

**Oshkosh Public Library Board of Trustees**  
**Agenda – October 26, 2023**  
**Library Lower-Level Meeting Room**

AGENDA

Call to Order: 4:00 p.m.

ACTION  
REQUIRED      PAGE

Public Comments

Committee Report: Ad Hoc Director Search Committee

1. Report on status of director search. NO

Consent Agenda:

- 2. Minutes of the Regular Meeting of September 28, 2023 YES      289-296
- 3. Minutes of Ad Hoc Director Search Committee of October 16, 2023
- 4. Vouchers Payable: \$392,714.27
- 5. 2024 Retirement Planning Incentive Program – Co-Interim Library Directors proposes to continue incentive program for advance notification of intention to retire. Memo included in board packet. **Action Requested:** Decide whether to extend the retirement notification incentive into 2024.

Items Removed From Consent Agenda

New Business

6. Lakefly Writer’s Conference Report: Co-interim Director Ruth Percy, will present a final report on the 2023 Lakefly Writer’s Conference. NO      297-299

Informational Items

- 7. Revenues NO      300-308
- 8. Expenditures
- 9. Library Highlights
- 10. Monthly Statistics
- 11. Donations
- 12. Personnel Changes

Library Director’s Report

13. Update on 2024 Library operating budget process NO      309

Future Agenda Items

NO

Trustee Reports and Comments

NO

Adjournment

Next Meeting Scheduled

November 30, 2023 at 4:00 pm

**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
September 28, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on September 28, 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, Susan Fojtik, Larry Lautenschlager, Christine Melms-Simon, Baron Perlman, David Romond, David Rucker, Amber Shemanski and Tony Kneepkens, Adjunct Board Member. Absent was: Lindsey Mugerauer. 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; Breanna Kelly, Oshkosh Area School District; Julie Schmude, Business Manager and Tracie Schlaak, Administrative Specialist.

There were no public comments.

**Introductions:**

- **Susan Fojtik** was introduced as the newest OPL Board Trustee.
- **Tony Kneepkens**, Business Banking Officer at Horicon Bank, was introduced as the Leadership Oshkosh adjunct library board member.

**Consent Agenda Items:**

- **Minutes** of the Regular Meeting of August 31, 2023
- **Vouchers Payable** - \$300,050.43
- **OPL / Winnefox 2024 Resource Library Agreement**
- **OPL / Winnefox 2024 Contractual Services Agreement**

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

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

**New Business**

- **Report on 2024 Library Operating Budget Proposal**

Interim Co-Director, Lisa Voss, gave a report on where the budget process was at the time of the board meeting.

- **2023 Endowment Fund Expenditure Proposal – Round Five:** Interim Directors' proposed endowment support for ongoing staff team building activities and funds to refresh the collection of dyslexia-related materials.

**Motion** to approve the 2023 Endowment Fund Expenditure Proposal – Round Five.

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

- **OPL Memorial fund assets:** 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.

**Motion:** to approve the request to transfer the funds directly to the Oshkosh Area Community Foundation.

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

- **Collection Development Position Description:** With the announced retirement of OPL's longtime Head of Collection Development, a new position description has been created.

**Motion:** to approve the new position description for Collection Development & Acquisitions Librarian as revised with changes to the first part of the description: instead of **may include**, replace with **includes, but is not limited to**.

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

- **Revision of OPL Table of Organization:** Changes to the Table of Organization reflect proposed changes to positions responsible for collection development and acquisitions.

**Motion:** to approve changes to the OPL Organizational Table

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

#### **Library Co-Director's Report**

- Team building exercises with the staff are continuing.
- Repairs to the library's roof are included in the CIP at the city of Oshkosh.

#### **Trustee Reports and Comments**

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

#### **Adjournment**

**Motion:** To Adjourn the meeting at 5:00 PM

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

Respectfully,



Lisa Voss, Interim Co-Director  
Tracie Schlaak – Recorder

**MINUTES OF THE LIBRARY BOARD Ad Hoc Director Search Committee**  
**Oshkosh Public Library**  
October 16, 2023

Call to order – 1:00 PM

Public comment - none

Present: Baron Perlman, Bill Bracken, David Rucker – members: Oshkosh Library Board of Trustee Recruitment committee. Guests, Brian Hare – staff person of Bradbury Miller and Briana Trudell, staff person of Bradbury Miller

Motion to Move to Closed Session by Bill Bracken, seconded by David Rucker. The Director Recruitment Committee will convene in closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment of a public employee over which the Board has jurisdiction and exercises responsibility and

Section 19.85(1)(f) of the Wisconsin Statutes for consideration of the social or personal histories of specific persons which if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories and for the following purposes:

- to review the applications for Library Director and identify candidates to interview for the position

A roll call vote (Bracken, Rucker, Perlman) was unanimous to move to closed session (up to 2 hours).

Motion to move to open session by Bill Bracken, Seconded by David Rucker. A roll call vote (Bracken, Rucker, Perlman) was unanimous to move to open session.

Motion by Bill Bracken, seconded by David Rucker that the committee agrees on candidates selected for semi-finalist interviews. Motion passes by unanimous vote.

Move to adjourn at 2:45 by Bill Bracken, seconded by David Rucker. Unanimous vote to adjourn.

**Oshkosh Public Library  
Vouchers Payable  
October 2023**

Account	Name	Memo	Paid Amount
<b>Revolving Expenses</b>			
<b>6310 · Life Insurance</b>			
	City of Oshkosh - Revolving Charges	Life Insurance	402.55
	Total 6310 · Life Insurance		<u>402.55</u>
<b>6308 · Dental Insurance</b>			
	City of Oshkosh - Revolving Charges	Dental Insurance	1,236.58
	Total 6308 · Dental Insurance		<u>1,236.58</u>
<b>6306 · Health Insurance</b>			
	City of Oshkosh - Revolving Charges	Health Insurance	28,022.52
	Total 6306 · Health Insurance		<u>28,022.52</u>
<b>6304 · Wisconsin Retirement Fund</b>			
	City of Oshkosh - Revolving Charges	Wisconsin Retirement Fund	15,824.69
	Total 6304 · Wisconsin Retirement Fund		<u>15,824.69</u>
<b>6302 · FICA - Employers Share</b>			
	City of Oshkosh - Revolving Charges	FICA - Employers Share	19,236.56
	Total 6302 · FICA - Employers Share		<u>19,236.56</u>
<b>6104 · Overtime</b>			
	City of Oshkosh - Revolving Charges	Overtime	2,895.87
	Total 6104 · Overtime		<u>2,895.87</u>
<b>6102 · Regular Pay</b>			
	City of Oshkosh - Revolving Charges	Regular Pay	254,149.91
	Total 6102 · Regular Pay		<u>254,149.91</u>
Total Revolving Expenses			<u>321,768.68</u>
<b>Contracted Services</b>			
<b>6412 · Contractual Agreement Payments</b>			
	Winnefox Library System	Contractual Service - Secretarial/Clerical Support, Electronic, Delivery	13,145.00
	Total 6412 · Contractual Agreement Payments		<u>13,145.00</u>
<b>6415 · Subscription/Licensing Contract</b>			
	Sen Source	Annual Data Hosting Service Fee w/VeaCloud Platform	216.00
	Total 6415 · Subscription/Licensing Contract		<u>216.00</u>
<b>6416 · Prevent Maintenance Contracts</b>			
	Jack's Maintenance Service	Janitorial Service - October 2023	4,676.46
	Complete Fire Solutions Inc	5yr Inspection of Fire Sprinkler System	1,200.00
	Gordon Flesch Co, Inc	Images Over Base AMount	320.59
	Gordon Flesch Co, Inc	Images Over Base Amount	9.34
	Gordon Flesch Co, Inc	Images Over Base Amount	46.43
	Total 6416 · Prevent Maintenance Contracts		<u>6,252.82</u>
<b>6417 · 3rd Party Contracted Services</b>			
	Energy Control & Design, Inc.	Replaced Defective Duct Detectors, Painted hole in supply duct	365.80
	M.V. Klinger Painting Co. inc.	Cleaning and Painting the Sign on Jefferson Street	360.00
	Gartman Mechanical Services	Plumbing Services Completed Sept. 21st, 2nd floor Women's Room	142.00
	Gartman Mechanical Services	Plubing Services Completed September 5th. Repair toilet in Rotunda	213.00
	GFL Environmental	Trash & Recycling Service - Oct 1st - 31st	700.90
	ROE Nurseries, Inc.	Red Granite, Dirt, Seed, & Mulch to fix Lawn around Generator	391.00
	Spring-Green Lawn Care	Early Fall Ornamental Bed Weed Control	275.95
	Unique Management Services, Inc	Placements	782.80
	Total 6417 · 3rd Party Contracted Services		<u>3,251.45</u>
<b>6411 · Advertising/Postage/Print</b>			
	MasterCard - RP	Facebook Ad	2.90
	YourMembership.com, Inc	Job Posting - 30 Days	324.00
	MasterCard - RP	UPS Shipping	35.19
	DPI	Postcards, Lobby Poster	74.32
	Total 6411 · Advertising/Postage/Print		<u>436.41</u>
Total Contracted Services			<u>23,301.68</u>
<b>Employee Development &amp; Allowanc</b>			
<b>6421 · Employee Training/Development</b>			
	MasterCard - RP	How to create Amazing Event Sponsorship Materials	87.00
	Total 6421 · Employee Training/Development		<u>87.00</u>
<b>6423 · Employee Allowance/Reimbursemen</b>			
	Oshkosh Travel Expenses	Round Trip Miles - 93.6	61.31
	Total 6423 · Employee Allowance/Reimbursemen		<u>61.31</u>
Total Employee Development & Allowanc			<u>148.31</u>

**Oshkosh Public Library  
Vouchers Payable  
October 2023**

Account	Name	Memo	Paid Amount
<b>Fixed Costs</b>			
<b>6450 · Insurance Expense</b>			
	City of Oshkosh - Revolving Charges	Insurance Expense	6,575.00
	City of Oshkosh - Revolving Charges	Insurance Expense	350.00
	Total 6450 · Insurance Expense		6,925.00
<b>6451 · Workers Comp Insurance</b>			
	City of Oshkosh - Revolving Charges	Workers Compensation	700.00
	Total 6451 · Workers Comp Insurance		700.00
<b>6454 · Telephone/Internet</b>			
	MasterCard - RP	Public Phone	25.00
	City of Oshkosh - Revolving Charges	Telephone/Internet Service	174.32
	Total 6454 · Telephone/Internet		199.32
<b>6455 · Utilities Expense</b>			
	Constellation	Monthly Gas Supply Charges - August 2023	1,507.27
	City of Oshkosh - Revolving Charges	Utility Expense	13,525.19
	Total 6455 · Utilities Expense		15,032.46
	Total Fixed Costs		22,856.78
<b>Inventory Supplies</b>			
<b>6520 · Office Supplies</b>			
	MasterCard - RP	Month Desk Calendar - 2023/2024	13.89
	MasterCard - RP	Dell Ecoloop Pro Laptop Sleeve	21.99
	Staples	Manila Folders - 100 pk, Envelopes	54.18
	Total 6520 · Office Supplies		90.06
<b>6524 · Specialty Supplies</b>			
	MasterCard - KG	Books	371.16
	MasterCard - KG	Books - 3	55.72
	MasterCard - KG	Books - 2	28.35
	MasterCard - KG	Books	254.14
	MasterCard - KG	Books & Games	1,057.00
	Center Point Large Print	Books - 10	239.10
	Cengage Learning	Books - 2	63.98
	Abdo-Spotlight-Magic Wagon	Books - 21	457.95
	Baker & Taylor	Books/CDs/DVDs - 31	444.53
	Baker & Taylor	DVDs - 2	33.10
	Baker & Taylor	DVD/CD - 2	34.26
	Baker & Taylor	DVDs - 2	28.78
	Baker & Taylor	DVDs/CDs - 15	273.57
	Baker & Taylor	DVDs - 6	135.30
	Baker & Taylor	DVDs - 3	48.93
	Baker & Taylor	DVDs - 2	36.70
	Baker & Taylor	Books - 16	267.61
	Baker & Taylor	Books - 88	1,312.35
	Baker & Taylor	Books - 61	944.53
	Baker & Taylor	Books - 17	260.92
	Baker & Taylor	Books - 50	678.90
	Baker & Taylor	Books - 21	346.69
	Baker & Taylor	Books - 100	1,582.98
	Baker & Taylor	Books - 18	263.15
	Baker & Taylor	Books - 91	1,368.15
	Baker & Taylor	Books - 65	910.25
	BottomLine Personal	BottomLine Personal Subscription Renewal - 24 Issues	39.00
	Capstone	Books - 30	706.70
	Cengage Learning	Books - 2	59.18
	Cengage Learning	Books - 3	78.72
	Cengage Learning	Books - 2	47.98
	Cengage Learning	Books - 2	54.73
	Cengage Learning	Books - 4	125.56
	Cengage Learning	Books - 7	198.68
	Cengage Learning	Books - 4	83.96
	Cengage Learning	Books - 2	41.23
	Ingram	Books - 14	120.65
	Ingram	Books - 2	7.30
	Ingram	Books - 1	12.83
	Ingram	Books - 1	10.99
	Ingram	Books - 3	31.87

**Oshkosh Public Library  
Vouchers Payable  
October 2023**

Account	Name	Memo	Paid Amount
Ingram		Books - 2	14.54
Ingram		Books - 1	11.62
Ingram		Books - 1	13.08
Ingram		Books - 1	7.34
Ingram		Books - 2	7.25
Ingram		Books - 6	81.41
Ingram		Books - 1	11.70
Ingram		Books - 3	23.03
Ingram		Books - 1	3.93
Ingram		Books - 2	38.38
Ingram		Books - 6	170.76
Ingram		Books - 2	17.56
Ingram		Books - 2	21.11
Ingram		Books - 2	10.48
Ingram		Books - 1	8.94
Ingram		Books - 1	15.17
Ingram		Books - 1	13.46
Ingram		Books - 4	50.10
Ingram		Books - 1	6.45
Ingram		Books - 1	18.35
Ingram		Books - 2	20.28
Ingram		Books - 6	50.82
Ingram		Book - 1	12.80
Ingram		Books - 2	16.94
Ingram		Book - 1	8.49
Ingram		Book - 1	5.82
Ingram		Books - 2	21.78
Ingram		Book - 1	14.49
Ingram		Books - 2	20.96
Ingram		Books - 3	34.80
Ingram		Books - 2	20.96
Ingram		Book - 1	13.33
Ingram		Book - 1	4.23
Ingram		Books - 4	35.72
Midwest Tape		DVDs - 14	340.36
Midwest Tape		DVDs - 7	98.18
Midwest Tape		DVDs - 3	39.72
Midwest Tape		Hoopla - Quantity 2,063	4,833.71
Total 6524 · Specialty Supplies			19,255.53
<b>6529 · Non-Inventory Supplies</b>			
MasterCard - RP		Pencil Sharpeners, Hand Sanitizer	51.96
MasterCard - RP		Plain Magentic Strip	31.99
Central Stores		Toilet Tissue, Roll Towels for Dispenser	621.00
M.V. Klinger Painting Co. Inc.		Materials for Sign on Jefferson Street	285.75
MasterCard - RP		Stem Toy Rock Science Kit	10.00
MasterCard - RP		Pinback Set for Button Makers	105.38
MasterCard - RP		Colored Pencils	35.99
MasterCard - RP		Christmas Lights - 300 Count	16.99
MasterCard - RP		Pizza for Young Adult, Teen, Tween Book Clubs	71.84
MasterCard - RP		Pizza for Young Adult, Teen, Tween Book Clubs	143.66
MasterCard - ST		Contest Prize - Photographer's Sticker Pack, Sunpak Readylite/Pocket P	97.95
Total 6529 · Non-Inventory Supplies			1,472.51
Total Inventory Supplies			20,818.10
<b>Rental Expense</b>			
<b>6443 · Lease Expense</b>			
Great America Financial Services		Standard Monthly Payment for Copier	188.27
Great America Financial Services		Standard Monthly Payment for Copier	159.34
Total 6443 · Lease Expense			347.61
Total Rental Expense			347.61
<b>OPL Development and Support Fun</b>			
<b>80629 · Development &amp; Support Fund</b>			
		Winnebago Conflict Resolution Center, Inc Virtual Meeting (2 Hours), Facilitation (9.5 Hours)	2,760.00
Total 80629 · Development & Support Fund			2,760.00
Total OPL Development and Support Fun			2,760.00

Oshkosh Public Library  
Vouchers Payable  
October 2023

Account	Name	Memo	Paid Amount
<b>OPL Programming Support Fund</b>			
<b>80631 · Programming Support</b>			
	MasterCard - KG	Books for Teen Prizes	72.59
	MasterCard - KG	Teen Book Prize	7.99
	Total 80631 · Programming Support		<u>80.58</u>
Total OPL Programming Support Fund			<u>80.58</u>
<b>OPL Collection Improvements</b>			
<b>80638 · Steiger</b>			
	Baker & Taylor	Books - 1	12.43
	Baker & Taylor	Book - 1	15.88
	Baker & Taylor	Book - 1	6.29
	Baker & Taylor	Books - 1	14.24
	Total 80638 · Steiger		<u>48.84</u>
<b>80615 · Memorial Fund</b>			
	Baker & Taylor	Books - 2	38.52
	Baker & Taylor	Book - 1	23.30
	Cengage Learning	Book - 1	22.39
	Cengage Learning	Book - 1	31.19
	Baker & Taylor	Books - 1	16.80
	Baker & Taylor	Books - 1	10.68
	Total 80615 · Memorial Fund		<u>142.88</u>
<b>80603 · Schuster</b>			
	Center Point Large Print	Books - 8	188.16
	Cengage Learning	Books - 7	195.68
	Total 80603 · Schuster		<u>383.84</u>
<b>80609 · Hilton</b>			
	Baker & Taylor	Books - 2	35.91
	Baker & Taylor	Books - 1	21.06
	Total 80609 · Hilton		<u>56.97</u>
Total OPL Collection Improvements			<u>632.53</u>
<b>Total:</b>			<u><u>392,714.27</u></u>





106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** October 17, 2023  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Lisa Voss, Co-interim Director  
**SUBJECT:** Retirement Planning Incentive Program for 2024

I propose that the library continue to offer an incentive program for employees to give advance notice of their intention to retire. The main benefit of continuing this program is that it will give library administration time to plan for vacancies and recruitment.

I propose to continue to offer a payment of \$1,000 per regular full-time employee or a payment of \$500 per regular part-time employee with their final check to employees who:

- are WRS eligible; and
- will have been employed with the Library for at least ten (10) years upon their date of retirement; and
- will or have already given at least eight (8) weeks formal notice to the Library of their intention to retire on an immediate WRS annuity between January 1, 2024 and December 31, 2024.

I believe that this incentive program has been very helpful to library administration since it was instituted in 2011, and I urge the library board to approve its continuation.

*"A Library In Every Life"*

## **2023 Lakefly Writers Conference Report**

The Lakefly Writers Conference was held May 5-6 at the Oshkosh Convention Center. There were 107 paid registrants, up from 76 in 2022, and close to the record attendance of 114 writers in 2019.

Total attendance was 146 and included 25 speakers and 14 volunteers; 45 attendees stayed at the Best Western Premiere at least one night.

The average price to attend was \$70; discounts were offered to Wisconsin Writers Association members (per our partnership agreement) and students. Fees will increase in 2024.

### **Writing Contests**

The Lakefly Conference began accepting submissions for the Lakefly Writing Contests in January. We offered four categories, including one for students, and awarded cash prizes in the amounts of \$100, \$75 and \$50 to first through third place winners. We received 278 entries that were judged by members of the community. To reduce printing costs, we created a downloadable booklet of winning entries that was made available on the Lakefly website when winners were announced at the conference.

### **Speakers**

Best-selling Wisconsin mystery writer Beth Amos was the keynote speaker. In partnership with The Grand, we were able to bring in Michael Perry at well below his normal fee, and conference attendees received a discount on tickets to Perry's musical performance at the Grand on Saturday night.

Other speakers included UW-Oshkosh professors Dr. Jordan Karsten and William Gillard; nationally known writing coach John DeDakis; Oshkosh Poet Laureate Thomas Cannon; and former editor of *Wisconsin People & Ideas* Chris Chambers.

Program topics included bone identification, writing for middle grades, the pitfalls of self-publishing, techniques for writing a crime-thriller, how to create a worthy antagonist, world building, successful book marketing, and how to "write Wisconsinably."

In 2024, we will be using a \$750 grant from the Oshkosh Foundation/Wisconsin Arts Board toward stipends for speakers who live in Winnebago County.

### **Add-ons**

We offered a wonderful assortment of add-ons on this year, including one-on-one free author website consultations with Dandelion Web Marketing and Consulting. Kate Penndorf of Much Ado About Writing offered free critiques, with writers submitting their work prior to the conference for her review. The Wisconsin Writers Association, Page Turner Literacy Agency and Orange Hat Publishing took pitches throughout the conference.

New this year, an Oshkosh photographer and professional make-up artist teamed up to offer professional photographs that could be used for book jackets, author websites, businesses cards, etc. For \$75, participants received five digital images. Due to demand, some people were turned away, so this offering will be expanded in 2024.

An online scheduling software, Calendly, was utilized to allow people to register their consultation, pitch and photography session in advance. Both the providers and their attendees expressed appreciation for the tool.

Traditionally, a room is reserved at Becketts on Friday night for dinner and socializing. While it's usually attended by conference participants who came alone, it has gained popularity and in 2022, Becketts was overwhelmed. To correct that in 2023, reservations were made at four downtown restaurants and attendees signed up Friday afternoon. After the last session of the day, volunteers escorted folks to their respective restaurants, and ushered them to the Library when it was time for open mic.

The open mic continues to be a success. About 50 people attended and 21 people shared their work, which put the event at 2.5 hours. Everyone loved the OshPop "Lakefly Crunch" flavored popcorn that was offered as a refreshment.

### **Lakefly Marketplace**

The Lakefly Marketplace is a Saturday-only event where attendees, for a small fee, can have a table to sell their books. Tables are available for sale to non-attendees for a higher fee, and speakers get a free table as part of their compensation. In addition, our add-on guests need space to perform their service. This year, 47 tables were required, and additional space was rented to accommodate the demand.

This expense was unexpected. Additionally, the Marketplace is only open to those attending the conference, so there is a limited customer base. After some discussion with the Convention Center and Lakefly Planning Committee, the Committee decided to modify how we are using the space we regularly rent and offer a Lakefly Book Fair in 2024. This one-day event will be free and open to the public.

Although in the same building as the conference, the book fair will also be promoted as a stand-alone event. Vendors will be charged a flat fee, regardless of whether they attend the conference. A book fair has the potential to raise an additional \$1,500 in revenue and could be the precursor to something larger with involvement from other community partners.

### **Financial**

#### *Revenue*

Endowment	
(\$10,000 allocated)	\$7251.08
Registration	\$6,047.89
Wis Writers Assoc	\$500
Total Revenue:	13,789.97

#### *Expenditures*

Best Western (venue, food)	\$6282.64
Hotel -Speakers	\$2048.01
Speakers – stipends	\$2700
Printing	\$1025
Contest Awards	\$900
Refreshments, Open Mic	\$249.07
Door prizes	\$196.12

Calendly	\$55.74
Name Tags	\$42.39
Ad – WI People and Ideas	\$300
Total Expenses	\$13,798.97

In summary, the conference appears to be back to pre-pandemic attendance. It is unknown yet what the recent sale of the Best Western Hotel will mean for the conference, but food costs are expected to rise. To that end, the Planning Committee continues to look for ways to reduce costs and increase revenue while still fulfilling the mission of offering a quality writers conference at an affordable price.

Respectfully submitted,

Ruth Percey

**Oshkosh Public Library**  
**Statement of Revenue and Receipts**  
**September 2023**  
**75% of the year**

	BUDGET	SEPTEMBER	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
<b>RECEIPTS</b>					
<b>Oshkosh Public Library</b>					
Gifts and Donations		203.50	33,088.31		33,088.31
Material Lost and Paid For		792.48	5,198.29		5,198.29
Other Receipts- program support		24,000.00	24,000.00		24,000.00
<b>Total Oshkosh Public Library Receipts</b>		<b>24,995.98</b>	<b>57,246.39</b>	0.00%	<b>57,246.39</b>
<b>City of Oshkosh</b>					
<b>Grants and Aids</b>					
Winnebago County	816,300.00	204,065.75	613,197.25	75.12%	(203,102.75)
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>204,065.75</b>	<b>785,131.20</b>	<b>72.40%</b>	<b>(299,368.80)</b>
<b>Other Inflow</b>					
Graphic Design Contractual Revenues			0.00	0.00%	0.00
Book Sales	9,000.00	854.63	6,771.77	75.24%	(2,228.23)
Miscellaneous		47.24	820.16	0.00%	820.16
Meeting Room	1,000.00	455.00	2,506.43	250.64%	1,506.43
Photocopies	10,000.00	1,169.92	10,946.10	109.46%	946.10
Sales Tax Payable		103.56	887.69	0.00%	887.69
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>2,630.35</b>	<b>21,932.15</b>	<b>109.66%</b>	<b>1,932.15</b>
<b>Total Revenue Submitted to City of Oshkosh</b>	<b>1,104,500.00</b>	<b>206,696.10</b>	<b>807,063.35</b>	<b>73.07%</b>	<b>(297,436.65)</b>
<b>TOTAL REVENUE</b>	<b>1,104,500.00</b>	<b>208,956.10</b>	<b>821,133.35</b>	<b>74.34%</b>	<b>(283,366.65)</b>
<b>Oshkosh Transit System</b>					
Monthly Bus Passes	0.00	910.00	6,510.00	0.00%	6,510.00
Quarterly Bus Passes	0.00	1,350.00	7,560.00	0.00%	7,560.00
<b>Total Receipts to Oshkosh Transit System</b>	<b>0.00</b>	<b>2,260.00</b>	<b>14,070.00</b>	<b>0.00</b>	<b>14,070.00</b>

City of Oshkosh Levy 2,792,700.00

Oshkosh Public Library  
Statement of Expenditures  
October 2023  
83.33% of the year

	2023	OCTOBER	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
<b>Revolving Expenses</b>					
6102 Regular Pay	2,325,400.00	254,149.91	1,654,257.55	71.14	671,142.45
6104 Overtime Pay	30,000.00	2,895.87	27,371.35	91.24	2,628.65
6302 FICA - Employers Share	160,200.00	19,236.56	125,017.52	78.04	35,182.48
6304 Wisconsin Retirement Fund	149,700.00	15,824.69	102,964.55	68.78	46,735.45
6306 Health Insurance	330,500.00	28,022.52	248,457.20	75.18	82,042.80
6308 Dental Insurance	16,200.00	1,236.58	10,874.14	67.12	5,325.86
6310 Life Insurance	6,200.00	402.55	9,189.43	148.22	-2,989.43
<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	436.41	17,273.43	73.50	6,226.57
6412 Contractual Agreement Payments	340,000.00	13,145.00	296,656.60	87.25	43,343.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00	216.00	8,697.64	457.77	-6,797.64
6416 Prevent Maintenance Contracts	16,600.00	6,252.82	76,462.78	460.62	-59,862.78
6417 Third Party Contracted Services	50,000.00	3,593.45	92,151.68	184.30	-42,151.68
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	87.00	3,996.91	66.62	2,003.09
6422 Professional License/Membership Dues/Bonds	5,000.00		1,225.85	24.52	3,774.15
6423 Employee Allowance/Reimbursement	800.00	61.31	1,156.34	144.54	-356.34
<b>Inter-Department Services Charges</b>					
6431 Administrative/Engineering Fees	0.00		0.00	0.00	0.00
6433 Interfund Chargebacks	0.00		0.00	0.00	0.00
<b>Rental Expenses</b>					
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	7,000.00	347.61	5,089.12	72.70	1,910.88
<b>Fixed Costs</b>					
6450 Insurance Expense	28,300.00	6,925.00	14,350.00	50.71	13,950.00
6451 Workers Comp Insurance	9,900.00	700.00	700.00	7.07	9,200.00
6452 Licenses and Permits	0.00		0.00	0.00	0.00
6454 Telephone/Internet Expense	3,500.00	199.32	1,814.31	51.84	1,685.69
6455 Utilities Expense	83,000.00	15,032.46	91,263.09	109.96	-8,263.09
<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	90.06	18,986.11	89.98	2,113.89
6524 Inventory/Supplies	248,400.00	19,255.53	176,446.27	71.03	71,953.73
6529 Non-Inventory Supplies	34,000.00	1,472.51	49,165.11	144.60	-15,165.11
6550 Minor Equipment	0.00				
<b>Total Other Expenditures</b>	<b>3,897,200.00</b>	<b>389,583.16</b>	<b>3,033,602.21</b>	<b>77.84</b>	<b>863,597.79</b>

**Oshkosh Public Library  
Endowment Fund Expenditures  
October 2023  
83.33% of the year**

	2023 BUDGET	OCTOBER EXPENSES	NET EXPENSES TO DATE	% OF ANNUAL BUDGET	UNEXPENDED BALANCE
<b>OPL Collection Improvements</b>					
80601	1,000.00		555.04	55.50	444.96
80603	10,850.00	383.84	8,076.52	74.44	2,773.48
80605	100.00		0.00	0.00	100.00
80607	160.00		0.00	0.00	160.00
80609	775.00	56.97	614.25	79.26	160.75
80610	0.00		9.58	0.00	-9.58
80612	150.00		64.40	42.93	85.60
80613	600.00		0.00	0.00	600.00
80614	0.00		512.13	0.00	-512.13
80615	3,500.00	142.88	5,125.87	146.45	-1,625.87
80616	0.00		90.13	0.00	-90.13
80618	0.00		0.00	0.00	0.00
80620	0.00		14.24	0.00	-14.24
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		0.00	0.00	0.00
80633.1	20,000.00		769.62	3.85	19,230.38
80633.2	1,500.00		293.17	19.54	1,206.83
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	48.84	204.76	34.13	395.24
80644	80.00		0.00	0.00	80.00
<b>OPL Development and Support Fund</b>					
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
80629.6	0.00	2,760.00	5,160.00	0.00	-5,160.00
<b>OPL Facility Improvement Fund</b>					
80630			0.00	0.00	0.00
80630.1	2,100.00		2,526.25	120.30	-426.25
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
<b>OPL Programming Support Fund</b>					
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	72.59	1,910.79	86.85	289.21
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	7.99	2,747.90	124.90	-547.90
80631.9	2,200.00		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
<b>Total Gifts</b>	<b>147,625.00</b>	<b>3,473.11</b>	<b>63,566.93</b>	<b>43.06</b>	<b>84,058.07</b>

## Oshkosh Public Library Highlights October 2023

1. OPL is once again celebrating Freedom to Read, with activities designed to inform and engage the community in a conversation about their right to freely read and express ideas. A scavenger hunt for books that have been challenged; a free screening of the popular adaptation of *To Kill a Mockingbird*; a video series and a week of book discussions are happening throughout October.
2. Our annual F Stop photography contest invited community members to submit images around the theme, **Iconic Oshkosh**. From lakes to landmarks, participants were encouraged to use their cameras to capture what truly makes Oshkosh an iconic place to live, work and play. Thirty-nine entries were submitted in teen and adult categories. Winners will be showcased on the library's website and in a video shared on our YouTube channel. Prizes generously donated by Camera Casino will be awarded for the top three photos in each age group.
3. A traveling display from the Virtual Museum of Geology is currently available for viewing on the library's second floor. The colorful display offers a better understanding of mineral varieties, the creation of fossils, inspires the hobby of geological collecting and introduces other geology topics. The display will be at the library through Nov. 30.
4. More than 30 people attended a presentation on the history of Winnebago County's Courthouses on Oct. 12. Austin Frederick, vice president of the Winnebago County Historical & Archaeological Society, shared information on the history of these archaeological treasures during the program, which was sponsored by the Winnebagoland Genealogical Society.
5. Seventy children took advantage of two drop-in programs where they could create an entry for the library's annual Creature Carnival. To provide inspiration and make it easier for children and teens to craft a contest entry, the library set out materials and craft supplies that kids could use to create their imaginative interpretation of a creature. The annual event was featured in a segment on NBC26 and in the Oshkosh Northwestern.
6. OPL celebrated National Chemistry Week with a program for kids and families on Oct. 14. Forty children participated in *The Healing Power of Chemistry*, which included hands-on activities demonstrating the ways that chemistry helps us understand human health and medicine. The program was sponsored by the Northeast Wisconsin Local Section of the American Chemical Society.
7. Two dyslexia workshops drew 22 parents and educators to learn more about early identification, effective support strategies for children and hear a fresh perspective on its diagnosis. Information was presented by Kelly Steinke, M.A. Ed., NBCT, founder and president of READ Learning Educational Services. The library is refreshing its collection of dyslexia resources using the Collection Improvement Fund of the Endowment Funds for Library Excellence and will explore future programs on dyslexia to help meet community needs.



8. The library will be featured in November's edition of The Place to Be, a local show that airs on Oshkosh Media's Life TV. Community Engagement Librarian Sandy Toland joined host John Nieman to highlight library services, discuss the importance of taking the library out into the community and showcase special offerings including the Virtual Museum of Geology's Traveling Display. The episode will air throughout November on Life TV (channel 2 on Spectrum Cable, and Oshkosh Media App for Roku, Apple TV, Amazon FireTV).

MONTHLY REPORT  
Oshkosh Public Library  
September 2023

CIRCULATION	Sep-23	Sep-22	% Change	YTD 2023	YTD 2022	% Change
Book-Adult	13,863	13,445	3%	129,229	128,013	0.9%
Book-Juvenile	14,224	12,415	15%	133,002	120,412	10.5%
Book-YA/Teen	1,243	1,579	-21%	13,676	14,547	-6.0%
CD-Adult	953	846	13%	9,672	9,306	3.9%
CD-Juvenile	38	88	-57%	724	705	2.7%
CD-Book-Adult	509	589	-14%	4,970	6,116	-18.7%
CD-Book-Juvenile	157	195	-19%	1,840	1,888	-2.5%
CD-Book-YA/Teen	16	11	45%	122	148	-17.6%
DVD-Adult	4,937	5,492	-10%	50,797	51,700	-1.7%
DVD-Juvenile	988	1,109	-11%	11,062	11,058	0.0%
Game-Adult	596	585	2%	5,518	5,534	-0.3%
Game-Juvenile	230	130	77%	1,680	1,547	8.6%
Magazine-Adult	525	662	-21%	4,572	5,103	-10.4%
Magazine-Juvenile	12	11	9%	99	161	-38.5%
Magazine-YA/Teen	0	0	0%	1	1	0.0%
Other-Adult	298	153	95%	2,259	1,443	56.5%
Other-Juvenile	143	172	-17%	1,318	1,039	26.9%
Other-YA/Teen	8	7	14%	55	46	19.6%
<b>Total Adult</b>	<b>21,681</b>	<b>21,772</b>	<b>0%</b>	<b>207,613</b>	<b>207,215</b>	<b>0.2%</b>
<b>Total Juvenile</b>	<b>15,792</b>	<b>14,120</b>	<b>12%</b>	<b>149,955</b>	<b>136,810</b>	<b>9.6%</b>
<b>Total YA/Teen</b>	<b>1,267</b>	<b>1,597</b>	<b>-21%</b>	<b>13,854</b>	<b>14,742</b>	<b>-6.0%</b>
<b>SUB TOTAL</b>	<b>38,740</b>	<b>37,489</b>	<b>3%</b>	<b>371,422</b>	<b>358,767</b>	<b>3.5%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	4,926	4,523	9%	46,046	43,998	5%
Hoopla E-Books	462	369	25%	4,326	3,489	24%
<b>E-BOOKS SUB TOTAL</b>	<b>5,388</b>	<b>4,892</b>	<b>10%</b>	<b>50,372</b>	<b>47,487</b>	<b>6%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	4,655	3,929	18%	39,388	34,295	15%
Hoopla Audiobooks	1,378	880	57%	11,268	8,022	40%
<b>AUDIOBOOKS SUB TOTAL</b>	<b>6,033</b>	<b>4,809</b>	<b>25%</b>	<b>50,656</b>	<b>42,317</b>	<b>20%</b>
Tumblebooks	9	5	80%	36	102	-65%
<b>DIGITAL BOOKS SUB TOTAL</b>	<b>9</b>	<b>5</b>	<b>80%</b>	<b>36</b>	<b>102</b>	<b>-65%</b>
<b>Digital Media</b>						
Hoopla Music	71	34	109%	507	314	61%
Hoopla Video	152	170	-11%	1,737	1,940	-10%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>223</b>	<b>204</b>	<b>9%</b>	<b>2,244</b>	<b>2,254</b>	<b>0%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>11,653</b>	<b>9,910</b>	<b>18%</b>	<b>103,308</b>	<b>92,160</b>	<b>12%</b>
<b>TOTAL CIRCULATION</b>	<b>55,047</b>	<b>47,399</b>	<b>16%</b>	<b>474,730</b>	<b>450,927</b>	<b>5.3%</b>

PHYSICAL MATERIALS	Sep-23	Sep-22	% Change	YTD 2023	YTD 2022	% Change
% AV Materials Circulated	22%	24%	-10%	24%	25%	-4.0%
% Print Materials Circulated	78%	76%	3%	76%	75%	1.0%
% Adult Materials Circulated	59%	62%	-5%	59%	62%	-3.9%
% Youth Materials Circulated	41%	38%	8%	40%	38%	5.7%
Average Circulation Per Hour	181.3	163	11%	187	175	7.0%
<b>MISCELLANEOUS</b>						
Library Facility Traffic	17,821	15,528	14.8%	169,470	145,641	16.4%
Average Daily Traffic	636	555	14.8%	681	580	17.6%
Meetings Held	92	75	22.7%	867	676	28.3%
New Card Registrations	261	229	14.0%	2,160	2,009	7.5%
Self-check % of Checkout	50%	49%	0.7%	50%	49%	2.7%
Volunteer Hours Worked	121	68	77.9%	935	825	13.3%
Teacher Packs	5	6	-16.7%	34	55	-38.2%

MONTHLY REPORT  
Oshkosh Public Library  
September 2023

<b>ELECTRONIC RESOURCES</b>	Sep-23	Sep-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	17,873	17,004	5%	155,872	157,490	-1.0%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	38	75	-49%	473	714	-33.8%
EBSCO Sessions	22	75	-71%	382	435	-12.2%
HeritageQuest Sessions	146	118	24%	1,327	945	40.4%
Mango Languages	87	63	38%	401	506	-20.8%
Mitchell Auto Repair	0	10	-100%	12	61	-80.3%
NewspaperARCHIVE	229	290	-21%	1,782	2,208	-19.3%
RefUSA	86	119	-28%	786	1,000	-21.4%
<b>SUB-TOTAL</b>	<b>632</b>	<b>805</b>	<b>-21%</b>	<b>5,375</b>	<b>6,162</b>	<b>-12.8%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	48	18	167%	368	351	4.8%
City Directories	82	67	22%	1,150	757	51.9%
Digital Collections	0	278	-100%	973	2,964	-67.2%
Local History Books	21	126	-83%	150	380	-60.5%
Oshkosh Facts, Firsts, and FAQ	10	2	400%	31	27	14.8%
Oshkosh Newspaper Index	0	0	0%	0	220	-100.0%
Oshkosh Vital Records Index	173	183	-5%	1,756	1,852	-5.2%
Riverside Cemetery Index	4	21	-81%	87	135	-35.6%
UWDC - Atlases & Histories	2	1	100%	9	15	-40.0%
<b>SUB-TOTAL</b>	<b>340</b>	<b>696</b>	<b>-51%</b>	<b>4,524</b>	<b>6,701</b>	<b>-32.5%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>18,845</b>	<b>18,505</b>	<b>2%</b>	<b>149,433</b>	<b>170,353</b>	<b>-12.3%</b>

<b>PUBLIC COMPUTER USE</b>	Sep-23	Sep-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Use	6832	5908	16%	56,291	47445	18.6%
Public Computer Use						
Adult	1,779	1,457	22%	14368	13667	5.1%
Youth	198	102	94%	1916	1468	30.5%
<b>TOTAL USE</b>	<b>1,977</b>	<b>1,559</b>	<b>27%</b>	<b>16284</b>	<b>15135</b>	<b>7.6%</b>

<b>QUESTIONS ANSWERED</b>	Sep-23	Sep-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department						
Reference	1,007	1,161	-13%	9,955	11,586	-14.1%
Youth Department						
Reference	206	128	61%	2,229	2,658	-16.1%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>1,213</b>	<b>1,289</b>	<b>-6%</b>	<b>12,184</b>	<b>14,244</b>	<b>-14.5%</b>
<b>PROGRAMS</b>						
	Sep-23	Sep-22	% Change	YTD 2023	YTD 2022	% Change
Programs Given						
Adult	12	19	-37%	136	108	25.9%
Teen	2	5	-60%	38	42	-9.5%
Youth	20	32	-38%	261	259	0.8%
Roving Reader	9	5	80%	64	54	18.5%
<b>TOTAL</b>	<b>43</b>	<b>61</b>	<b>-30%</b>	<b>499</b>	<b>463</b>	<b>7.8%</b>

<b>Program Attendance</b>	Sep-23	Sep-22	% Change	YTD 2023	YTD 2022	% Change
Adult	141	162	-13%	1,897	1,774	7%
Teen	61	102	-40%	907	1,320	-31%
Youth	534	765	-30%	10,581	10,262	3%
<b>TOTAL</b>	<b>736</b>	<b>1029</b>	<b>-28%</b>	<b>13,385</b>	<b>13,356</b>	<b>0%</b>

**MEMORANDUM**

TO: Lisa Voss and Ruth Percey, Interim Directors  
FROM: Tracie Schlaak  
DATE: October 18, 2023  
SUBJECT: September 2023 Donations

Kathy Western in memory of Lezlee Hintz	\$ 50.00
Linda Schrottky	\$ 100.00
Jerrold Marsh Trust	\$24,000.00
Donations given at register	\$ 33.16
<b>Total Donations</b>	<b><u>\$24,183.16</u></b>

## MEMORANDUM

TO: Lisa Voss and Ruth Percey, Interim Directors  
FROM: Tracie Schlaak  
DATE: October 18, 2023  
SUBJECT: September 2023 Personnel Changes

Cathie Books – Page in FFPS resigned on 9/8/23 after 8.5 years with the library

Amaelia Pollesch – New page in FFPS as of 9/13/23

Nancy Bell – Librarian in Info Services resigned on 9/15/23 after almost 3 years with the library

Victoria Sheehan – LAII in CFOS resigned on 9/22/23 after almost 3 years with the library

Justine Elliott – Digital Service Librarian in Info Services resign on 9/26/23 after 4 years with the library



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** October 20, 2023  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Lisa Voss, Co-interim Director  
**RE:** 2024 Library Operating Budget

It was my intent to bring a final budget to the Board this month for consideration and possible approval. While it appeared that the budget was balanced, a discrepancy was discovered that requires further review.

Here is what is known:

1. In the budget presented to the Common Council later this month, the City Manager is supporting a 3 percent levy increase to the library for 2024 – from this year’s total of \$2,792,700 to a levy of \$2,876,500 in 2024. This increase falls just short of offsetting our loss in county revenues.
2. With final projections entered for health insurance, cost of living adjustment, dental insurance and other pending categories, it appeared the Library budget was balanced. Late last week I discovered an extra \$200,500 which cannot be accounted for had been added to Library revenues.
3. Without the additional \$200,500 in revenue, 2024 expenditures exceed revenues by \$200,000. So far I have identified \$74,000 in potential expenditure reduction, but it will take a bit more time to determine the best way to resolve the deficit.

I would ask that the Board consider scheduling a special meeting the week of Nov. 6 to consider a revised budget in advance of the Nov. 14 Council meeting where the City’s budget will be up for consideration.

Thank you for your patience as we work through this process.

*“A Library in Every Life”*