract Labor Services	13,145.00
Total 6412 · Contractual Agreement Payments			<u>13,145.00</u>
<b>6415 · Subscription/Licensing Contract</b>			
BookPage	BookPage Print @ 150 copies/Month - 3 Monthly Shi	6415.32 · Other Services	270.00
Winnefox Library System	Motion Picture Licensing Corporation 9/15/23 - 9/14/	6415.32 · Other Services	322.08
Total 6415 · Subscription/Licensing Contract			<u>592.08</u>
<b>6416 · Prevent Maintenance Contracts</b>			
Jack's Maintenance Service	Janitorial Service - September 2023	6416.11 · Cleaning	4,546.00
Gordon Flesch Co, Inc	Images over Base Amount	6416.21 · Copier/Printer Maintenance	11.03
Gordon Flesch Co, Inc	Images over Base Amount	6416.21 · Copier/Printer Maintenance	80.92
Gordon Flesch Co, Inc	Images over Base Amount	6416.21 · Copier/Printer Maintenance	261.39
Total 6416 · Prevent Maintenance Contracts			<u>4,899.34</u>
<b>6417 · 3rd Party Contracted Services</b>			
RMC Imaging, Inc	Labor, Travel, and Parts to replace mirror and Brackets	6417.10 · Equipment Repair	625.00
Security Luebke Roofing Commercial	Repair Low Slope Commercial Section	6417.10 · Equipment Repair	910.43
Beez Electric, Inc	Replaced Cubicle Receptacle - Labor	6417.12 · Electrical	244.50
Beez Electric, Inc	Repaired Second Floor Receptacle - Labor	6417.12 · Electrical	171.15
Gartman Mechanical Services	16 Humidifier replacement and AHU - 14 to add ball	6417.14 · HVAC	639.00
Gartman Mechanical Services	Reset Breaker and set for proper operations	6417.14 · HVAC	142.00
Gartman Mechanical Services	Fabricate Brackets to hang "No Smoking" signs	6417.16 · Metal-Work	426.00
Gartman Mechanical Services	Repair toilet in the employee restroom on 1st floor	6417.18 · Plumbing	142.00
Gartman Mechanical Services	Repair Flushometer w/Customer provided parts	6417.18 · Plumbing	142.00
GFL Environmental	Trash and Recycling service - 09/01/2023 to 09/30/2023	6417.19 · Waste Disposal	700.90
Gartman Mechanical Services	Install Paper Towel Dispensers on 8/22/2023	6417.1 · Facility	426.00
Landscape Solutions by Michael Kirst	Landscaping Project along the Terrace on Washington	6417.31 · Landscaping	895.50
ROE Nurseries, Inc.	Labor & Materials to redo the bed by the Parking lot	6417.31 · Landscaping	1,067.00
Spring-Green Lawn Care	Applied Granular Fertilizer and Weed Control	6417.32 · Lawn Care	84.10
Unique Management Services, Inc	Placements - Qty: 90	6417.41 · Collection Agency	927.00
WALS	August 2023 Unique Management Services	6417.42 · Overdue Notice Print	319.33
Total 6417 · 3rd Party Contracted Services			<u>7,861.91</u>
<b>6411 · Advertising/Postage/Print</b>			
YourMembership.com, Inc	30 Day Job Posting	6411.1 · Advertising	324.00
DPI	Printing Sign	6411.3 · Printing	62.00
Winnefox Library System	Printing Service 8/9/23 - 9/14/23	6411.3 · Printing	2,970.40
Total 6411 · Advertising/Postage/Print			<u>3,356.40</u>
Total Contracted Services			<u>29,854.73</u>

**Oshkosh Public Library  
Vouchers Payable  
September 2023**

Name	Memo	Account	Paid Amount
<b>Employee Development &amp; Allowanc</b>			
<b>6421 · Employee Training/Development</b>			
Winnefox Library System	WI Historical Society Conf Registration - McArthur	6421 · Employee Training/Developmer	155.00
Wisconsin Library Association	Non-Member Registration = WLA Annual Conference	6421 · Employee Training/Developmer	570.00
MasterCard - RP	Sandwiches	6421 · Employee Training/Developmer	103.32
Total 6421 · Employee Training/Development			<u>828.32</u>
<b>6423 · Employee Allowance/Reimbursemen</b>			
Elliott, Justine	Mileage for All-Wals/Teams Training	6423 · Employee Allowance/Reimburs	26.86
Toland, Sandy	August Mileage Reimbursement - 98.00 Miles	6423 · Employee Allowance/Reimburs	64.19
Total 6423 · Employee Allowance/Reimbursemen			<u>91.05</u>
Total Employee Development & Allowanc			<u>919.37</u>
<b>Fixed Costs</b>			
<b>6454 · Telephone/Internet</b>			
City of Oshkosh - Revolving Charges	Telephone/Internet Service	6454 · Telephone/Internet	243.13
Winnefox Library System	8/8/23 - 9/7/23 U.S. Cellular	6454 · Telephone/Internet	20.67
MasterCard - RP	Public Pay Phone	6454 · Telephone/Internet	25.00
Total 6454 · Telephone/Internet			<u>288.80</u>
<b>6455 · Utilities Expense</b>			
City of Oshkosh - Revolving Charges	Utility Expense	6455 · Utilities Expense	12,553.67
Constellation	Monthly Gas Charges - July 2023	6455 · Utilities Expense	641.13
Total 6455 · Utilities Expense			<u>13,194.80</u>
Total Fixed Costs			<u>13,483.60</u>
<b>Inventory Supplies</b>			
<b>6520 · Office Supplies</b>			
EBI	HOL Volt Task Stool, Height Adj Arms, & Delivery	6520 · Office Supplies	473.00
Winnefox Library System	Pick'n Save Supplies	6520 · Office Supplies	468.81
Demco	Toner, Folders, & Labels	6520 · Office Supplies	3,545.29
Demco	All-in-one Demco Classic Genre Labels - 500/role	6520 · Office Supplies	40.11
Demco	10 Pocket Chart Holder	6520 · Office Supplies	175.15
University Products, Inc.	Perma/Dur Envelopes 9x12	6520 · Office Supplies	184.53
MasterCard - RP	Spiral Memo Pads 3x5 - 30 Pack	6520 · Office Supplies	18.39
Total 6520 · Office Supplies			<u>4,905.28</u>
<b>6524 · Specialty Supplies</b>			
Baker & Taylor	DVDs: 2	6524.1 · Library materials	46.78
Baker & Taylor	CD: 1	6524.1 · Library materials	18.73
Baker & Taylor	DVD: 1	6524.1 · Library materials	14.39
Baker & Taylor	DVDs: 3	6524.1 · Library materials	54.69
Baker & Taylor	DVD: 1	6524.1 · Library materials	25.19
Baker & Taylor	CD: 1	6524.1 · Library materials	9.73
Baker & Taylor	BD/DVD Combo: 1	6524.1 · Library materials	28.79
Baker & Taylor	DVD: 1	6524.1 · Library materials	30.23
Baker & Taylor	DVD: 1	6524.1 · Library materials	28.79
Baker & Taylor	Books: 22	6524.1 · Library materials	297.37
Baker & Taylor	Books: 35	6524.1 · Library materials	522.12
Baker & Taylor	Books: 8	6524.1 · Library materials	121.40
Baker & Taylor	Books: 22	6524.1 · Library materials	289.85
Baker & Taylor	Books: 49	6524.1 · Library materials	707.76
Baker & Taylor	Books: 17	6524.1 · Library materials	265.62
Baker & Taylor	Books: 34	6524.1 · Library materials	456.10
Baker & Taylor	Books: 39	6524.1 · Library materials	509.35
Baker & Taylor	Books: 16	6524.1 · Library materials	242.16
Baker & Taylor	Books: 54	6524.1 · Library materials	717.18
Baker & Taylor	Books: 21	6524.1 · Library materials	324.02
Baker & Taylor	Books: 50	6524.1 · Library materials	728.21
Baker & Taylor	Books: 20	6524.1 · Library materials	274.84
Cengage Learning	Books: 2	6524.1 · Library materials	61.58
Cengage Learning	Books: 5	6524.1 · Library materials	140.20
Cengage Learning	Books: 2	6524.1 · Library materials	60.78
Cengage Learning	Books: 2	6524.1 · Library materials	52.48
Cengage Learning	Books: 2	6524.1 · Library materials	47.98
Cengage Learning	Books: 3	6524.1 · Library materials	83.22
Cengage Learning	Books: 4	6524.1 · Library materials	83.96
Cengage Learning	Books: 2	6524.1 · Library materials	41.23

**Oshkosh Public Library  
Vouchers Payable  
September 2023**

Name	Memo	Account	Paid Amount
Cengage Learning	Books: 2	6524.1 · Library materials	60.78
Ingram	Book: 1	6524.1 · Library materials	16.09
Ingram	Book: 1	6524.1 · Library materials	8.96
Ingram	Book: 1	6524.1 · Library materials	14.15
Ingram	Books: 3	6524.1 · Library materials	48.48
Ingram	Books: 4	6524.1 · Library materials	14.59
Ingram	Books: 2	6524.1 · Library materials	13.32
Ingram	Books: 4	6524.1 · Library materials	19.40
Ingram	Book: 1	6524.1 · Library materials	10.25
Ingram	Books: 2	6524.1 · Library materials	30.80
Ingram	Books: 2	6524.1 · Library materials	30.81
Ingram	Book: 1	6524.1 · Library materials	11.68
Ingram	Book: 1	6524.1 · Library materials	4.32
Ingram	Books: 2	6524.1 · Library materials	29.34
Ingram	Books: 2	6524.1 · Library materials	22.82
Midwest Tape	DVDs: 1	6524.1 · Library materials	9.99
Midwest Tape	DVDs: 1	6524.1 · Library materials	20.24
Hoopla	Digital Media: 2,181	6524.1 · Library materials	4,791.97
ProQuest	Jan 2024 - Dec 2024 35mm Silver Positive	6524.1 · Library materials	3,828.83
Center Point Large Print	Books	6524.1 · Library materials	239.10
Cengage Learning	Books	6524.1 · Library materials	27.18
Cengage Learning	Books	6524.1 · Library materials	31.99
MasterCard - KG	Books & Video Games	6524.1 · Library materials	1,714.44
MasterCard - KG	Books	6524.1 · Library materials	177.01
Total 6524 · Specialty Supplies			<u>17,461.27</u>
<b>6529 · Non-Inventory Supplies</b>			
Winnefox Library System	Supplies from Amazon	6529.4 · Technology	31.56
Jack's Maintenance Service	1.25 mil Roll Clear Liner & 1.5 mil Roll Black Liner	6529.11 · Cleaning Supplies	82.09
Beez Electric, Inc	Replaced Cubicle Receptacle - Material	6529.12 · Maintenance Supplies	42.52
Gartman Mechanical Services	Labor and Materials	6529.12 · Maintenance Supplies	134.55
Gartman Mechanical Services	Labor & Materials	6529.12 · Maintenance Supplies	27.75
Gartman Mechanical Services	Parts provided for customer stock	6529.12 · Maintenance Supplies	364.00
Kitz & Pfeil	Maintenance Tools & Supplies	6529.12 · Maintenance Supplies	141.97
Kitz & Pfeil	Hex Key	6529.12 · Maintenance Supplies	3.59
MasterCard - RP	Relay Fire Alarm	6529.12 · Maintenance Supplies	94.43
MasterCard - RP	Chair Glide, Sloan Flush Valve Solenoids	6529.12 · Maintenance Supplies	332.00
Winnefox Library System	Pick'n Save Supplies	6529211 · Children/Tweens	13.45
MasterCard - RP	Washable Glue Sticks - Bulk	6529211 · Children/Tweens	93.92
MasterCard - RP	Thanksgiving Cookie Cutter, Maple Leaves, Sticketts,	6529211 · Children/Tweens	50.74
MasterCard - RP	Tea Lights, Paper Lanterns	6529211 · Children/Tweens	36.98
MasterCard - RP	Magic Scratch Winter Christmas, Penguin Ornament	6529211 · Children/Tweens	53.54
MasterCard - RP	Colored Pencils, Jumbo Coloring Poster, Paint Sets,	6529212 · Teens	214.24
MasterCard - RP	Cancellation of Colored Pencils	6529212 · Teens	-34.99
Winnefox Library System	Pick'n Save Supplies	6529221 · Children/Tweens	9.59
MasterCard - MB	Pizza for Tween, Teen, & YA Book Club	6529222 · Teens	146.25
Winnefox Library System	Pick'n Save Supplies	6529223 · Adults	60.89
MasterCard - RP	Enamel Pins, Card Pouch, & Book Lights	6529231 · Children/Tweens	67.93
MasterCard - RP	Winter Reading Prizes	6529231 · Children/Tweens	176.95
Winnefox Library System	OPL Prize - Gift Certificates	6529233 · Adults	169.00
MasterCard - RP	Visa Gift Card - \$100.00	6529233 · Adults	106.00
MasterCard - RP	Truck Stickers, Party Favors, & Slep Brackets	6529.31 · Promotional Giveaway	112.87
Total 6529 · Non-Inventory Supplies			<u>2,531.82</u>
Total Inventory Supplies			<u>24,898.37</u>
<b>Rental Expense</b>			
<b>6443 · Lease Expense</b>			
Great America Financial Services	Monthly Copier Lease	6443 · Lease Expense	188.27
Great America Financial Services	Monthly Copier Lease	6443 · Lease Expense	158.34
Total 6443 · Lease Expense			<u>346.61</u>
Total Rental Expense			<u>346.61</u>

**Oshkosh Public Library  
Vouchers Payable  
September 2023**

Name	Memo	Account	Paid Amount
<b>OPL Development and Support Fun</b>			
<b>80629 · Development &amp; Support Fund</b>			
Winnebago Conflict Resolution Center Charge for Facilitation/Mediation per hour		80629.6 · Organizational Development	2,400.00
Total 80629 · Development & Support Fund			<u>2,400.00</u>
Total OPL Development and Support Fun			<u>2,400.00</u>
<b>OPL Programming Support Fund</b>			
<b>80631 · Programming Support</b>			
MasterCard - RP	Teen Lit Loot Boxes	80631.1 · Freedom to Read Program	310.40
MasterCard - RP	Boxes - Pack of 50	80631.1 · Freedom to Read Program	115.99
Total 80631 · Programming Support			<u>426.39</u>
Total OPL Programming Support Fund			<u>426.39</u>
<b>OPL Collection Improvements</b>			
<b>80610 · Johnson</b>			
Baker & Taylor	Books	80610 · Johnson	9.58
Total 80610 · Johnson			<u>9.58</u>
<b>80620 · Voss</b>			
Baker & Taylor	Books	80620 · Voss	14.24
Total 80620 · Voss			<u>14.24</u>
<b>80616 · Rahn</b>			
Baker & Taylor	Books	80616 · Rahn	30.26
MasterCard - KG	Books	80616 · Rahn	59.87
Total 80616 · Rahn			<u>90.13</u>
<b>80612 · Kelsh</b>			
Baker & Taylor	Books	80612 · Kelsh	64.40
Total 80612 · Kelsh			<u>64.40</u>
<b>80601 · Hoxtel</b>			
MasterCard - KG	Books	80601 · Hoxtel	31.64
Total 80601 · Hoxtel			<u>31.64</u>
<b>80638 · Steiger</b>			
Baker & Taylor	Books	80638 · Steiger	13.99
Baker & Taylor	Books	80638 · Steiger	16.79
Total 80638 · Steiger			<u>30.78</u>
<b>80614 · Mainwaring</b>			
Baker & Taylor	Books	80614 · Mainwaring	9.44
Baker & Taylor	Books	80614 · Mainwaring	159.69
MasterCard - KG	Books	80614 · Mainwaring	235.76
Total 80614 · Mainwaring			<u>404.89</u>
<b>80633 · OPL Collection Improvement Fund</b>			
Baker & Taylor	Books	80633.2 · Classics Collection	28.50
Total 80633 · OPL Collection Improvement Fund			<u>28.50</u>
<b>80615 · Memorial Fund</b>			
Baker & Taylor	Books	80615 · Memorial Fund	17.67
Cengage Learning	Books	80615 · Memorial Fund	26.39
Cengage Learning	Books	80615 · Memorial Fund	25.60
Cengage Learning	Books	80615 · Memorial Fund	30.39
Baker & Taylor	Books	80615 · Memorial Fund	17.63
Total 80615 · Memorial Fund			<u>117.68</u>
<b>80603 · Schuster</b>			
Center Point Large Print	Books	80603 · Schuster	188.16
Cengage Learning	Books	80603 · Schuster	196.43
Total 80603 · Schuster			<u>384.59</u>
<b>80609 · Hilton</b>			
Baker & Taylor	Books	80609 · Hilton	60.46
Baker & Taylor	Books	80609 · Hilton	56.45
Baker & Taylor	Books	80609 · Hilton	19.60
Total 80609 · Hilton			<u>136.51</u>
Total OPL Collection Improvements			<u>1,312.94</u>
			<b>Total: 300,050.43</b>

**RESOURCE LIBRARY AGREEMENT – 2024  
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM**

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

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

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library," and

WHEREAS, OPL is a member of Winnefox and meets all the statutory requirements to serve as a resource library,

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

1. OPL will serve as the resource library for Winnefox.

As resource library, OPL will provide backup reference and interlibrary loan services from the system resource library including the development of and access to specialized collections. This agreement meets the requirement of Section 43.24(2)(b) Wisconsin Statutes.

2. As resource library, OPL is entitled to name a member to all Winnefox committees.
3. This agreement shall be in effect as of January 1, 2024 and shall remain in effect until December 31, 2024. This agreement may be amended at any time by mutual agreement of both parties.

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

IN PRESENCE OF:

OSHKOSH PUBLIC LIBRARY

WINNEFOX LIBRARY SYSTEM

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

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

By: \_\_\_\_\_  
Lisa Sumter Voss, Secretary  
Oshkosh Public Library Board

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



**CONTRACTUAL SERVICES AGREEMENT – 2024**  
**OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM**

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

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

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

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

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

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

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

Contractual Services Agreement – 2024  
Oshkosh Public Library/Winnefox Library System

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

IN PRESENCE OF:

WINNEFOX LIBRARY SYSTEM

\_\_\_\_\_

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

\_\_\_\_\_

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

OSHKOSH PUBLIC LIBRARY

\_\_\_\_\_

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

\_\_\_\_\_

By: \_\_\_\_\_  
Lisa Voss, Secretary  
Oshkosh Public Library Board

<b>EXHIBIT A</b> <b>OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM</b> <b>ANNUAL COMPENSATION AGREEMENT – 2024</b>
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In accordance with the Contractual Services Agreement, the following charges result from the calculation for reimbursable services.

**2024 PAYMENTS FROM WINNEFOX TO OSHKOSH PUBLIC LIBRARY**

Annual Rent	\$ 16,702
Database Support Services	\$ 157,651
<hr/>	
Total:	\$ 174,353.22

**2024 PAYMENTS FROM OSHKOSH PUBLIC LIBRARY TO WINNEFOX**

Consolidated Secretarial/Clerical Support Services	\$ 154,095
Delivery Services	\$ 5,000
WLA Legislative Initiative	\$ 649
<hr/>	
Total:	\$ 159,744.60

Oshkosh Public Library  
Proposed 2023 Endowment Fund Expenditures - Round Five

Funds for Library Excellence	Average Asset Value 2020-2022	Restriction	Maximum Expenditure 5%	Round 1 Proposed Allocation	Round 2 Proposed Allocation	Round 3 Proposed Allocation	Round 4 Proposed Allocation	Round 5 Proposed Allocation	All Rounds Total	Available For Projects
Juvenile Fiction Collection Refresh										
Expand Internation and Cultural Diversity of the Classics Collection										
Refresh Dyslexia collection										
Collection Improvement	\$ 718,754	3 YR Q3 BAL 2020-2022	\$ 35,938	\$ 20,000	\$ 1,500	\$ 1,000	\$ -	\$ 5,000	\$ 27,500	\$ 8,438
Three (3) Lovestart sofas for Children's Department - Juvenile Fiction Area				\$ 1,400		\$ 4,300				
Lovestart sofas for Children's Department				\$ 1,400						
Basket carts (shopping carts into which our current baskets fit)				\$ 2,100						
Shelf talkers				\$ 1,200						
Architectural Consultant fees for Facility Use Planning				\$ 50,000						
Facility Improvement	\$ 1,273,199	3 YR Q3 BAL 2020-2022	\$ 63,660	\$ 54,700	\$ -	\$ 4,300	\$ -	\$ -	\$ 59,000	\$ 4,660
Contribution to "Greetings from Oshkosh" mural being commissioned by the Downtown BID						\$ 3,000	\$ 1,000			
OPL Staff Development Day - Speaker & Lunch						\$ 800	\$ 2,000			
Oshkosh Poet Laureate Stipend										
John V Nicholas Professional Library Education Scholarship				\$ 2,400						
Sponsor Literacy Council Spelling Bee Team (up to 8 people)				\$ 360						
Wisconsin City Library Collaborative				\$ 1,800						
Team building initiative										
Library Development	\$ 423,287	3 YR Q3 BAL 2020-2022	\$ 21,164	\$ 4,560	\$ -	\$ 3,800	\$ 3,000	\$ 9,600	\$ 20,960	\$ 204
Summer Reading Program Grand Prizes - Matching funds for a grant from Generac Power Systems					\$ 3,000					
Teen Lit Loot Box Prizes										
Freedom to Read Program Support - September 2023										
Reading Challenge Prizes - Adults (Books)				\$ 2,000						
Reading Challenge Prizes - Elementary (Books)				\$ 3,500						
Reading Challenge Prizes - Tweens (Books)				\$ 2,200						
Reading Challenge Prizes - Teens (Books)				\$ 2,200						
Book Club Books - Tweens				\$ 2,200						
Book Club Books - Teens				\$ 2,200						
Book Club Books - Young Adults				\$ 2,200						
Lakely White's Conference - 2023				\$ 10,000						
Programming	\$ 739,005	3 YR Q3 BAL 2020-2022	\$ 36,950	\$ 30,900	\$ 3,000	\$ -	\$ -	\$ 500	\$ 34,400	\$ 2,550
Wild Winter Readoff - Author Event Feb 2023 - Dean Rebbins				\$ 1,000						
Mahlar Fund	\$ 26,333	3 YR Q3 BAL 2020-2022	\$ 1,317	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 317
Baby Book Bags					\$ 3,500				\$ 3,500	
OPL Memorial										\$ 3,500
Restricted Collection Funds										
Archer	\$ 2,230	Changing South	\$ 111	\$ 100						
Gruenewald	\$ 3,331	Progressivism	\$ 167	\$ 160						
Hilton II	\$ 15,754	Biographies	\$ 788	\$ 775						
Hoxtel	\$ 20,427	Audiobooks	\$ 1,021	\$ 1,000						
Jackson	\$ 1,985	Children's	\$ 99	\$ 75						
Keish	\$ 3,467	Various NF topics	\$ 173	\$ 150						
Kenny	\$ 12,194	Audiobooks, Biographies	\$ 610	\$ 600						
Rasmussen, M	\$ 22,647	Genealogy	\$ 1,132	\$ 1,100						
Rojahn, F&A	\$ 1,593	Audiobooks	\$ 80	\$ 80						
Schuster, J&H	\$ 217,047	Large Print, Audiobooks	\$ 10,852	\$ 10,850						
Steiger, W	\$ 12,062	Children's	\$ 603	\$ 600						
Zeihner, S	\$ 105,890	Genealogy	\$ 5,294	\$ 5,275						
3 YR Q3 BAL 2020-2022			\$ 20,931	\$ 20,765	\$ -	\$ -	\$ -	\$ -	\$ 20,765	
Total Proposed Trust Fund Expenditures			\$ 131,925	\$ 8,000	\$ 9,100	\$ 3,500	\$ 167,125	\$ 16,169		



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

Sept. 29, 2023

Julie Calmes,  
Assistant Finance Director,  
City of Oshkosh

Dear Julie,

At its meeting on Sept. 28, 2023, the Oshkosh Public Library Board of Trustees approved a request to the City of Oshkosh Finance Department to issue a check for the current balance in the Oshkosh Public Library Memorial Fund. The Library Board requests that this check be made payable to the Oshkosh Area Community Foundation.

In 2014, the Library Board moved the majority of its endowment funds to the Community Foundation, establishing funds for Collection Improvement, Facility Improvement, Library Development and Programming.

Please send the check to the attention of Jennifer Sheahan, Director of Finance and Administration, Oshkosh Area Community Foundation, 230 Ohio St., Suite 100, Oshkosh, WI 54902.

I have attached a copy of the minutes of the September 28, 2023, Library Board meeting for your information.

Sincerely,

Lisa Sumter Voss & Ruth Percey  
Co-Interim Directors

*"A Library in Every Life"*



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

**DATE:** September 22, 2023  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Lisa Voss and Ruth Percey, Interim Library Co-Directors  
**RE:** Collection Development and Acquisitions Librarian

Attached is a position description for a Collection Development and Acquisitions Librarian.

We believe that a librarian grade position is appropriate for the duties assigned. In addition, this position can provide needed backup to the head of Technical Services, currently the only position in the department that requires an MLS.

Handling of materials donations, previously done by the Head of Collection Development, will be transferred to the position of Circulations Operations Manager. You can expect revised position descriptions for Circulations Operations Manager, and Head of Technical Services later this year, as well as a position description for a Collection Development and Acquisition Assistant II.

We feel it is imperative that the librarian position be filled in a manner that allows for some overlap with the current Head of Collection Development. The current Head of Collection Development, who has performed these duties for many years, has the most complete understanding of the position. To ensure seamless development and maintenance of the OPL collection, it is important that the new librarian receives proper training before fully assuming the responsibilities of Collection Development and Acquisitions Librarian.

Thank you for your consideration.

Ruth Percey and Lisa Voss  
Co-Interim Directors

*"A Library in Every Life"*

## Oshkosh Public Library Position Description

**Position:** Collection Development and Acquisitions Librarian  
**Classification:** Librarian  
**Department:** Technical Services  
**Date:** September 2023

### General Purpose

Primary responsibility of the librarian in this position is to supervise all aspects of the library’s effort to offer a wide variety of educational and entertaining content to its users; coordinate collection development policies; oversee the materials budget allocations and expenditures and all phases of the library materials acquisitions process. Collected content may include printed books and eBooks; audiobooks, movies, and music on physical media or in downloadable digital files; magazines, newspapers; and online digital resources. Activities required to manage this collection include: reading reviews and monitoring other sources of information to identify content for inclusion; initiating orders to purchase copies of physical materials or license access to digital resources; maintaining control over expenditure budgets allocated for acquiring library content; tracking the use of the collections to better understand current and future needs of the community; and de-selecting content that is no longer meeting those needs. As part of the Technical Services team, this librarian will provide support in maintaining records in the ILS catalog and to assist in cataloging materials that need original cataloging, and cooperate with WALIS staff to maintain aspects of the Acquisitions module of the ILS.

**Supervision:** Head of Technical Services

**Salary Matrix Level:** F

### Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
<b>Collection development</b>	
<ul style="list-style-type: none"> <li>• Work with library administration, management team, and professional librarians to establish and revise policies and scope statement guiding the full range of content to be offered to the library’s users.</li> <li>• Hold regular meetings with librarians to discuss budgets, industry trends, publishing developments, and related matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Library has policy in place that accurately reflects the content being offered to the public.</li> <li>• Library collection development policy and scope statements are consistent with the library’s strategic plan goals.</li> <li>• Librarians have the information needed to assist with collection development.</li> </ul>
<ul style="list-style-type: none"> <li>• Allocate the “library materials” budget line in the annual operating budget among the various age-levels, subjects and formats of content offered by the library to its users.</li> <li>• Monitor spending of the library materials budget over the course of the year, adjusting purchasing to use all allocated funds without</li> </ul>	<ul style="list-style-type: none"> <li>• Library materials budget line is allocated by end of January of the budget year.</li> <li>• Materials budget spending targets are met.</li> </ul>



significantly exceeding the amount budgeted.	
<ul style="list-style-type: none"> <li>Keep records of endowment funds available to support purchase of content, including endowed funds, short-term gifts, and memorials.</li> </ul>	<ul style="list-style-type: none"> <li>Endowment fund collections purchases are expended as allocated by the Library Board.</li> <li>Endowment fund proceeds are used to purchase library content consistent with the intentions of the donors.</li> <li>Records of endowment fund expenditures are current.</li> </ul>
<ul style="list-style-type: none"> <li>Stay current with emerging trends in public library collection development.</li> <li>Explore and evaluate new ways to discover and acquire content likely to be popular with Oshkosh PL customers.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate initiative in ensuring prompt and timely acquisition of popular library content.</li> </ul>
<b>Content Selection</b>	
<ul style="list-style-type: none"> <li>Select new popular materials from library review journals, and other resources for identifying content that may serve community needs.</li> <li>Coordinate the ordering of new materials with the Acquisitions Assistant.</li> <li>Include OPL librarians on routing lists for review journals on an opt-in basis.</li> </ul>	<ul style="list-style-type: none"> <li>Content is selected to meet the information and entertainment needs of the community.</li> <li>OPL librarians have an opportunity to see review journals.</li> </ul>
<ul style="list-style-type: none"> <li>Submit orders for library materials purchases with regularity that ensures prompt receipt and a consistent supply of popular new content.</li> <li>Place orders from selection carts created by librarians.</li> <li>Maintain "Request for Purchase" spreadsheet and place holds for patrons once material has been ordered.</li> </ul>	<ul style="list-style-type: none"> <li>Selections are submitted regularly for ordering.</li> <li>Selections are submitted with all data elements needed to place an order (author; title; ISBN)</li> <li>The orders are placed in a timely manner.</li> <li>Patron is promptly notified on whether purchase has been approved.</li> </ul>
<ul style="list-style-type: none"> <li>Evaluate customer suggestions for purchase of new materials in a prompt manner, consulting with other library staff as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Purchase suggestion evaluated and customer informed one week after submission of the request.</li> </ul>
<ul style="list-style-type: none"> <li>Monitor and/or participate in the Wisconsin Digital Library Project of the Wisconsin Public Library Consortium (WPLC), and in the Winnefox Library System's OverDrive Advantage account. Develop selection practices to strike a balance between physical and digital media as both marketplaces evolve.</li> </ul>	<ul style="list-style-type: none"> <li>Winnefox OverDrive Advantage materials are selected in appropriate quantities and in a timely manner.</li> <li>Awareness of developments in the Wisconsin Digital Library is demonstrated.</li> </ul>
<ul style="list-style-type: none"> <li>Evaluate all standing orders plans to ensure prompt receipt of popular library materials.</li> </ul>	<ul style="list-style-type: none"> <li>Popular new materials are received as soon as they become available in the marketplace.</li> <li>Each standing order plan is reviewed and adjusted once every six months.</li> </ul>

	<ul style="list-style-type: none"> <li>Use of standing orders or other automated ordering plans are maximized in order that popular library materials are acquired with a minimum of staff intervention.</li> </ul>
<ul style="list-style-type: none"> <li>Select and order materials in order to fulfill the intentions of donors to endowment funds and memorials; and other donors of financial gifts meant for purchase of library materials.</li> </ul>	<ul style="list-style-type: none"> <li>Materials are selected that are appropriate to the OPL collection and consistent with donor intentions.</li> </ul>
<ul style="list-style-type: none"> <li>Maintain an open and ongoing dialog about the nature and use of the library's collections with all OPL librarians who directly serve the public.</li> <li>Promptly respond to librarians' input on areas of the collection that need attention.</li> </ul>	<ul style="list-style-type: none"> <li>Communication between the Collection Development and Acquisitions Librarian and other OPL librarians is routine and collegial.</li> <li>Librarians have a voice in improving the collection.</li> </ul>
<ul style="list-style-type: none"> <li>Monitor book prize awards and other lists to ensure timely receipt of new materials in demand due to such recognition.</li> </ul>	<ul style="list-style-type: none"> <li>Items being recognized with awards or being discussed in the media are available to OPL customers in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Evaluate damaged materials for replacement/withdrawal.</li> </ul>	<ul style="list-style-type: none"> <li>Replacement or withdrawal decisions are made based on use statistics and availability.</li> </ul>
<ul style="list-style-type: none"> <li>Run reports (missing items, withdrawn items, etc.) to determine whether listed items should be replaced</li> </ul>	<ul style="list-style-type: none"> <li>Replacement or withdrawal decisions are made based on use statistics and availability.</li> </ul>
<ul style="list-style-type: none"> <li>Review "old holds" list.</li> </ul>	<ul style="list-style-type: none"> <li>Patrons are informed of materials that can no longer be supplied by the library.</li> </ul>
<ul style="list-style-type: none"> <li>Run reports and make decisions regarding ordering new titles or added copies of titles already owned</li> </ul>	<ul style="list-style-type: none"> <li>Titles are in demand, customers are satisfied.</li> </ul>
<b>Acquisitions</b>	
<ul style="list-style-type: none"> <li>Incorporate the library materials budget into the ILS acquisitions system, track and report expenditure of the budget.</li> </ul>	<ul style="list-style-type: none"> <li>Allocation of library materials budget is reflected in the ILS Acquisitions module soon after it is determined (typically in January).</li> </ul>
<ul style="list-style-type: none"> <li>Oversee all phases of the library materials acquisitions process. Be familiar with WorkFlows and specifically, the acquisitions module.</li> </ul>	<ul style="list-style-type: none"> <li>A continuous flow of new materials is available for the use of library customers.</li> <li>Can use acquisitions module if needed.</li> </ul>
<ul style="list-style-type: none"> <li>Check all library materials orders before sending for on order status and downloading from OCLC and splitting the orders according to vendors to be used.</li> </ul>	<ul style="list-style-type: none"> <li>A minimal number of duplicate materials are ordered; vendors are chosen for best value to library (discounted price and availability).</li> </ul>
<ul style="list-style-type: none"> <li>Order library materials via a variety of vendors' online commerce tools.</li> </ul>	<ul style="list-style-type: none"> <li>Materials not available through the purchase order procedure are ordered.</li> </ul>
<ul style="list-style-type: none"> <li>Act as a liaison with library material vendors and their sales representatives.</li> </ul>	<ul style="list-style-type: none"> <li>Vendors are chosen for best value to library (discounted price and availability).</li> </ul>
<ul style="list-style-type: none"> <li>Work with vendors to resolve problems that occur with materials orders.</li> </ul>	<ul style="list-style-type: none"> <li>Order problems are resolved in a timely manner.</li> </ul>

<b>Cataloging Support</b>	
<ul style="list-style-type: none"> <li>Overlay on order records with full OCLC bibliographic records at time of order or during acquisitions process.</li> </ul>	<ul style="list-style-type: none"> <li>Ordered items are discoverable in the library catalog by customers and available to be placed on reserve in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Catalog materials that require advanced training and experience in cataloging standards and practices, including original cataloging for materials that cannot be found on OCLC. Create item records and classify materials that have been cataloged.</li> </ul>	<ul style="list-style-type: none"> <li>Library materials are discoverable in the library catalog and available for circulation in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with the maintenance of bibliographic and item records in the library catalog due to the withdrawal or relocation of library materials in the collection.</li> </ul>	<ul style="list-style-type: none"> <li>Library catalog accurately reflects where collection items are located for library customers to find.</li> </ul>
<b>General departmental and library operations</b>	
<ul style="list-style-type: none"> <li>Fill in for department employees during vacations, illness, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Time-sensitive tasks are completed on time despite the absence of an employee.</li> </ul>
<ul style="list-style-type: none"> <li>Provide staff leadership during an accident, incident, customer confrontation or building emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Library employees know who to ask for assistance in a crisis.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with building security, including: disabling and enabling alarms, lost children, following proper procedures for handling biohazardous waste and blood borne pathogens, assist with keeping entrances free of snow and ice.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate assistance and actions are provided by library staff to ensure the public's safety and health while using the library.</li> </ul>
<ul style="list-style-type: none"> <li>Interpret, analyze and respond to customer questions, comments and complaints in regard to library policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Prompt and appropriate actions are taken in response to any accident or incident.</li> <li>Reports are filed as soon after the conclusion of an accident or incident as is possible.</li> </ul>
<ul style="list-style-type: none"> <li>Other tasks as assigned</li> </ul>	<ul style="list-style-type: none"> <li>Other tasks as assigned are performed.</li> </ul>
<b>Winnefox Support -- WALs</b>	
<ul style="list-style-type: none"> <li>Liaison with WALs staff for Acquisitions software and procedure.</li> <li>Work with WALs staff in relation to changes and problems with the integrated library automation software.</li> </ul>	<ul style="list-style-type: none"> <li>Software problems are identified.</li> <li>Software features are examined; views are shared with WALs staff.</li> </ul>
<b>Continuing education</b>	
<ul style="list-style-type: none"> <li>Continually refresh knowledge of areas of professional expertise as well as issues and trends in public librarianship.</li> </ul>	<ul style="list-style-type: none"> <li>Personal and professional development goals are set in the annual performance review with the department head.</li> </ul>

	<ul style="list-style-type: none"> <li>• Progress toward development goals is demonstrated during performance review meetings.</li> </ul>
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**Knowledge, Skills And Abilities**

- Knowledge of current practices and developing trends in collection development librarianship.
- Knowledge of the WALS integrated library automation system, specifically the software modules that enable materials acquisition, and public catalog searching.
- Knowledge of library materials vendor ordering procedures.
- Knowledge of vendors' online ordering sites and procedures.
- Knowledge of the library's materials fund budgets and expenditure procedures.
- Above average computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation). Skill in the operation of library automation software, web browser software, and vendor software/web sites for ordering library materials.
- Ability to work confidently in high-pressure, fast-paced environment. Able to prioritize tasks; ability to effectively delegate tasks to maximize the productivity of the department.
- Skill in communicating sensitively and effectively with people from diverse backgrounds; successfully negotiate situations where customers – whether external or internal -- are upset.
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.

**Required Education And/Or Experience**

Master's Degree in Library Science (MLS) from a program accredited by the American Library Association (ALA).

Three years of experience working in library collection development. Cataloging and OCLC preferred.

**Tools And Equipment Used**

Typical office equipment, computers and software including computer workstation, computer projector, calculator, fax machine, photocopier, telephone, and printers.

Building security systems including fire safety equipment

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Position requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is moderate. Most work is indoors.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.

September 2023



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

**DATE:** September 22, 2023  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Lisa Voss and Ruth Percey, Interim Library Co-Directors  
**RE:** Table of Organization – Consolidate Two Departments

We recommend the following changes to the Library Table of Organization. The impetus for our recommendations is the pending retirement of the head of the Collection Department, and the Acquisition Assistant II, the only two positions within the department. Their last day of work will be Jan. 5.

We believe our recommendations reflect responsible use of staff and will create better workflow and coordination in the selection, ordering, cataloging and processing of library materials.

1. Change the name of the Cataloging and Processing Department to Technical Services.
2. Eliminate the 1.0 FTE (40 hours per week) Head of Collection of Development position.
3. Create a 1.0 FTE (40 hours per week) Collection Development and Acquisitions Librarian position within the Technical Services Department.
4. Eliminate the position of 1.0 FTE (40 hours per week) Acquisition Assistant II in Collection Development.
5. Create a 0.6 FTE (24 hours per week) Collection Development and Acquisition Assistant II position within the Technical Services Department.
6. Eliminate the Department of Collection Development.

The recommended consolidation will have a positive budget impact. The reduction in hours for the assistant is due to new time-saving software and a decrease in the number of physical library materials that are ordered each year.

We believe that a librarian grade position is appropriate for the duties assigned. In addition, this position can provide needed backup to the head of

*“A Library in Every Life”*



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

Technical Services, currently the only position in the department that requires an MLS. The current Collection Development department head also oversees the handling of materials donations, which will be transferred to the position of Circulations Operations Manager. You can expect revised position descriptions for Circulations Operations Manager, and Head of Technical Services later this year, as well as a position description for a Collection Development and Acquisition Assistant II.

Thank you for your consideration.

Ruth Percey and Lisa Voss  
Co-interim Directors

*"A Library in Every Life"*

# Oshkosh Public Library

Table of Organization—Proposed 9-28-2023; Effective 9-29-2023

Library Board of Trustees

Library Director (1 FTE)

Assistant Director—  
Public Services (1 FTE)

Head—  
Collection Dev  
(1 FTE)

Head—Cataloging  
& Processing—Technical  
Services  
(1 FTE)

Head—Children's  
& Family  
Outreach  
(1 FTE)

Assistant Director—  
Library Development  
(1 FTE)

Head—  
Info Svcs  
(1 FTE)

Ops Mgr—  
Pub Svcs  
(0.75 FTE)

Ops Mgr—  
Circulation  
(1 FTE)

Acquisitions  
Lib Asst II  
(1 FTE)

Librarian (1 FTE)  
Lib Asst II (2.6 FTE)  
Page (0.55 FTE)  
(4.15 FTE)

CEOS  
Librarian (2 FTE)  
Lib Asst II  
- 1 @ 1 FTE  
- 2 @ 0.4 FTE  
(3.8 FTE)

Marketing  
Mktg Coord (1 FTE)  
Graphics (1 FTE)  
(2 FTE)

Librarian (3 FTE)  
Lib Asst II

Lib Asst I (1.2 FTE)  
Page (4.125 FTE)  
5.325 FTE

- 2 @ 1 FTE  
- 2 @ 0.6 FTE  
Page  
2 @ 0.275 FTE  
(6.75 FTE)

1st Floor Pub Svcs  
Librarian (1 FTE)  
Lib Asst II (5.4 FTE)  
- 9 @ 0.6 FTE  
(6.4 FTE)

Facility & Grounds  
Maintenance  
Maint Engineer (1 FTE)  
Custodian (0.5 FTE)  
(1.5 FTE)

Community  
Engagement  
Librarian (1 FTE)  
(1 FTE)

**Total FTE: 38.7**



**Oshkosh Public Library**  
**Statement of Revenue and Receipts**  
**August 2023**  
**66.67% of the year**

	BUDGET	AUGUST	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
<b>RECEIPTS</b>					
<b>Oshkosh Public Library</b>					
Gifts and Donations		73.21	32,884.81		32,884.81
Material Lost and Paid For		1,242.29	4,405.81		4,405.81
Other Receipts					0.00
<b>Total Oshkosh Public Library Receipts</b>		<b>1,315.50</b>	<b>32,250.41</b>	<b>0.00%</b>	<b>32,250.41</b>
<b>City of Oshkosh</b>					
<b>Grants and Aids</b>					
Winnebago County	816,300.00		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		47,795.00 124,138.95	100.20% 56.30%	95.00 (96,361.05)
<b>Total Grants and Aids</b>	<b>1,084,500.00</b>	<b>0.00</b>	<b>581,065.45</b>	<b>53.58%</b>	<b>(503,434.55)</b>
<b>Other Inflow</b>					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	774.96	5,917.14	65.75%	(3,082.86)
Miscellaneous		56.66	772.92	0.00%	772.92
Meeting Room	1,000.00	310.00	2,051.43	205.14%	1,051.43
Photocopies	10,000.00	1,512.50	9,776.18	97.76%	(223.82)
Sales Tax Payable		117.23	784.13	0.00%	784.13
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
<b>Total Other Inflow</b>	<b>20,000.00</b>	<b>2,771.35</b>	<b>19,301.80</b>	<b>96.51%</b>	<b>(698.20)</b>
<b>Total Revenue Submitted to City of Oshkosh</b>	<b>1,104,500.00</b>	<b>2,771.35</b>	<b>600,367.25</b>	<b>54.36%</b>	<b>(504,132.75)</b>
<b>TOTAL REVENUE</b>	<b>1,104,500.00</b>	<b>3,601.35</b>	<b>612,177.25</b>	<b>55.43%</b>	<b>(492,322.75)</b>
<b>Oshkosh Transit System</b>					
Monthly Bus Passes	0.00	560.00	5,600.00	0.00%	5,600.00
Quarterly Bus Passes	0.00	270.00	6,210.00	0.00%	6,210.00
<b>Total Receipts to Oshkosh Transit System</b>	<b>0.00</b>	<b>830.00</b>	<b>11,810.00</b>	<b>0.00</b>	<b>11,810.00</b>

City of Oshkosh Levy 2,792,700.00

Oshkosh Public Library  
Statement of Expenditures  
September 2023  
75% of the year

	2023	SEPTEMBER	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	TO DATE	BUDGET	BALANCE
<b>Revolving Expenses</b>					
6102 Regular Pay	2,325,400.00	171,705.70	1,400,107.64	60.21	925,292.36
6104 Overtime Pay	30,000.00	691.16	24,475.48	81.58	5,524.52
6302 FICA - Employers Share	160,200.00	12,751.29	105,780.96	66.03	54,419.04
6304 Wisconsin Retirement Fund	149,700.00	10,678.88	87,139.86	58.21	62,560.14
6306 Health Insurance	330,500.00	28,857.46	220,434.68	66.70	110,065.32
6308 Dental Insurance	16,200.00	1,266.34	9,637.56	59.49	6,562.44
6310 Life Insurance	6,200.00	457.59	8,786.88	141.72	-2,586.88
<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	3,356.40	16,837.02	71.65	6,662.98
6412 Contractual Agreement Payments	340,000.00	13,145.00	283,511.60	83.39	56,488.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00	592.08	8,481.64	446.40	-6,581.64
6416 Prevent Maintenance Contracts	16,600.00	4,899.34	70,209.96	422.95	-53,609.96
6417 Third Party Contracted Services	50,000.00	7,861.91	88,558.23	177.12	-38,558.23
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	828.32	3,909.91	65.17	2,090.09
6422 Professional License/Membership Dues/Bonds	5,000.00		1,225.85	24.52	3,774.15
6423 Employee Allowance/Reimbursement	800.00	91.05	1,095.03	136.88	-295.03
<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	346.61	4,741.51	67.74	2,258.49
<b>Fixed Costs</b>					
6450 Insurance Expense	28,300.00		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	288.80	1,614.99	46.14	1,885.01
6455 Utilities Expense	83,000.00	13,194.80	76,230.63	91.84	6,769.37
<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	4,905.28	18,896.05	89.55	2,203.95
6524 Inventory/Supplies	248,400.00	17,461.27	157,190.74	63.28	91,209.26
6529 Non-Inventory Supplies	34,000.00	2,531.82	47,692.60	140.27	-13,692.60
6550 Minor Equipment	0.00				
<b>Total Other Expenditures</b>	<b>3,897,200.00</b>	<b>295,911.10</b>	<b>2,644,019.05</b>	<b>67.84</b>	<b>1,253,180.95</b>

**Oshkosh Public Library**  
**Endowment Fund Expenditures**  
**September 2023**  
**75% of the year**

	2023	SEPTEMBER	NET	% OF	UNEXPENDED	
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE	
			TO DATE	BUDGET		
<b>OPL Collection Improvements</b>						
80601	Hoxtel	1,000.00	31.64	555.04	55.50	444.96
80603	Schuster (Audio)	10,850.00	384.59	7,692.68	70.90	3,157.32
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	136.51	557.28	71.91	217.72
80610	Johnson	0.00	9.58	9.58	0.00	-9.58
80612	E.W. Kelsh	150.00	64.40	64.40	42.93	85.60
80613	G Kenney	600.00		0.00	0.00	600.00
80614	Mainwaring	0.00	404.89	512.13	0.00	-512.13
80615	Memorial Fund	3,500.00	117.68	4,982.99	142.37	-1,482.99
80616	Rahn	0.00	90.13	90.13	0.00	-90.13
80618	Schuster (Books)	0.00		0.00	0.00	0.00
80620	Voss	0.00	14.24	14.24	0.00	-14.24
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		769.62	3.85	19,230.38
80633.2	Classics Collection - Enhance Int'l & Diversity	1,500.00	28.50	293.17	19.54	1,206.83
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	30.78	155.92	25.99	444.08
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		2,800.00	350.00	-2,000.00
80629.6	Organizational Development	0.00	2,400.00	2,400.00	0.00	-2,400.00
<b>OPL Facility Improvement Fund</b>						
80630	Facility and Improvement Fund			0.00	0.00	0.00
80630.1	Basket Carts	2,100.00	426.39	2,526.25	120.30	-426.25
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		1,838.20	83.55	361.80
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		2,739.91	124.54	-539.91
80631.9	Book Club Books - Young Adult (Books)	2,200.00		1,834.94	83.41	365.06
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	4,139.33	85,166.91	2,156.28	62,458.09

## Oshkosh Public Library Highlights September 2023

1. OPL has launched an eNewsletter for Oshkosh elementary school teachers aimed at helping them stay connected to the library and its services. The effort kicked off with a survey that determined local teachers are most interested in:
  - a. Special programs with partnership opportunities (author visits, student art exhibits, reading challenges, etc.).
  - b. Educator services such as teacher collections, library visits, classroom visits, etc.
  - c. Library programs.

Survey results drove content for the first newsletter in September, which included items on upcoming dyslexia workshops for parents and educators; Read to a Dog; Creature Carnival and links to new children's books. We're off to a great start: The open rate for the first issue was 60 percent! Teachers can sign up at [oshkoshpubliclibrary.org](http://oshkoshpubliclibrary.org) under the Kids & Teens tab.

2. Libraries support democracy and OPL continues to help educate and serve voters thanks in part to a strong partnership with the Winnebago County League of Women Voters. Forty of their members attended a presentation on Sept. 13 by Community Engagement Librarian Sandy Toland on banned and challenged books. September is Voter Registration Month and the group staffed a table in the library lobby on Sept. 14 to check voters' registration status and provide information about polling places, absentee ballots, candidate forums, voter resources and upcoming elections. The group was thrilled to connect with 75 adults during their six-hour visit.
3. Local History Librarian Michael McArthur and Information Services staff recently pitched in to help a fellow city department with resources and expertise. Oshkosh Media was planning an aerial drone tour of Menominee Park and library staff provided them with OPL's robust files on the history of Menominee Park, the Zoo, and several of the monuments located in the park. According to McArthur, "We were able to quickly pull this research together because of the research efforts of librarians and librarian assistants over the decades."
4. Archive Dives, a new video program featuring some of OPL's behind-the-scenes local history collections, premiered on the library's YouTube channel Sept. 1, with a look at the library's Mark Gruenwald Collection. Librarians Michael McArthur and Sandy Toland shared comics and other items related to Gruenwald, an Oshkosh native and Marvel Comics executive. Future segments will highlight hidden photos and the Geer Murray Collection.
5. History programs brought nearly 90 people to the library to learn about an accomplished local architect, a storied area mansion and a somewhat macabre look at death in the late 19<sup>th</sup> century.
  - a. On Sept. 9, guest speaker and historic restoration pro Terry Laib of Laib Restoration unveiled architect Henry Auler's extraordinary contributions to Oshkosh's cityscape,

using Auler's own files. The presentation was sponsored by the Winnebago County Historical & Archaeological Society and a recording of the presentation is posted on the group's YouTube channel.

b. Author Edward Bentley shared stories of unfortunate deaths of Oshkosh residents detailed in his book *What a Way to Go: Death in Oshkosh in the 1880s*. Highlights included the unique graphic style of journalists of the time, whose writing brought tragic events to life.

c. The mysterious Foote Mansion was the centerpiece of a presentation by author Daniel Butkiewicz, whose work of historical fiction was inspired by stories of the farmhouse built by twin brothers in Eureka during the 1800s.

**MONTHLY REPORT**  
**Oshkosh Public Library**  
**August 2023**

<b>CIRCULATION</b>	<b>Aug-23</b>	<b>Aug-22</b>	<b>% Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>% Change</b>
Book-Adult	15,031	15,553	-3%	115,366	114,568	1%
Book-Juvenile	15,458	15,337	1%	118,778	107,997	10%
Book-YA/Teen	1,664	2,023	-18%	12,433	12,968	-4%
CD-Adult	836	985	-15%	8,719	8,460	3%
CD-Juvenile	57	72	-21%	686	617	11%
CD-Book-Adult	564	651	-13%	4,461	5,527	-19%
CD-Book-Juvenile	220	219	0%	1,683	1,693	-1%
CD-Book-YA/Teen	32	8	300%	106	137	-23%
DVD-Adult	5,450	5,872	-7%	45,860	46,208	-1%
DVD-Juvenile	1,407	1,377	2%	10,074	9,949	1%
Game-Adult	728	749	-3%	5,518	4,949	11%
Game-Juvenile	213	237	-10%	1,680	1,417	19%
Magazine-Adult	548	634	-14%	4,047	4,441	-9%
Magazine-Juvenile	5	17	-71%	87	150	-42%
Magazine-YA/Teen	0	0	#DIV/0!	1	1	0%
Other-Adult	306	231	32%	1,961	1,290	52%
Other-Juvenile	121	150	-19%	1,175	867	36%
Other-YA/Teen	4	5	-20%	47	39	21%
<b>Total Adult</b>	<b>23,463</b>	<b>24,675</b>	<b>-5%</b>	<b>185,932</b>	<b>185,443</b>	<b>0%</b>
<b>Total Juvenile</b>	<b>17,481</b>	<b>17,409</b>	<b>0%</b>	<b>134,163</b>	<b>122,690</b>	<b>9%</b>
<b>Total YA/Teen</b>	<b>1,700</b>	<b>2,036</b>	<b>-17%</b>	<b>12,587</b>	<b>13,145</b>	<b>-4%</b>
<b>SUB TOTAL</b>	<b>42,644</b>	<b>44,120</b>	<b>-3%</b>	<b>332,682</b>	<b>321,278</b>	<b>4%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	5,417	5,138	5%	41,120	39,475	4%
Hoopla E-Books	544	409	33%	3,864	3,120	24%
<b>E-BOOKS SUB TOTAL</b>	<b>5,961</b>	<b>5,547</b>	<b>7%</b>	<b>44,984</b>	<b>42,595</b>	<b>6%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	4,805	4,170	15%	34,733	30,366	14%
Hoopla Audiobooks	1,367	1,016	35%	9,890	7,142	38%
<b>AUDIOBOOKS SUB TOTAL</b>	<b>6,172</b>	<b>5,186</b>	<b>19%</b>	<b>44,623</b>	<b>37,508</b>	<b>19%</b>
Tumblebooks	0	9	-100%	27	97	-72%
<b>DIGITAL BOOKS SUB TOTAL</b>	<b>0</b>	<b>9</b>	<b>-100%</b>	<b>27</b>	<b>97</b>	<b>-72%</b>
<b>Digital Media</b>						
Hoopla Music	61	32	91%	436	280	56%
Hoopla Video	209	179	17%	1,585	1,770	-10%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>270</b>	<b>211</b>	<b>28%</b>	<b>2,021</b>	<b>2,050</b>	<b>-1%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>12,403</b>	<b>10,953</b>	<b>13%</b>	<b>91,655</b>	<b>82,250</b>	<b>11%</b>
<b>TOTAL CIRCULATION</b>	<b>55,047</b>	<b>55,073</b>	<b>0%</b>	<b>424,337</b>	<b>403,528</b>	<b>5%</b>

<b>PHYSICAL MATERIALS</b>	<b>Aug-23</b>	<b>Aug-22</b>	<b>% Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>% Change</b>
% AV Materials Circulated	22%	23%	-3%	25%	25%	-2%
% Print Materials Circulated	78%	77%	1%	75%	75%	1%
% Adult Materials Circulated	59%	61%	-3%	60%	62%	-3%
% Youth Materials Circulated	41%	39%	4%	40%	38%	6%
Average Circulation Per Hour	193.8	193.9	0%	187.9	176.4	7%
<b>MISCELLANEOUS</b>	<b>Aug-23</b>	<b>Aug-22</b>	<b>% Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>% Change</b>
Library Facility Traffic	20,317	18,990	7%	151,649	130,113	17%
Average Daily Traffic	752	703	7%	687	583	18%
Meetings Held	99	101	-2%	775	601	29%
New Card Registrations	240	243	-1%	1,899	1,780	7%
Self-check % of Checkout	49%	50%	-1%	50%	49%	3%
Volunteer Hours Worked	116	124	-6%	814	757	7%
Teacher Packs	4	3	33%	29	49	-41%

**MONTHLY REPORT**  
**Oshkosh Public Library**

**August 2023**

<b>ELECTRONIC RESOURCES</b>	Aug-23	Aug-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	17,646	17,664	0%	137,999	140,486	-2%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	62	111	-44%	435	639	-32%
EBSCO Sessions	58	31	87%	360	360	0%
HeritageQuest Sessions	67	214	-69%	1,181	827	43%
Mango Languages	61	80	-24%	314	443	-29%
Mitchell Auto Repair	0	6	-100%	12	51	-76%
NewspaperARCHIVE	128	191	-33%	1,553	1,918	-19%
Oshkosh Northwestern	0	0	0%	0	0	0%
RefUSA	83	131	-37%	700	881	-21%
<b>SUB-TOTAL</b>	<b>482</b>	<b>800</b>	<b>-40%</b>	<b>4,743</b>	<b>5,357</b>	<b>-11%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	42	36	17%	320	333	-4%
City Directories	91	79	15%	1,068	690	55%
Digital Collections	0	214	-100%	973	2,686	-64%
Local History Books	12	32	-63%	129	254	-49%
Oshkosh Facts, Firsts, and FAQ	3	2	50%	21	25	-16%
Oshkosh Newspaper Index	0	220	-100%	0	220	-100%
Oshkosh Vital Records Index	169	0	#DIV/0!	1,583	1,669	-5%
Riverside Cemetery Index	9	21	-57%	83	114	-27%
UWDC - Atlases & Histories	1	2	-50%	7	14	-50%
<b>SUB-TOTAL</b>	<b>327</b>	<b>606</b>	<b>-46%</b>	<b>4,184</b>	<b>6,005</b>	<b>-30%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>18,455</b>	<b>19,070</b>	<b>-3%</b>	<b>146,926</b>	<b>151,848</b>	<b>-3%</b>

<b>PUBLIC COMPUTER USE</b>	Aug-23	Aug-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Use	6615	5859	13%	49,459	41537	19%
Public Computer Use						
Adult	1,803	1,818	-1%	12589	12210	3%
Youth	244	255	-4%	1718	1366	26%
<b>TOTAL USE</b>	<b>2,047</b>	<b>2,073</b>	<b>-1%</b>	<b>14307</b>	<b>13576</b>	<b>5%</b>

<b>QUESTIONS ANSWERED</b>	Aug-23	Aug-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department						
Reference	1,127	1,270	-11%	8,948	10,425	-14%
Youth Department						
Reference	170	267	-36%	2,023	2,530	-20%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>1,297</b>	<b>1,537</b>	<b>-16%</b>	<b>10,971</b>	<b>12,955</b>	<b>-15%</b>

<b>PROGRAMS</b>	Aug-23	Aug-22	% Change	YTD 2023	YTD 2022	% Change
Programs Given						
Adult	15	55	-73%	124	89	39%
Teen	6	0	0%	36	37	-3%
Youth	23	135	-83%	241	227	6%
Roving Reader	4	409	-99%	55	49	12%
<b>TOTAL</b>	<b>48</b>	<b>2289</b>	<b>-98%</b>	<b>456</b>	<b>402</b>	<b>13%</b>
Program Attendance						
Adult	115	135	-15%	1,756	1,612	9%
Teen	88	409	-78%	846	1,218	-31%
Youth	868	2289	-62%	10,047	9,497	6%
<b>TOTAL</b>	<b>1071</b>	<b>2833</b>	<b>-62%</b>	<b>12,649</b>	<b>12,327</b>	<b>3%</b>

**MEMORANDUM**

TO: Lisa Voss and Ruth Percey, Interim Directors  
FROM: Tracie Schlaak  
DATE: September 14, 2023  
SUBJECT August 2023 Donations

Jeff Reichenberger – in appreciation for research assistance	\$ 25.00
Donations given at register	\$ 45.50
<b>Total Donations</b>	<b>\$ 70.50</b>



**MEMORANDUM**

TO: Lisa Voss and Ruth Percey, Interim Directors  
FROM: Tracie Schlaak  
DATE: September 14, 2023  
SUBJECT: August 2023 Personnel Changes

Emillie Rathsack – LA II in FFPS resigned on 8/22/23 after 5 years with the library  
Grace Gehrke – Page in FFPS resigned on 8/22/23 after 3 months with the library  
Alyssa Rates – Page in FFPS resigned on 8/31/23 after 3 months with the library