

**Oshkosh Public Library Board of Trustees
 Agenda – November 7, 2023
 Library Lower-Level Meeting Room**

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<u>Call to Order:</u> 4:00 p.m.		
<u>Public Comments</u>		
<u>Consent Agenda:</u>	YES	311-312
1. Minutes of the Ad Hoc Director Search Committee, Oct. 26 & 27, 2023		
<u>New Business</u>		
2. <u>2023 Library Operating Budget Proposal:</u> Consider proposed revisions based on final adjustments to expenditures.	YES	313-314

November 30, 2023 at 4 p.m.

MINUTES OF THE LIBRARY BOARD Ad Hoc Director Search Committee
Oshkosh Public Library
October 26 & 27, 2023

October 26, 2023

Call to order – 10:02 AM

Public comment - none

Present: Baron Perlman, Bill Bracken, Larry Lautenschlager, David Rucker – members: Oshkosh Library Board of Trustee Recruitment committee. Guest, Brian Hare – staff person from Bradbury Miller.

Motion to Move to Closed Session by Bill Bracken, seconded by Larry Lautenschlager. 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 interview semi-finalists for Library Director and select finalist candidates.

A roll call vote (Bracken, Lautenschlager, Perlman, Rucker) was unanimous to move to closed session (up to 4 hours).

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

Move to adjourn at 12:50 by Bill Bracken, seconded by Larry Lautenschlager. Unanimous vote to adjourn.

October 27, 2023

Call to order – 10:00 AM

Public comment - none

Present: Baron Perlman, Bill Bracken, Larry Lautenschlager, David Rucker – members: Oshkosh Library Board of Trustee Recruitment committee. Guest, Brian Hare – staff person from Bradbury Miller.

Motion to Move to Closed Session by Bill Bracken, seconded by Larry Lautenschlager. 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

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- to interview semi-finalists for Library Director and select finalist candidates.

A roll call vote (Bracken, Lautenschlager, Perlman, Rucker) was unanimous to move to closed session (up to 4 hours).

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

Motion by Bill Bracken, seconded by Larry Lautenschlager that the committee selects the following finalist candidates: Darryl Eschete, Holly Selwitschka, and Nicholas Weber for consideration as Director of the Oshkosh Public Library. One alternate for the finalist position was selected: Desiree Bongers.

Move to adjourn at 12:25 p.m. by Bill Bracken, seconded by Larry Lautenschlager. Unanimous vote to adjourn.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: November 3, 2023
TO: Oshkosh Public Library Board of Trustees
FROM: Lisa Voss, Co-interim Director
RE: 2024 Library Operating Budget

Today I am bringing what I hope is a final version of the 2024 budget for your consideration. After looking at the City's budget and revisiting a preliminary budget developed in May, a better understanding of the library's proposed revenues and expenditures emerged and I was able to balance the 2024 budget.

A few items to point out:

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. The budget includes the 4 percent wage increase, which was supported by the Board in previous discussions. Total wages also reflect cost savings for positions including Library Director, Collection Development and Acquisitions Librarian and Library Assistant II.
3. To balance the budget, the following reductions were necessary:
 - a. The materials budget was reduced from \$298,400 to \$248,400.
 - b. Wages allotted for overtime pay were reduced by \$10,000.
 - c. Third Party Contractual Services were reduced by \$15,000.
 - d. Despite other less significant reductions, it was still necessary to include a transfer of \$81,700 in carryover funds to balance the budget.

It is hoped that more detailed tracking of expenditures in 2023 will highlight opportunities to reduce expenditures or shift projects to Endowment Funds for Library Excellence to minimize the use of carryover in 2024. Thank you for your patience as we worked through this process.

"A Library in Every Life"

**OSHKOSH PUBLIC LIBRARY
2024 DRAFT PROPOSED OPERATING BUDGETS**

+4% SALARY

	2023 APPROVED	2023 PROJECTED	2024 PROPOSED	\$ Diff 2023-2024	% Diff 2023-2024
REVENUE					
GENERAL PROPERTY TAX-CITY	\$ 2,792,700	\$ 2,792,700	\$ 2,876,500	\$ 83,800	3%
COUNTY AID-CALUMET CO	\$ 1,400	\$ 1,400	\$ 3,095	\$ 1,695	121%
COUNTY AID-FOND DU LAC CO	\$ 40,200	\$ 40,200	\$ 35,221	\$ (4,979)	-12%
COUNTY AID-GREEN LAKE CO	\$ 500	\$ 500	\$ 1,897	\$ 1,397	279%
COUNTY AID - WAUPACA			\$ 1,622	\$ 1,622	
COUNTY AID-WAUSHARA CO	\$ 5,600	\$ 5,600	\$ 6,648	\$ 1,048	19%
COUNTY AID-WINNEBAGO CO	\$ 816,300	\$ 816,300	\$ 736,200	\$ (80,100)	-10%
COPIER REVENUES	\$ 10,000	\$ 13,500	\$ 13,000	\$ 3,000	30%
CONTRACTUAL REVENUE-WINNEFOX	\$ 220,500	\$ 198,500	\$ 174,353	\$ (46,147)	-21%
USED BOOK REVENUE	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0%
MEETING ROOM REVENUE	\$ 1,000	\$ 2,000	\$ 2,000	\$ 1,000	100%
MISC REVENUE	\$ -	\$ -	\$ -	\$ -	
MISC SERVICE REVENUES	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 3,897,200	\$ 3,879,700	\$ 3,859,536	\$ (37,664)	-1%
EXPENDITURES					
REGULAR PAY	\$ 2,325,400	\$ 2,342,000	\$ 2,313,081	\$ (12,319)	-1%
OVERTIME	\$ 30,000	\$ 30,000	\$ 20,000	\$ (10,000)	-33%
FICA - EMPLOYERS SHARE	\$ 160,200	\$ 156,400	\$ 173,814	\$ 13,614	8%
WISCONSIN RETIREMENT FUND	\$ 149,700	\$ 146,300	\$ 158,650	\$ 8,950	6%
HEALTH INSURANCE	\$ 330,500	\$ 323,900	\$ 351,000	\$ 20,500	6%
HEALTH INSURANCE ADMIN FEE	\$ -	\$ -	\$ -	\$ -	
DENTAL INSURANCE	\$ 16,200	\$ 16,200	\$ 18,700	\$ 2,500	15%
LIFE INSURANCE	\$ 6,200	\$ 6,200	\$ 5,847	\$ (353)	-6%
CONTRACTUAL SVCS-OLD BUDGET CODE	\$ -	\$ -	\$ -	\$ -	
PROF SVCS -CONSULTING / STUDIES	\$ -	\$ -	\$ -	\$ -	
ADVERTISING/POSTAGE/PRINTING	\$ 23,500	\$ 23,500	\$ 23,500	\$ -	0%
CONTRACTUAL AGREEMENTS	\$ 340,000	\$ 310,400	\$ 310,000	\$ (30,000)	-9%
SUBSCRIPTION/LICENSING CNTRCTS	\$ 1,900	\$ 15,600	\$ 70,000	\$ 68,100	3584%
PREVENTATIVE MNTC CONTRACTS	\$ 16,600	\$ 80,600	\$ 16,600	\$ -	0%
3RD PARTY CONTRACTED SERVICES	\$ 50,000	\$ 144,000	\$ 35,000	\$ (15,000)	-30%
EMPLOYEE TRAINING & DEVELOPMENT	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%
PROF LICENSES/MEMBERSHIPS/BONDS	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0%
EMPLOYEE ALLOWANCE/REIMBURSEMENT	\$ 800	\$ 800	\$ 800	\$ -	0%
LEASE EXPENSES	\$ 7,000	\$ 4,800	\$ 5,000	\$ (2,000)	-29%
INSURANCE	\$ 28,300	\$ 28,300	\$ 28,300	\$ -	0%
WORKERS COMPENSATION	\$ 9,900	\$ 9,900	\$ 9,900	\$ -	0%
TELEPHONE / INTERNET SERVICE	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	0%
UTILITY EXPENSES	\$ 83,000	\$ 83,000	\$ 83,000	\$ -	0%
OFFICE SUPPLIES	\$ 21,100	\$ 21,100	\$ 21,100	\$ -	0%
INVENTORY SUPPLIES	\$ -	\$ -	\$ -	\$ -	
SPECIALTY SUPPLIES - LIBRARY MATERIALS	\$ 248,400	\$ 298,400	\$ 248,400	\$ -	0%
NON-INVENTORY SUPPLIES	\$ 34,000	\$ 34,000	\$ 34,000	\$ -	0%
STREET/LANDSCAPING MATERIALS	\$ -	\$ -	\$ -	\$ -	
MINOR EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
PRINCIPAL-NOTES	\$ -	\$ -	\$ -	\$ -	
INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 3,897,200	\$ 4,089,900	\$ 3,941,192	\$ 43,992	1%
TRANSFER IN FROM FUND BALANCE			\$ 81,656		
TOTAL			\$ 3,859,536		
	\$ -	\$ (210,200)			