

**Oshkosh Public Library Board of Trustees - Amended  
 Agenda – November 30, 2023  
 Library Lower-level Meeting Room**

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<b><u>Call to Order: 4:00 p.m.</u></b>		
<b><u>Public Comments</u></b>		
<b><u>Consent Agenda:</u></b>	YES	317-338
1. Minutes of the Regular Meeting of October 26, 2023		
2. Minutes of the Special Board Meeting of Nov. 7, 2023		
3. Minutes of the Special Board Meeting of Nov. 16, 2023		
4. Vouchers Payable - \$322,313.37		
5. Revised position descriptions: Reader's Advisory Librarian (Information Services); Digital Services Librarian (Information Services); Library Assistant II (Technical Services)		
<b><u>Items Removed From Consent Agenda</u></b>		
<b><u>New Business</u></b>		
6. <u>2024 Calendar of Library Board Meetings</u>	YES	339
7. <u>2024 Schedule of Library Closings</u>	YES	340
<b><u>Informational Items</u></b>		
8. Revenues	NO	341-350
9. Expenditures		
10. Library Highlights		
11. Monthly Statistics		
12. Donations		
13. Personnel Changes		
<b><u>Library Director's Report</u></b>		
14. Update on transfer of OPL Memorial Fund	NO	
<b><u>Trustee Reports and Comments</u></b>		
<b><u>Closed Session</u></b>		
15. <u>Library Director Hiring:</u> Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to consider the hiring of a director for Oshkosh Public Library.	NO	
<b><u>Return to Open Session</u></b>		
16. <u>Library Director Hiring:</u> The Board will consider a resolution regarding the hiring of a new director for Oshkosh Public Library.	YES	

**AMENDED MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
October 26, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on October 26, 2023, in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:00 PM by President, Bill Bracken.

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

There were no public comments.

**Committee Report: Ad Hoc Director Search Committee:**

- Barry Perlman, Ad Hoc Director Search Committee member, gave a brief history of the search for a new director and where they are in the process.

**Consent Agenda Items:**

- **Minutes** of the Regular Meeting of September 28, 2023
- **Minutes** of Ad Hoc Director Search Committee of October 16, 2023
- **Vouchers Payable** - \$392,714.27

**Motion** to remove the 2024 Retirement Planning Incentive Program from the Consent Agenda  
**Motion:** Rucker; **Second:** Perlman; **Vote:** Unanimous

**Motion** to approve the consent agenda as presented without the 2024 Retirement Planning Incentive Program.

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

**Removed from the Consent Agenda**

- **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.

**Motion** to extend the 2024 Retirement Planning Incentive Program as presented.

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

**New Business**

- **Report on 2023 Lakefly Writer's Conference**

Interim Co-Director, Ruth Percey, gave a final report on the 2023 Lakefly Writer's Conference.

**Library Co-Director's Report**

- Ruth Percey will be attending a meeting with city department heads regarding homelessness in Oshkosh.
- Lisa Voss included an update in the board packet about the 2024 Library operating budget process.

### Library Co-Director's Report

- Ruth Percey will be attending a meeting with city department heads regarding homelessness in Oshkosh.
- Lisa Voss included an update in the board packet about the 2024 Library operating budget process.

### Future Agenda Items

- City's response to Lisa Voss's letter regarding the endowment funds being moved to the Oshkosh Area Community Foundation.
- Set up a meeting on November 7, 2024 at 4:00 to approve the final 2024 budget

### Adjournment

**Motion:** To Adjourn the meeting at 5:18 PM

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

Respectfully,



Ruth Percey, Interim Co-Director  
Tracie Schlaak – Recorder

**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
**November 7, 2023**

A special meeting of the Oshkosh Public Library Board of Trustees was held on November 7, 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, Susan Fojtik, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, David Romond and Tony Kneepkens, Adjunct Board Member. Absent were: Kim Brown, Larry Lautenschlager, David Rucker and Amber Shemanski. Others present were: Lisa Voss, Interim Co-Director and Julie Schmude, Business Manager.

There were no public comments.

**Consent Agenda Items:**

- **Minutes** of Ad Hoc Director Search Committee of October 26 & 27, 2023

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

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

David Romond arrived at this time.

**New Business**

- **2023 Library Operating Budget Proposal:** Consider proposed revisions based on final adjustments to expenditures.

**Motion** to approve the budget as presented with proposed revisions.

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

**Adjournment**

**Motion:** To Adjourn the meeting at 4:26 PM

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

Respectfully,



Julie Schmude  
Recorder

**AMENDED MINUTES OF A SPECIAL MEETING OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
**November 16, 2023**

A special meeting of the Oshkosh Public Library Board of Trustees was held on November 16, 2023, in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 8:45 AM by President, Bill Bracken.

Present were: Bill Bracken, Susan Fojtik, Larry Lautenschlager, Lindsey Mugerauer, Baron Perlman, David Romond, David Rucker and Amber Shemanski. Absent were: Kim Brown, Christine Melms-Simon and Tony Kneepkens, Adjunct Board Member. Others present were: Brian Hare, Managing Consultant at Bradbury Miller Associates.

**Closed Session**

The Oshkosh Public Library Board 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 determine the person to hire for the Oshkosh Public Library Director Position.
  - **Motion** to go into Closed Session at 8:47 AM.
  - **Motion:** Perlman; **Second:** Lautenschlager; **Vote:** Unanimous after a roll call vote

**Open Session**

- **Motion** to go into Open Session at 12:57 PM.
- **Motion:** Lautenschlager; **Second:** Perlman; **Vote:** Unanimous after a roll call vote
- **Motion** to authorize Bradbury Miller Associates to negotiate with the Board of Trustees' chosen candidate as needed.
- **Motion:** Perlman; **Second:** Shemanski; **Vote:** Unanimous

**Adjournment**

**Motion:** To Adjourn the meeting at 1:06 PM  
**Motion:** Perlman; **Second:** Fojtik; **Vote:** Unanimous

Respectfully,

Lindsay Mugerauer  
Recorder

**Oshkosh Public Library  
Vouchers Payable  
November 2023**

Name	Memo	Paid Amount
<b>Revolving Expenses</b>		
<b>6310 · Life Insurance</b>		
City of Oshkosh - Revolving Charges	Life Insurance	414.02
Total 6310 · Life Insurance		<u>414.02</u>
<b>6308 · Dental Insurance</b>		
City of Oshkosh - Revolving Charges	Dental Insurance	1,093.04
Total 6308 · Dental Insurance		<u>1,093.04</u>
<b>6306 · Health Insurance</b>		
City of Oshkosh - Revolving Charges	Health insurance	25,504.16
Total 6306 · Health Insurance		<u>25,504.16</u>
<b>6304 · Wisconsin Retirement Fund</b>		
City of Oshkosh - Revolving Charges	Wisconsin Retirement Fund	10,103.98
Total 6304 · Wisconsin Retirement Fund		<u>10,103.98</u>
<b>6302 · FICA - Employers Share</b>		
City of Oshkosh - Revolving Charges	FICA - Employers Share	12,281.59
Total 6302 · FICA - Employers Share		<u>12,281.59</u>
<b>6104 · Overtime</b>		
City of Oshkosh - Revolving Charges	Overtime	4,919.42
Total 6104 · Overtime		<u>4,919.42</u>
<b>6102 · Regular Pay</b>		
City of Oshkosh - Revolving Charges	Regular Pay	160,755.48
Total 6102 · Regular Pay		<u>160,755.48</u>
Total Revolving Expenses		<u>215,071.69</u>
<b>Contracted Services</b>		
<b>6412 · Contractual Agreement Payments</b>		
Winnefox Library System	Contractual Service - Secretarial/Clerical, Electronic, Delivery Service	13,145.00
Missner, Perry	Interview - Breakfast, Lunch, Dinner, Transportation	350.00
Total 6412 · Contractual Agreement Payments		<u>13,495.00</u>
<b>6415 · Subscription/Licensing Contract</b>		
NMT Partners LLC	ResCarta-Web hosting - Oct to Dec	150.00
Total 6415 · Subscription/Licensing Contract		<u>150.00</u>
<b>6416 · Prevent Maintenance Contracts</b>		
Jack's Maintenance Service	Janitorial Service - November 2023	4,546.00
Johnson Controls Security Solutions	Alarm & Detection Labor, Truck Charge, Equipment Fee	4,001.59
K and C Pest Control	Pest Control - 10-15-2023	345.00
K and C Pest Control	Pest Control - 10-20-2023	100.00
Gordon Flesch Co, Inc	Images over Base Amount	298.83
Gordon Flesch Co, Inc	Images over Base Amount	10.04
Gordon Flesch Co, Inc	Images over Base Amount	35.95
Gordon Flesch Co, Inc	Total Base/Misc. Charges	734.00
Total 6416 · Prevent Maintenance Contracts		<u>10,071.41</u>
<b>6417 · 3rd Party Contracted Services</b>		
Drissen Carpentry	Notch Countertops Labor	60.00
Energy Control & Design, Inc.	DDC Labor Hours, Mileage - 66 Miles	1,219.65
Energy Control & Design, Inc.	Relay, Sensor, Plenum, SPDT Contacts, Labor, Miles - 191	4,690.16
Gartman Mechanical Services	Services completed on November 1st on Steam & Boiler Systems	1,668.50
Gartman Mechanical Services	Plumbing services completed on October 12th	284.00
GFL Environmental	Trash & Recycling Service - 11-1-2023 to 11-30-2023	700.90
Kitz & Pfeil	Labor - Lawnmower Maintenance	80.00
Unique Management Services, Inc	Placements - Qly; 69	710.70
WALS	Sept 2023 Unique Management Services	336.69
Security Luebke Roofing Commercial	Tile Roof Repairs & Leak Investigation	1,000.00
Total 6417 · 3rd Party Contracted Services		<u>10,750.60</u>
<b>6411 · Advertising/Postage/Print</b>		
MasterCard - RP	Facebook Ad	77.10
YourMembership.com, Inc	Job Posting - Web - 30 Days	324.00
Winnefox Library System	Printing Jobs 9-20-2023 to 11-10-2023	3,174.40
Total 6411 · Advertising/Postage/Print		<u>3,575.50</u>
Total Contracted Services		<u>38,042.51</u>
<b>Employee Development &amp; Allowanc</b>		
<b>6421 · Employee Training/Development</b>		
Winnefox Library System	Holiday Inn, Madison Marriott	726.06
Total 6421 · Employee Training/Development		<u>726.06</u>
<b>6422 · Professional License/Membership</b>		
Kiwanis Club of Oshkosh, Inc.	Kiwanis International Dues - 2023-2024	180.00
Total 6422 · Professional License/Membership		<u>180.00</u>

**Oshkosh Public Library  
Vouchers Payable  
November 2023**

Name	Memo	Paid Amount
<b>6423 · Employee Allowance/Reimbursemen</b>		
Bongers, Joe	Meals at Kiwani's Meetings	138.03
McArthur, Michael	WHS Local History Conference - 306 Miles	200.42
Toland, Sandy	Mileage - 147.2 Miles	96.42
Total 6423 · Employee Allowance/Reimbursemen		434.87
Total Employee Development & Allowanc		1,340.93
<b>Fixed Costs</b>		
<b>6450 · Insurance Expense</b>		
City of Oshkosh - Revolving Charges	Insurance Expense	125.00
Total 6450 · Insurance Expense		125.00
<b>6454 · Telephone/Internet</b>		
MasterCard - RP	Public Pay Phone	25.00
Winnefox Library System	US Cellular - 10-8-23 - 11-7-23	28.01
Winnefox Library System	US Cellular 9-8-23 to 10-7-23	26.05
City of Oshkosh - Revolving Charges	Telephone/Internet Service	149.32
Total 6454 · Telephone/Internet		228.38
<b>6455 · Utilities Expense</b>		
Constellation	Monthly Gas Supply Charges - October 2023	744.79
City of Oshkosh - Revolving Charges	Utility Expense	11,268.66
Total 6455 · Utilities Expense		12,013.45
Total Fixed Costs		12,366.83
<b>Inventory Supplies</b>		
<b>6520 · Office Supplies</b>		
MasterCard - RP	Budget Single DVD Case	62.06
Kapco Kent Adhesive Products	Easy Cover II Book Covers	411.00
General Book Covers	Multifit Book Jacket	154.20
Winnefox Library System	Printer, Staples,Canned Air	293.28
Winnefox Library System	2024 Calendars, Supplies from Staples	290.42
MasterCard - RP	National Notary Assoc. Basic Notary Journal	40.00
Total 6520 · Office Supplies		1,250.96
<b>6524 · Specialty Supplies</b>		
MasterCard - KG	Games, Books, Lego 2K Drive	1,432.10
MasterCard - KG	Books	159.71
Cengage Learning	Books	62.38
Cengage Learning	Books	31.99
Center Point Large Print	Large Print Books	239.10
Abdo-Spotlight-Magic Wagon	Books	88.80
Baker & Taylor	DVDs	15.11
Baker & Taylor	DVDs & CD	53.97
Baker & Taylor	DVDs	32.39
Baker & Taylor	DVDs & CD	44.99
Baker & Taylor	DVDs	56.13
Baker & Taylor	DVDs & CDs	89.42
Baker & Taylor	CDs	26.21
Baker & Taylor	DVDs, CDs, Books	2,377.36
Baker & Taylor	DVDs, CDs, & Books	1,547.92
Baker & Taylor	DVDs, CDs, & Books	3,241.20
Baker & Taylor	DVDs, CDs, & Books	3,287.21
Baker & Taylor	Subscription Fees	1,166.00
Cengage Learning	Books	562.68
Center Point Large Print	Books	148.30
Forbes	1-Year Subscription	30.00
Ingram	Books	33.92
Ingram	Books	278.12
Ingram	Books	161.33
Ingram	Books	53.41
Midwest Tape	DVDs, CDs, & Books	598.25
Hoopla	Digital Content - Qty: 2,193	5,152.19
NewsBank	Annual Subscription - Nov 23 to Oct 24	5,206.00
Winnefox Library System	OverDrive/eBooks - WLS Advantage Collection Pool Additional 2023 Contribution	20,000.00
Total 6524 · Specialty Supplies		46,176.19
<b>6529 · Non-Inventory Supplies</b>		
Jack's Maintenance Service	Go-Jo Soap, 1.5Mil Roll Black Liner	113.31
Pingry-Caswell	Urinal Block, GoJo Soap	125.80
MasterCard - RP	Stanley Precision Power Supply	199.75
Kitz & Pfeil	V-Belt, Anchor-Cable, Air Filter, Oil, Ship Supplies	36.62
Winnefox Library System	Simplex Boards, Hon Verse Panel, Supplies	2,421.77
Winnefox Library System	Refund from Simplex Board	-705.00

**Oshkosh Public Library  
Vouchers Payable  
November 2023**

Name	Memo	Paid Amount
MasterCard - RP	Weatherproof Outlet Cover	103.07
MasterCard - RP	Zip Bags, Jelly Cups, Spongers, Foam Sheets, Straws, Glitter Pens	124.80
Winnefox Library System	Supplies from staples	28.19
MasterCard - MB	Pumpkin Carving Knives for Wonderlab	15.00
MasterCard - MB	Bags & Cotton Balls for Movie Popcorn & Storytime	16.25
MasterCard - RP	Clear Christmas Lights	132.49
Winnefox Library System	Supplies from staples	10.00
MasterCard - RP	Charger for Franklin Hotspot, Battery	134.59
MasterCard - RP	Dowel Rods, Masking Tape, Plastic Combs, Painting Kits, LH Scissors	69.40
Winnefox Library System	Supplies from staples	89.53
MasterCard - MB	Zaroni's Pizza for Book Club	70.17
MasterCard - RP	Marshmallow fun Pack, Stickers, Mini-Basketball, Hot Cocoa Mix	145.85
Winnefox Library System	Pick'n Save, Jimmy Johns	240.21
Winnefox Library System	Supplies from staples	58.70
MasterCard - MB	Zaroni's Pizza for Book Club	140.33
Winnefox Library System	Supplies from staples	59.15
MasterCard - MB	Creature Carnival Winners - Caramel Crisp Coupons	12.25
MasterCard - RP	Mini Basketball Games - 28 pc	31.98
MasterCard - RP	Land o Lake's Cocoa Variety Pack	22.97
Total 6529 - Non-Inventory Supplies		<u>3,697.18</u>
Total Inventory Supplies		51,124.33
<b>Other - Finance Only Accounts</b>		
<b>6465 - Bank Fees</b>		
City of Oshkosh - Revolving Charges	Bank Fees	421.68
Total 6465 - Bank Fees		<u>421.68</u>
Total Other - Finance Only Accounts		421.68
<b>Rental Expense</b>		
<b>6443 - Lease Expense</b>		
Great America	Standard Payment - Copier Lease	158.84
Great America	Standard Payment - Copier Lease	188.27
Total 6443 - Lease Expense		<u>347.11</u>
Total Rental Expense		347.11
<b>OPL Development and Support Fun</b>		
<b>80629 - Development &amp; Support Fund</b>		
Winnebago Conflict Resolution Center, Inc	Facilitation - 6.5 Hours, Zoom Meeting - 1.5 Hours	1,920.00
Total 80629 - Development & Support Fund		<u>1,920.00</u>
Total OPL Development and Support Fun		1,920.00
<b>OPL Programming Support Fund</b>		
<b>80631 - Programming Support</b>		
MasterCard - KG	Barnes & Noble - Books for Prizes	547.82
		<u>547.82</u>
Baker & Taylor	Books	183.88
		<u>183.88</u>
MasterCard - KG	Books	190.62
		<u>190.62</u>
Total 80631 - Programming Support		922.32
Total OPL Programming Support Fund		<u>922.32</u>
<b>OPL Collection Improvements</b>		
<b>80615 - Memorial Fund</b>		
Baker & Taylor	Books	59.72
Cengage Learning	Books	31.19
Cengage Learning	Books	26.39
Total 80615 - Memorial Fund		<u>117.30</u>
<b>80603 - Schuster</b>		
Cengage Learning	Books	144.70
Cengage Learning	Books	257.16
Center Point Large Print	Large Print Books	188.16
Total 80603 - Schuster		<u>590.02</u>
<b>80609 - Hilton</b>		
Baker & Taylor	Books	30.09
Baker & Taylor	Books	18.56
Total 80609 - Hilton		<u>48.65</u>
Total OPL Collection Improvements		<u>755.97</u>
<b>Total:</b>		<u><u>322,313.37</u></u>



## Oshkosh Public Library Position Description

**Position:** Readers' Advisory Librarian  
**Classification:** Librarian  
**Department:** Information Services Department  
**Date:** 2023

### GENERAL PURPOSE

This position provides services to meet the information needs of adults, students, and teachers. The professional librarian is expected to have a wider and deeper command of the range of resources available to address those needs than would a para-professional library assistant. Librarians have knowledge, skills and qualifications that allow them to meet specialized information needs in such areas as genealogy, local history, digital technology, readers' advisory or other subjects. Professional librarians may also be called upon to fulfill planning, supervisory, administrative, or other non-routine duties as assigned.

**Supervision:** Head of Information Services

**Salary Matrix Level:** F

### ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Reference service and library use assistance.</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
Answer questions submitted by patrons of all ages in person, by email, chat, or telephone.	Patrons receive current and correct information to answer their questions.  Patrons receive information quickly (immediately or while they wait, if possible). Patrons will receive delivery of information by the method that best meets their needs. Among the options for delivery are emailing, phoning or setting aside physical documents at the Reference Desk.
<b>Readers' Advisory Services</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
Lead the library's efforts to connect with and meet the needs of readers in Oshkosh.	All staff in Information Services will be kept informed of changes to the library's readers' advisory resources.  At least one training session per year will be offered by the Readers' Advisory Librarian to other members of the Information Services Department.

	Programs promoting greater understanding of resources available for discovering and gaining access to reading materials will be planned and presented as is appropriate within the scope of the adult programming schedule and the library strategic plan.
Provide suggestions to patrons who are seeking reading materials they will enjoy in person, by email or telephone.  When appropriate, show patrons the "For Readers" web site section to introduce them to online tools for discovering and gaining access to books they may enjoy.	Patrons will receive knowledgeable guidance to help them find reading material in all available formats.  Patrons will be introduced to online tools for discovering and gaining access to enjoyable reading materials.
Offer interlibrary loan service when items are not available in any Winnefox Library System library.  When appropriate, politely and clearly explain the parameters and limitations of interlibrary loan service, including reasons that certain types of materials (e.g. new or rare books) are rarely loaned by other libraries.	Interlibrary loan requests are promptly submitted to Winnefox Library System staff.  Patrons are notified promptly when their requested interlibrary loan item has arrived.
Suggest completing a request for purchase form to request new books.	Online purchase request form is filled in with all necessary information (title, author, date, etc.) required for ordering.
Staff highlight titles or authors by creating interesting displays and posters so patrons can easily find popular or interesting titles.	Frequently-changed subject or author displays attract patrons who find new titles or authors to enjoy at the library.
<b>Book Club Collection and Support Services</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
In addition to providing leadership on individual readers' advisory services, the Reader's Advisory Librarian develops the Book Club Collection and leads liaison and support activities for book discussion groups / clubs.  This librarian suggests titles responsive to the reading interests of Oshkosh area book discussion clubs to the Collection Development Manager.  This librarian encourages title or author purchase suggestions from OPL Book Club members.  This librarian ensures that the library web pages on services to book clubs are kept up to date.	Book club collection is used by area discussion groups.  Online lists of book club titles are kept up to date; new titles are highlighted.  Program attendees learn about book club support services and provide feedback for improving those services.

This librarian plans events and programming of interest to book club members.	
<b>Provide genealogy and local history reference service.</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
<p>Answer questions about genealogical research, including methods and resources.</p> <p>Answer questions about the history of Oshkosh and Winnebago County.</p>	<p>Patrons will receive accurate information and/or patient and knowledgeable instruction to further their genealogical or local historical research.</p> <p>Patrons will receive instruction in using the variety of library resources available for conducting genealogical or local historical research (including reference and circulating books; microfilm/microfilm viewing equipment; and, electronic databases/library computers).</p>
<b>Digital Technology Services.</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
<p>Provide assistance to patrons in using library-provided equipment to access and use internet resources, including such tools as web search, web-based email, e-government forms, online job applications, Overdrive, etc. Ideally, staff will assist patrons in learning to use these resources independently rather than performing the tasks for the patron.</p>	<p>Patrons will receive knowledgeable, patient and helpful assistance and instruction in using library computers and digital resources.</p> <p>Patrons will learn to use digital resources independently.</p> <p>Staff will exercise judgement as to how much time to spend in support of the needs of an individual patron:</p> <ul style="list-style-type: none"> <li>• time spent with a particular patron may depend upon service volume in the department and the nature of the patron's needs;</li> <li>• when appropriate, staff will refer patrons to instructional opportunities to address needs that go beyond the limits of the reference desk.</li> </ul>
<p>Provide instructions for patrons who want to search the library catalog at the library or online from home.</p>	<p>Patrons will receive knowledgeable, patient and helpful assistance and instruction in using library's online library catalog.</p>
<p>Provide assistance to patrons in using library-provided equipment, including photocopier, fax machine and microfilm reader/printer machines.</p>	<p>Customers will be able to use library equipment confidently and independently.</p> <p>Staff will promptly report problems with library-provided hardware, software or other equipment so that troubleshooting and/or repair may be initiated quickly.</p>
<b>Adult programs and community engagement</b>	

Duty/Responsibility	Performance Standard
<p>Develop dynamic programming for adults that educates, inspires and builds community. Decisions about program offerings will be guided by community interests and trends in areas such as reading, arts and culture, wellness, technology, media, civic activities, hobbies, current events and personal growth.</p> <p>Programs will offer opportunities for creative expression and social connections when appropriate.</p>	<p>Develop ideas for public programs and submit detailed program proposals according to forms, guidelines and deadlines established by the Program Team Leaders; provide any additional information required to assist in their proposal decision. Engage with OPL's marketing professionals; discuss, refine, and finalize all program elements. Work with Program Team Leaders to evaluate the program, and to communicate findings as appropriate. Assist other Program Providers to develop ideas into program proposals by listening, offering observations, and by asking questions that keep the interests of the patron foremost.</p>
<p>Plan, provide and host programs that further the library strategic vision and goals.</p>	<p>Attendees gain new knowledge and/or skills.</p>
<p>Provide presentations to agencies, groups or events inside the library and at outside venues, including schools, the Seniors Center, elder care facilities.</p>	<p>Attendees will gain a higher awareness and understanding of the library's services, collections, and programs.</p>
<p><b>General departmental and library operations</b></p>	
Duty/Responsibility	Performance Standard
<p>Provide staff leadership when manager is on vacation, ill, etc. Serve as a contact for patron inquiries, incidents, and questions from other library departments and staff which cannot wait until the department manager returns.</p>	<p>Time-sensitive inquiries and situations are handled in a timely, knowledgeable and professional manner.</p>
<p>Provide staff leadership during an accident, incident, customer confrontation or building emergency.</p>	<p>Library employees know to whom to look for direction and leadership in a crisis.</p> <p>Management involvement is sought as and when the situation permits.</p>
<p>Assist with building security, including: disabling and enabling alarms, lost children, contacting public safety services such as police and fire, following proper procedures for handling biohazardous waste and blood borne pathogens, assist with keeping entrances free of snow and ice.</p>	<p>Prompt and appropriate actions are taken to ensure health and public safety.</p>

Enforce library policies, procedures and rules. Complete necessary reports in the case of accident, injury, theft of library property, disturbances, or inappropriate use of library equipment.	Prompt and appropriate actions are taken in response to any accident or incident.  Reports are filed as soon after the conclusion of an accident or incident as is possible.
Participate in the library's notary service at the Reference Desk.	Staff will provide quality notary service to the public. The library will pay associated fees for staff to become and maintain notary public status.
Assist students, parents or teachers to find relevant information for school assignments.	Staff will identify and recommend books, databases and magazines suitable for students. Staff will guide students to materials on second floor. Staff may refer students to materials or additional staff assistance in the Children's and Teen collections.
Conduct library tours and instruct groups and individuals on the use of the library.	Visiting groups and individuals will have a basic understanding of the library's layout and organization of materials and collections.
When called upon to do so, briefly explain how library collection development works, including how materials are selected and weeded.	Patrons are informed of the library's collection development processes and standards.
<b>Professional Development</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
Participate in continuing education activities to keep knowledge of adult services and library trends current.	Personal and professional development goals are set in the annual performance review with the director, and progress is tracked in meeting throughout the year.

## KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of adult fiction, nonfiction, and readers' advisory best practices.

Commitment to helping adults and families become lifelong learners.

Knowledge of popular topics such as hobbies, recreation, travel, etc.

Knowledge of local history resources and local authors.

Knowledge of current practices and trends in librarianship.

Knowledge of online public access catalogs (OPACs).

Excellent verbal and written communication skills, including public speaking.

Ability to prioritize tasks during fluctuating workflow.

Ability to be flexible about learning and teaching new ways to do things, including technology.

Proficiency with computer applications including: word processing, spreadsheets, presentation programs, email, internet navigation, content management software for websites and internal blogs, online library catalogs, and other digital resources.

Knowledge of a variety of technologies or equipment used in libraries, such as photocopiers and fax machines

## REQUIRED EDUCATION AND/OR EXPERIENCE

Master's degree in library science from an ALA accredited library school.

Experience working as a librarian in a library or other information-based agency.

## **TOOLS AND EQUIPMENT USED**

Personal computers, printers, photocopy machines, telephone, LED projectors, other computer-related equipment and microfilm reader-printers.

## **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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand for up to eight hours; talk and hear; use hands to dial, handle, or feel, objects or controls; and reach with hands or arms. The employee is required to kneel, walk, stand, bend, twist, push and pull. Job requires employee 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 job.

The noise level in the work environment is moderate. Most work is indoors with occasional work performed outside such as monitoring a booth at a community event or presenting an outreach program.

Minimal travel may be required for performing outreach programs, site visits, and professional development activities.

Employee may be called upon to clean up blood borne pathogens and bodily fluids.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and background check; 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.

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

## Oshkosh Public Library Position Description

**Position:** Digital Services Librarian  
**Classification:** Librarian  
**Department:** Information Services Department  
**Date:** 2023

### GENERAL PURPOSE

This position provides services to meet the information needs of adults, students, and teachers. The professional librarian is expected to have a wider and deeper command of the range of resources available to address those needs than would a para-professional library assistant. Librarians have knowledge, skills and qualifications that allow them to meet specialized information needs in such areas as genealogy, local history, digital technology, readers' advisory or other subjects. Professional librarians may also be called upon to fulfill planning, supervisory, administrative, or other non-routine duties as assigned.

**Supervision:** Head of Information Services

**Salary Matrix Level:** F

### ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Reference service and library use assistance.</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
Answer questions submitted by patrons of all ages in person, by email, chat, or telephone.	Patrons receive current and correct information to answer their questions.  Patrons receive information quickly (immediately or while they wait, if possible). Patrons will receive delivery of information by the method that best meets their needs. Among the options for delivery are emailing, phoning or setting aside physical documents at the Reference Desk.
<b>Digital Technology Services.</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
Lead the library's efforts in the areas of technology and digital services, supporting both staff and public needs.	The library will be a hub for access to technology and digital literacy.

	Library staff will have the necessary skills and access to technology to be successful in their roles and to meet the needs of the community.
<p>This librarian is expected to acquire a high level of knowledge in using the digital hardware and software offered by the library and in the personal devices that people use to access the library's electronic resources.</p> <p>This librarian is also expected to acquire sufficient knowledge of other technology and equipment used by staff and patrons to provide initial support. The goal is for this librarian to be able to conduct basic troubleshooting and resolution of simple problems before referring problems to more expert technical support services offered through the Winnefox Library System and vendors.</p> <p>This librarian trains other department staff; plans and presents programs; and recommends acquisition and de-selection of materials on digital technology for the adult non-fiction collection.</p>	<p>Patrons will find library hardware and software that is in good working order when they wish to use them;</p> <p>Patrons with intermediate or advanced technology questions and staff working on such questions will receive knowledgeable, prompt, and patient assistance from the Digital Services Reference Librarian.</p> <p>All staff of the Information Services Department will be kept informed of changes to the library's digital resources offerings: including changes to policies, procedures, terms of use, best practices, etc.</p> <p>Staff of the Information Services Department will receive training in basic hardware, software and equipment use and troubleshooting.</p> <p>Digital technology programs will be planned and presented as appropriate within the scope of the adult programming schedule and the library strategic plan.</p> <p>Circulating adult non-fiction materials in areas of computers, the internet, and digital technology will be continually evaluated; recommendations for materials acquisitions will be submitted regularly to selection librarian and de-selection decisions will be made as appropriate according to established policy and guidelines.</p>
Provide instructions for patrons who want to search the library catalog at the library or online from home.	Patrons will receive knowledgeable, patient and helpful assistance and instruction in using library's online library catalog.
Provide assistance to patrons in using library-provided equipment, including photocopier, fax machine and microfilm reader/printer machines.	<p>Customers will be able to use library equipment confidently and independently.</p> <p>Staff will promptly report problems with library-provided hardware, software or other equipment so that troubleshooting and/or repair may be initiated quickly.</p>
<b>Readers' Advisory Services</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>



<p>Provide suggestions to patrons who are seeking reading materials they will enjoy in person, by email or telephone.</p> <p>When appropriate, show patrons the "For Readers" web site section to introduce them to online tools for discovering and gaining access to books they may enjoy.</p>	<p>Patrons will receive knowledgeable guidance to help them find reading material in all available formats.</p> <p>Patrons will be introduced to online tools for discovering and gaining access to enjoyable reading materials.</p>
<p>Offer interlibrary loan service when items are not available in any Winnefox Library System library.</p> <p>When appropriate, politely and clearly explain the parameters and limitations of interlibrary loan service, including reasons that certain types of materials (e.g. new or rare books) are rarely loaned by other libraries.</p>	<p>Interlibrary loan requests are promptly submitted to Winnefox Library System staff.</p> <p>Patrons are notified promptly when their requested interlibrary loan item has arrived.</p>
<p>Suggest completing a request for purchase form to request new books.</p>	<p>Online purchase request form is filled in with all necessary information (title, author, date, etc.) required for ordering.</p>
<p>Staff highlight titles or authors by creating interesting displays and posters so patrons can easily find popular or interesting titles.</p>	<p>Frequently-changed subject or author displays attract patrons who find new titles or authors to enjoy at the library.</p>
<p><b>Provide genealogy and local history reference service.</b></p>	
<p><b>Duty/Responsibility</b></p>	<p><b>Performance Standard</b></p>
<p>Answer questions about genealogical research, including methods and resources.</p> <p>Answer questions about the history of Oshkosh and Winnebago County.</p>	<p>Patrons will receive accurate information and/or patient and knowledgeable instruction to further their genealogical or local historical research.</p> <p>Patrons will receive instruction in using the variety of library resources available for conducting genealogical or local historical research (including reference and circulating books; microfilm/microfilm viewing equipment; and, electronic databases/library computers).</p>
<p><b>Adult programs and community engagement</b></p>	
<p><b>Duty/Responsibility</b></p>	<p><b>Performance Standard</b></p>
<p>Develop dynamic programming for adults that educates, inspires and builds community. Decisions about program offerings will be guided by community interests and trends in areas such as reading, arts and culture, wellness, technology,</p>	<p>Develop ideas for public programs and submit detailed program proposals according to forms, guidelines and deadlines established by the Program Team Leaders; provide any additional information required to assist in their proposal decision. Engage with OPL's marketing professionals; discuss, refine, and finalize all program elements. Work with Program</p>

<p>media, civic activities, hobbies, current events and personal growth.</p> <p>Programs will offer opportunities for creative expression and social connections when appropriate.</p>	<p>Team Leaders to evaluate the program, and to communicate findings as appropriate. Assist other Program Providers to develop ideas into program proposals by listening, offering observations, and by asking questions that keep the interests of the patron foremost.</p>
<p>Plan, provide and host programs that further the library strategic vision and goals.</p>	<p>Attendees gain new knowledge and/or skills.</p>
<p>Provide presentations to agencies, groups or events inside the library and at outside venues, including schools, the Seniors Center, elder care facilities.</p>	<p>Attendees will gain a higher awareness and understanding of the library's services, collections, and programs.</p>
<p><b>General departmental and library operations</b></p>	
<p><b>Duty/Responsibility</b></p>	<p><b>Performance Standard</b></p>
<p>Provide staff leadership when manager is on vacation, ill, etc. Serve as a contact for patron inquiries, incidents, and questions from other library departments and staff which cannot wait until the department manager returns.</p>	<p>Time-sensitive inquiries and situations are handled in a timely, knowledgeable and professional manner.</p>
<p>Provide staff leadership during an accident, incident, customer confrontation or building emergency.</p>	<p>Library employees know to whom to look for direction and leadership in a crisis.</p> <p>Management involvement is sought as and when the situation permits.</p>
<p>Assist with building security, including: disabling and enabling alarms, lost children, contacting public safety services such as police and fire, following proper procedures for handling biohazardous waste and blood borne pathogens, assist with keeping entrances free of snow and ice.</p>	<p>Prompt and appropriate actions are taken to ensure health and public safety.</p>
<p>Enforce library policies, procedures and rules. Complete necessary reports in the case of accident, injury, theft of library property, disturbances, or inappropriate use of library equipment.</p>	<p>Prompt and appropriate actions are taken in response to any accident or incident.</p> <p>Reports are filed as soon after the conclusion of an accident or incident as is possible.</p>

Participate in the library's notary service at the Reference Desk.	Staff will provide quality notary service to the public. The library will pay associated fees for staff to become and maintain notary public status.
Assist students, parents or teachers to find relevant information for school assignments.	Staff will identify and recommend books, databases and magazines suitable for students. Staff will guide students to materials on second floor. Staff may refer students to materials or additional staff assistance in the Children's and Teen collections.
Conduct library tours and instruct groups and individuals on the use of the library.	Visiting groups and individuals will have a basic understanding of the library's layout and organization of materials and collections.
When called upon to do so, briefly explain how library collection development works, including how materials are selected and weeded.	Patrons are informed of the library's collection development processes and standards.
<b>Professional Development</b>	
<b>Duty/Responsibility</b>	<b>Performance Standard</b>
Participate in continuing education activities to keep knowledge of adult services and library trends current.	Personal and professional development goals are set in the annual performance review with the director, and progress is tracked in meeting throughout the year.

## KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of library technology.

Knowledge of adult fiction, nonfiction, and readers' advisory best practices.

Commitment to helping adults and families become lifelong learners.

Knowledge of popular topics such as hobbies, recreation, travel, etc.

Knowledge of local history resources and local authors.

Knowledge of current practices and trends in librarianship.

Knowledge of online public access catalogs (OPACs).

Excellent verbal and written communication skills, including public speaking.

Ability to prioritize tasks during fluctuating workflow.

Ability to be flexible about learning and teaching new ways to do things, including technology.

Proficiency with computer applications including: word processing, spreadsheets, presentation programs, email, internet navigation, content management software for websites and internal blogs, online library catalogs, and other digital resources.

Knowledge of a variety of technologies or equipment used in libraries, such as photocopiers and fax machines

## REQUIRED EDUCATION AND/OR EXPERIENCE

Master's degree in library science from an ALA accredited library school.

Experience working as a librarian in a library or other information-based agency.

## **TOOLS AND EQUIPMENT USED**

Personal computers, printers, photocopy machines, telephone, LED projectors, other computer-related equipment and microfilm reader-printers.

## **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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand for up to eight hours; talk and hear; use hands to dial, handle, or feel, objects or controls; and reach with hands or arms. The employee is required to kneel, walk, stand, bend, twist, push and pull. Job requires employee 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 job.

The noise level in the work environment is moderate. Most work is indoors with occasional work performed outside such as monitoring a booth at a community event or presenting an outreach program.

Minimal travel may be required for performing outreach programs, site visits, and professional development activities.

Employee may be called upon to clean up blood borne pathogens and bodily fluids.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and background check; 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.

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

# Oshkosh Public Library Position Description

**Position:** Technical Services Acquisitions / Serials Management Assistant  
**Classification:** Library Assistant II  
**Department:** Technical Services  
**Date:**

**GENERAL PURPOSE**

Coordinate with Collection Development/Acquisitions Librarian to place and receive orders for library materials; create invoices and pay in the Acquisitions module of the ILS; order replacements and return materials to library vendors.

**Supervisor** Head of Technical Services  
**Salary Matrix Level** C

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duty / Responsibility	Performance Standards
<b>Acquisitions</b>	
<ul style="list-style-type: none"> <li>Place orders of library materials via ILS or purchase orders</li> </ul>	<ul style="list-style-type: none"> <li>Within one day of receiving order from Collection Development and Acquisitions Librarian, library materials are ordered and appear as "on order" in the catalog.</li> </ul>
<ul style="list-style-type: none"> <li>Unpack and check in library materials upon receipt, flag or make notes to prioritize items that have reserves or need other special processing and distribute materials to catalogers.</li> </ul>	<ul style="list-style-type: none"> <li>Within two days of receipt the materials are on catalogers' shelves. Items with reserves are prioritized for quicker processing.</li> </ul>
<ul style="list-style-type: none"> <li>Create invoices and pay on the ILS.</li> </ul>	<ul style="list-style-type: none"> <li>Invoices are shown as paid.</li> </ul>
<ul style="list-style-type: none"> <li>Pack and mail materials that must be returned to vendors</li> </ul>	<ul style="list-style-type: none"> <li>Duplicates and damaged items are returned, with damaged being re-ordered.</li> </ul>
<b>Serials management</b>	
<ul style="list-style-type: none"> <li>Annually add, renew or cancel titles through vendor database. Follow up on renewals for titles not available through vendor. Notify staff and the public of titles that have ceased publication.</li> </ul>	<ul style="list-style-type: none"> <li>Titles are received seamlessly, with no interruption in service.</li> </ul>
<ul style="list-style-type: none"> <li>Determine funds to be charged for invoices.</li> </ul>	<ul style="list-style-type: none"> <li>The correct library materials fund is charged.</li> </ul>

<ul style="list-style-type: none"> <li>• Report missed issues for magazines and newspapers.</li> </ul>	<ul style="list-style-type: none"> <li>• Missing issues are received</li> </ul>
<ul style="list-style-type: none"> <li>• Label magazine shelves and folders in the Reading Room.</li> </ul>	<ul style="list-style-type: none"> <li>• Users can easily find the titles.</li> </ul>
<ul style="list-style-type: none"> <li>• Process new magazines for public use and remove past month's copies to prepare for circulation.</li> </ul>	<ul style="list-style-type: none"> <li>• The most current issue of the magazine is available to the public</li> </ul>
<ul style="list-style-type: none"> <li>• Check in, stamp and put out newspapers for the public</li> </ul>	<ul style="list-style-type: none"> <li>• Local newspapers are available for the public by 9:30 am each day. Newspapers received via US Mail are available within 15 minutes of delivery of mail.</li> </ul>
<b>Physical Processing Support</b>	
<ul style="list-style-type: none"> <li>• Collect damaged materials and coordinate repairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Materials previously unusable by the public and are repaired and ready for circulation</li> </ul>
<ul style="list-style-type: none"> <li>• Create trust fund or memorial cards for items purchased with trust or memorial funds.</li> </ul>	<ul style="list-style-type: none"> <li>• Items can be identified in the collection and by the public as purchased with these funds.</li> </ul>
<ul style="list-style-type: none"> <li>• Create list and pack library materials that are sent to the bindery. Upon return, unpack and determine processing needed to ready materials for circulation</li> </ul>	<ul style="list-style-type: none"> <li>• Materials are bound, correctly processed and ready for circulation.</li> </ul>
<ul style="list-style-type: none"> <li>• Check newly processed material for errors in labelling.</li> </ul>	<ul style="list-style-type: none"> <li>• Correct labeling ensures the material can be easily found in the collection.</li> </ul>
<ul style="list-style-type: none"> <li>• Withdraw items from the collection and the ILS and assist in relabeling projects or fixing items that have labeling errors.</li> </ul>	<ul style="list-style-type: none"> <li>• Collection is kept current and items can be easily found in the collection.</li> </ul>
<b>Other duties</b>	
<ul style="list-style-type: none"> <li>• Adds title entries for songs on compact discs and songbooks</li> </ul>	<ul style="list-style-type: none"> <li>• Public can access this information through the catalog with a title search</li> </ul>
<ul style="list-style-type: none"> <li>• Answer the department phone. Respond to people entering at the delivery door, find employees for service people or sign for deliveries.</li> </ul>	
<ul style="list-style-type: none"> <li>• Sort daily mail delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Mail is distributed to appropriate staff</li> </ul>
<ul style="list-style-type: none"> <li>• Other duties as assigned</li> </ul>	

## **KNOWLEDGE, SKILLS AND ABILITIES**

Effective customer service skills

Ability to multi-task and determine priorities during fluctuating workflow.

Knowledge of library materials organization.

Computer skills including experience with word processing and spreadsheet software, email, Internet navigation. Thorough knowledge of the ILS acquisition system and searching capabilities on OCLC .

Ability to adapt to change; willingness to learn new ways of doing things, including new technologies.

## **REQUIRED EDUCATION AND/OR EXPERIENCE**

High school diploma or equivalent required; some college education preferred.

## **TOOLS AND EQUIPMENT USED**

Typical office equipment, computers and software including computer workstation, fax machine, photocopier, telephone, label printer, postage meter and printers.

## **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.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

TO: Oshkosh Public Library Board  
 FROM: Lisa Voss  
 DATE: November 22, 2023  
 SUBJECT: 2024 Calendar of Board Meetings

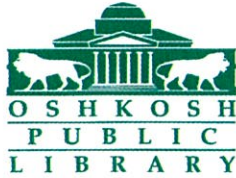
The Oshkosh Public Library Board meetings fall on the last Thursday of the month (which is not always the fourth Thursday) in accordance with the By-Laws. This will accommodate Trustee scheduling conflicts and the timeliness with which we receive financial information. Meetings begin at 4:00 p.m.

Exceptions have been made where noted to avoid scheduling conflicts with holidays and to enable timely submission of required annual reports to the State of Wisconsin.

<b>Oshkosh Public Library</b>
Thursday, January 25, 2024
Thursday, February 29, 2024
Thursday, March 28, 2024
Thursday, April 25, 2024
Thursday, May 30, 2024
Thursday, June 27, 2024
Thursday, July 25, 2024
Thursday, August 29, 2024
Thursday, September 26, 2024
Thursday, October 31, 2024
*Thursday, November 21, 2024
* Thursday, December 19, 2024
Thursday, January 30, 2025

\* Denotes meeting moved to avoid conflict with holiday.





106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

### MEMORANDUM

TO: Oshkosh Public Library Board of Trustees  
FROM: Lisa Voss  
DATE: November 22, 2023  
RE: 2024 SCHEDULE OF LIBRARY FACILITY CLOSINGS

The proposed 2024 closings are based upon a combination of factors including holidays established in the Library Employee Handbook, days of anticipated low usage, and other special circumstances.

Sunday, December 31, 2023	Library open normal hours: 1:00 – 5:00 p.m.
Monday, January 1, 2024	New Year's Day
Friday, March 1, 2024	Closed for in-service Staff Development Day.
Sunday, March 31, 2024	Easter Sunday
Saturday, May 25, 2024	Summer Schedule Begins – closing time of 1 p.m.
Sunday, May 26, 2024	Sunday closure consistent with Summer Schedule
Monday, May 27, 2024	Memorial Day
Thursday, July 4, 2024	Independence Day
Monday, September 2, 2024	Labor Day
Tuesday, September 3, 2024	Fall-Winter-Spring Schedule Begins
Thursday, November 28, 2024	Thanksgiving Day
Tuesday, December 24, 2024	Day before Christmas
Wednesday, December 25, 2024	Christmas Day
Tuesday, December 31, 2024	New Year's Eve: Library closes at 5 p.m.
Wednesday, January 1, 2025	New Year's Day

**Oshkosh Public Library  
Statement of Revenue and Receipts**

**October 2023**

**83% of the year**

**RECEIPTS**

**Oshkosh Public Library**

Gifts and Donations  
Material Lost and Paid For  
Other Receipts- program support

**Total Oshkosh Public Library Receipts**

BUDGET	OCTOBER	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
	16.36	33,104.67		33,104.67
	606.11	5,804.40		5,804.40
		24,000.00		24,000.00
	<b>622.47</b>	<b>57,868.86</b>	0.00%	<b>57,868.86</b>

**City of Oshkosh**

**Grants and Aids**

Winnebago County  
Other County Aid  
(Fond du Lac, Green Lake &  
Winnefox Library System

**Total Grants and Aids**

**Other Inflow**

Graphic Design Contractual Revenues  
Book Sales  
Miscellaneous  
Meeting Room  
Photocopies  
Sales Tax Payable  
Library Material Reimb. (refund)  
Meeting Room Rental Reimb (refund)  
Postage Reimbursement (refund)

**Total Other Inflow**

**Total Revenue Submitted to City of Oshkosh**

816,300.00		613,197.25	75.12%	(203,102.75)
47,700.00		47,795.00	100.20%	95.00
220,500.00	29,101.98	182,342.91	82.70%	(38,157.09)
<b>1,084,500.00</b>	<b>29,101.98</b>	<b>843,335.16</b>	<b>77.76%</b>	<b>(241,164.84)</b>
		0.00	0.00%	0.00
9,000.00	860.76	7,632.53	84.81%	(1,367.47)
	65.24	885.40	0.00%	885.40
1,000.00	1,045.00	3,551.43	355.14%	2,551.43
10,000.00	1,405.04	12,351.14	123.51%	2,351.14
	116.56	1,004.25	0.00%	1,004.25
		0.00	0.00%	0.00
		0.00	0.00%	0.00
		0.00	0.00%	0.00
<b>20,000.00</b>	<b>3,492.60</b>	<b>25,424.75</b>	<b>127.12%</b>	<b>5,424.75</b>
1,104,500.00	32,594.58	868,759.91	78.66%	(235,740.09)
<b>1,104,500.00</b>	<b>34,594.58</b>	<b>884,829.91</b>	<b>80.11%</b>	<b>(219,670.09)</b>

**TOTAL REVENUE**

**Oshkosh Transit System**

Monthly Bus Passes  
Quarterly Bus Passes

**Total Receipts to Oshkosh Transit System**

0.00	1,280.00	7,790.00	0.00%	7,790.00
0.00	720.00	8,280.00	0.00%	8,280.00
<b>0.00</b>	<b>2,000.00</b>	<b>16,070.00</b>	<b>0.00</b>	<b>16,070.00</b>

City of Oshkosh Levy

2,792,700.00

Oshkosh Public Library  
Statement of Expenditures  
November 2023  
91.66% of the year

	2023	NOVEMBER	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
<b>Revolving Expenses</b>					
6102 Regular Pay	2,325,400.00	160,755.48	1,815,013.03	78.05	510,386.97
6104 Overtime Pay	30,000.00	4,919.42	32,290.77	107.64	-2,290.77
6302 FICA - Employers Share	160,200.00	12,281.59	137,299.11	85.70	22,900.89
6304 Wisconsin Retirement Fund	149,700.00	10,103.98	113,068.53	75.53	36,631.47
6306 Health Insurance	330,500.00	25,504.16	273,961.36	82.89	56,538.64
6308 Dental Insurance	16,200.00	1,093.04	11,967.18	73.87	4,232.82
6310 Life Insurance	6,200.00	414.02	9,603.45	154.89	-3,403.45
<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	3,575.50	20,848.93	88.72	2,651.07
6412 Contractual Agreement Payments	340,000.00	13,495.00	310,151.60	91.22	29,848.40
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	1,900.00	150.00	8,847.64	465.67	-6,947.64
6416 Prevent Maintenance Contracts	16,600.00	10,071.41	86,534.19	521.29	-69,934.19
6417 Third Party Contracted Services	50,000.00	11,605.60	103,757.28	207.51	-53,757.28
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	726.06	4,722.97	78.72	1,277.03
6422 Professional License/Membership Dues/Bonds	5,000.00	180.00	1,405.85	28.12	3,594.15
6423 Employee Allowance/Reimbursement	800.00	434.87	1,591.21	198.90	-791.21
<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	347.11	5,436.23	77.66	1,563.77
<b>Fixed Costs</b>					
6450 Insurance Expense	28,300.00	125.00	14,475.00	51.15	13,825.00
6451 Workers Comp Insurance	9,900.00		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	228.38	2,042.69	58.36	1,457.31
6455 Utilities Expense	83,000.00	12,013.45	103,276.54	124.43	-20,276.54
<b>Other - Finance Only Accounts</b>					
6465 Bank Fees	0.00	421.68	421.68	0.00	-421.68
<b>Fuel/Lubricants</b>					
6519 Non-Inventory Miscellaneous Fuel	0.00		35.23	0.00	-35.23
<b>Inventory/Supplies</b>					
6520 Office Supplies	21,100.00	1,250.96	20,237.07	95.91	862.93
6524 Inventory/Supplies	248,400.00	46,176.19	222,622.46	89.62	25,777.54
6529 Non-Inventory Supplies	34,000.00	3,697.18	52,862.29	155.48	-18,862.29
6550 Minor Equipment	0.00				
<b>Total Other Expenditures</b>	<b>3,897,200.00</b>	<b>319,570.08</b>	<b>3,353,172.29</b>	<b>86.04</b>	<b>544,027.71</b>

**Oshkosh Public Library**  
**Endowment Fund Expenditures**  
**November 2023**  
**91.66% of the year**

	2023	NOVEMBER	NET	% OF	UNEXPENDED	
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE	
			TO DATE	BUDGET		
<b>OPL Collection Improvements</b>						
80601	Hoxtel	1,000.00	555.04	55.50	444.96	
80603	Schuster (Audio)	10,850.00	590.02	6,666.54	79.88	
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	48.65	662.90	85.54	
80610	Johnson	0.00	9.58	0.00	-9.58	
80612	E.W. Kelsh	150.00	64.40	42.93	85.60	
80613	G Kenney	600.00	0.00	0.00	600.00	
80614	Mainwaring	0.00	512.13	0.00	-512.13	
80615	Memorial Fund	3,500.00	117.30	5,243.17	149.80	
80616	Rahn	0.00	90.13	0.00	-90.13	
80618	Schuster (Books)	0.00	0.00	0.00	0.00	
80620	Voss	0.00	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	308.25	308.25	5.84	
80633	Collection Improvement Fund	0.00	0.00	0.00	0.00	
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	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	204.76	34.13	395.24	
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	1,920.00	7,080.00	0.00	
<b>OPL Facility Improvement Fund</b>						
80630	Facility and Improvement Fund		0.00	0.00	0.00	
80630.1	Basket Carts	2,100.00	2,526.25	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	547.82	2,458.61	111.76	
80631.6	Book Club Books - Elementary	2,200.00	183.88	1,944.30	88.38	
80631.7	Book Club Books - Tweens	2,200.00	190.62	2,156.94	98.04	
80631.8	Book Club Books - Teens	2,200.00	2,747.90	124.90	-547.90	
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>		<b>147,625.00</b>	<b>3,906.54</b>	<b>67,473.47</b>	<b>45.71</b>	<b>80,151.53</b>

## Oshkosh Public Library Highlights November 2023

1. Oshkosh Noon Kiwanis has pledged ongoing support for OPL's early literacy initiative, the 1000 Books Reading Challenge. The initiative was a beneficiary of the club's 2023 Bingo for a Cause fundraiser, which generated sufficient proceeds to cover several years of funding for 1000 Books. An initial donation of \$3,000 at the start of 2024 will fund booklets to help parents track their child's reading, tote bags, books and early learning toys for participating families. The 1000 Books Reading Challenge offers encouragement and guidance for parents, teaching them to talk, sing, read, write and play in ways that build the early literacy skills that lead to reading. Thanks to Oshkosh Noon Kiwanis for supporting early literacy in our community!
2. A presentation developed by Community Engagement Librarian Sandy Toland about The Orphan Train is gathering steam, with multiple community groups requesting the program. More than 40 people attended the program at First English Lutheran Church on Nov. 1; another 27 people from Winnebago County Home and Community Education group attended the talk under the Dome on Nov. 13; and the presentation is scheduled for the Oshkosh branch of the American Association of University Women in January.
3. A program under the Dome commemorating the 125<sup>th</sup> anniversary of the Oshkosh Woodworkers Strike drew more than 60 people for a lively and enlightening evening under the Dome. The event, organized by the Wisconsin Labor Society, was a "Who's Who" of labor historians and influential organizations, as the story of the strike, the resulting trial and landmark workers' rights verdict unfolded before an enthusiastic audience.
4. Modern Woodmen, a financial services organization, recognized children's librarian Lindsay Reuer with their Hometown Hero award and donated \$100 to the library in her honor. The organization has been supporting children's literacy with its Raising Readers program all year and noted the High Hopes Early Literacy Program and the 1,000 Books Challenge, both led by Lindsay. Congratulations to Lindsay and thanks to Modern Woodmen for recognizing the important work she is doing at the library to support early literacy.
5. OPL's Marketing Coordinator, Laura McDonald, graduated from the Wisconsin Library Association's Leadership Development Institute in October. LDI seeks to develop "goal-oriented and agile library leaders who are creative problem solvers able to navigate uncertainty, rapidly changing technology and shrinking resources." The six-month course wrapped up at the WLA fall conference.
6. Seventeen people attended estate planning workshops at the library during October to learn about powers of attorney; living wills; and special needs trusts for adult children. A Madison attorney was the presenter at the programs.

MONTHLY REPORT  
Oshkosh Public Library  
October 2023

CIRCULATION	Oct-23	Oct-22	% Change	YTD 2023	YTD 2022	% Change
Book-Adult	14,222	13,644	4%	143,451	141,657	1.3%
Book-Juvenile	14,871	13,377	11%	147,873	133,789	10.5%
Book-YA/Teen	1,161	1,360	-15%	14,837	15,907	-6.7%
CD-Adult	1,069	946	13%	10,741	10,252	4.8%
CD-Juvenile	65	86	-24%	789	791	-0.3%
CD-Book-Adult	482	582	-17%	5,452	6,698	-18.6%
CD-Book-Juvenile	165	223	-26%	2,005	2,111	-5.0%
CD-Book-YA/Teen	12	17	-29%	134	165	-18.8%
DVD-Adult	5,433	6,120	-11%	56,230	57,820	-2.7%
DVD-Juvenile	1,249	1,419	-12%	12,311	12,477	-1.3%
Game-Adult	609	555	10%	6,723	6,089	10.4%
Game-Juvenile	253	162	56%	2,163	1,709	26.6%
Magazine-Adult	515	583	-12%	5,087	5,686	-10.5%
Magazine-Juvenile	14	5	180%	113	166	-31.9%
Magazine-YA/Teen	5	0	0%	6	1	500.0%
Other-Adult	406	213	91%	2,665	1,656	60.9%
Other-Juvenile	164	125	31%	1,482	1,164	27.3%
Other-YA/Teen	8	4	100%	63	50	26.0%
<b>Total Adult</b>	<b>22,736</b>	<b>22,643</b>	<b>0%</b>	<b>230,349</b>	<b>229,858</b>	<b>0.2%</b>
<b>Total Juvenile</b>	<b>16,781</b>	<b>15,397</b>	<b>9%</b>	<b>166,736</b>	<b>152,207</b>	<b>9.5%</b>
<b>Total YA/Teen</b>	<b>1,186</b>	<b>1,381</b>	<b>-14%</b>	<b>15,040</b>	<b>16,123</b>	<b>-6.7%</b>
<b>SUB TOTAL</b>	<b>40,703</b>	<b>39,421</b>	<b>3%</b>	<b>412,125</b>	<b>398,188</b>	<b>3.5%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	5,022	4,649	8%	51,068	48,647	5%
Hoopla E-Books	535	406	32%	4,861	3,895	25%
<b>E-BOOKS SUB TOTAL</b>	<b>5,557</b>	<b>5,055</b>	<b>10%</b>	<b>55,929</b>	<b>52,542</b>	<b>6%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	4,865	4,046	20%	44,253	38,341	15%
Hoopla Audiobooks	1,444	928	56%	12,712	8,950	42%
<b>AUDIBOOKS SUB TOTAL</b>	<b>6,309</b>	<b>4,974</b>	<b>27%</b>	<b>56,965</b>	<b>47,291</b>	<b>20%</b>
Tumblebooks	2	2	0%	38	104	-63%
<b>DIGITAL BOOKS SUB TOTAL</b>	<b>2</b>	<b>2</b>	<b>0%</b>	<b>38</b>	<b>104</b>	<b>-63%</b>
<b>Digital Media</b>						
Hoopla Music	63	44	43%	570	358	59%
Hoopla Video	151	151	0%	1,888	2091	-10%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>214</b>	<b>195</b>	<b>10%</b>	<b>2,458</b>	<b>2,449</b>	<b>0%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>12,082</b>	<b>10,226</b>	<b>18%</b>	<b>115,390</b>	<b>102,386</b>	<b>13%</b>
<b>TOTAL CIRCULATION</b>	<b>52,785</b>	<b>49,647</b>	<b>6%</b>	<b>527,515</b>	<b>500,574</b>	<b>5.4%</b>

PHYSICAL MATERIALS	Oct-23	Oct-22	% Change	YTD 2023	YTD 2022	% Change
% AV Materials Circulated	23%	26%	-11%	24%	25%	-4%
% Print Materials Circulated	77%	74%	4%	76%	75%	1%
% Adult Materials Circulated	59%	61%	-4%	60%	62%	-4%
% Youth Materials Circulated	41%	39%	6%	40%	38%	6%
Average Circulation Per Hour	171.4	163	5%	185	174	7%
<b>MISCELLANEOUS</b>	<b>Oct-23</b>	<b>Oct-22</b>	<b>% Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>% Change</b>
Library Facility Traffic	20,375	16,502	23.5%	189,845	162,143	17.1%
Average Daily Traffic	657	532	23.5%	679	575	18.1%
Meetings Held	124	81	53.1%	991	757	30.9%
New Card Registrations	254	209	21.5%	2,414	2,218	8.8%
Self-check % of Checkout	47%	49%	-3.0%	50%	49%	2.1%
Volunteer Hours Worked	106	71	49.3%	1,041	896	16.1%
Teacher Packs	3	5	-40.0%	37	60	-38.3%

MONTHLY REPORT  
Oshkosh Public Library  
October 2023

<b>ELECTRONIC RESOURCES</b>	Oct-23	Oct-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	18,491	16,986	9%	174,363	174,476	-0.1%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	49	44	11%	522	758	-31.1%
EBSCO Sessions	42	42	0%	424	477	-11.1%
HeritageQuest Sessions	189	230	-18%	1,516	1,175	29.0%
Mango Languages	66	69	-4%	467	575	-18.8%
Mitchell Auto Repair	0	10	-100.0%	12	71	-83.1%
NewspaperARCHIVE	0	311	-100%	1,553	2,519	-38.3%
Oshkosh Northwestern	259	0	0%	0	0	0.0%
RefUSA	115	134	-14%	901	1,134	-20.5%
<b>SUB-TOTAL</b>	<b>733</b>	<b>896</b>	<b>-18%</b>	<b>6,108</b>	<b>6,162</b>	<b>-0.9%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	42	56	-25%	410	407	0.7%
City Directories	137	89	54%	1,287	846	52.1%
Digital Collections	38	280	-86%	1,091	3,244	-66.4%
Local History Books	21	36	-42%	171	416	-58.9%
Oshkosh Facts, Firsts, and FAQ	4	10	0%	35	37	-5.4%
Oshkosh Newspaper Index	0	0	0.0%	0	220	-100.0%
Oshkosh Vital Records Index	0	236	-100%	1,756	2,088	-15.9%
Riverside Cemetery Index	12	11	9%	99	146	-32.2%
UWDC - Atlases & Histories	2	2	0%	11	17	-35.3%
<b>SUB-TOTAL</b>	<b>256</b>	<b>720</b>	<b>-64%</b>	<b>4,860</b>	<b>7,421</b>	<b>-34.5%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>19,480</b>	<b>18,602</b>	<b>5%</b>	<b>168,993</b>	<b>188,955</b>	<b>-10.6%</b>
<b>PUBLIC COMPUTER USE</b>						
	Oct-23	Oct-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Use	8091	6479	25%	64,382	53924	19.4%
Public Computer Use						
Adult	1,824	1,477	23%	16192	15144	6.9%
Youth	201	180	12%	2117	1648	28.5%
<b>TOTAL USE</b>	<b>2,025</b>	<b>1,657</b>	<b>22%</b>	<b>18309</b>	<b>16792</b>	<b>9.0%</b>
<b>QUESTIONS ANSWERED</b>						
	Oct-23	Oct-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department						
Reference	782	1,031	-24%	10,737	12,617	-14.9%
Youth Department						
Reference	223	288	-23%	2,452	2,946	-16.8%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>1,005</b>	<b>1,319</b>	<b>-24%</b>	<b>13,189</b>	<b>15,563</b>	<b>-15.3%</b>
<b>PROGRAMS</b>						
	Oct-23	Oct-22	% Change	YTD 2023	YTD 2022	% Change
Programs Given						
Adult	23	22	5%	159	130	22.3%
Teen	4	4	0%	42	46	-8.7%
Youth	29	37	-22%	290	296	-2.0%
Roving Reader	10	10	0.0%	74	64	15.6%
<b>TOTAL</b>	<b>66</b>	<b>73</b>	<b>-10%</b>	<b>565</b>	<b>536</b>	<b>5.4%</b>
<b>Program Attendance</b>						
	Oct-23	Oct 21	% Change	YTD 2023	YTD 2022	% Change
Adult	176	238	-26%	2,073	2,012	3%
Teen	18	149	-88%	925	1,469	-37%
Youth	1103	1089	1%	11,684	11,351	3%
<b>TOTAL</b>	<b>1297</b>	<b>1476</b>	<b>-12%</b>	<b>14,682</b>	<b>14,832</b>	<b>-1%</b>

**MEMORANDUM**

TO: Lisa Voss and Ruth Percey, Interim Directors  
FROM: Tracie Schlaak  
DATE: November 21, 2023  
SUBJECT: October 2023 Donations

From Maureen Coleman in appreciation for help with ancestry research	\$50.00
Donations given at the register	\$20.92
<hr/> <b>Total Donations</b>	<b>\$70.92</b>



## MEMORANDUM

TO: Lisa Voss and Ruth Percey, Interim Directors  
FROM: Tracie Schlaak  
DATE: November 21, 2023  
SUBJECT: October 2023 Personnel Changes

Michele Harrell – New LA II in FFPS hired on 10/9/23

Emma McCarrey – Promoted from page in FFPS to LA II in FFPS as of 10/9/23

Kathy Rohlwing – New page in First Floor Public Services on 10/11/23

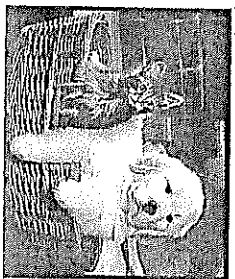
MaiKao Xiong – LA II in FFPS – resigned on 10/11/23 after 7 years with the library

Michelle Graf – Promoted from page in FFPS to LA II in FFPS as of 10/30/23

Morgan Dunn – Promoted from part time LA II in FFPS to Full-time LA II in CFOS as of 10/29/23

The estate of Robert J. Wheeler  
is so happy that you're  
accepting this collection of  
books. The public library  
has always been an important  
part of his life since his  
childhood. As his mobility  
decreased, he became more &  
more bound, my brother Tom &  
I (as well as Bob) are grateful  
for all the services you provided  
and appreciate all the intel-  
library loans through the wash.  
Reading was one of Bob's passions.  
We would love to have a few  
books from his collection. It  
may not look like some were  
read because they are in almost  
pristine condition. Stephen King's  
last book *Stella* was the exception,  
he only had the chance to read it  
for a brief time. When I talked  
to the staff member at the  
circulation desk, she said you'd  
accept all & they would be  
used one or another to help

The library and to promote  
reading of all to some family  
enrichment



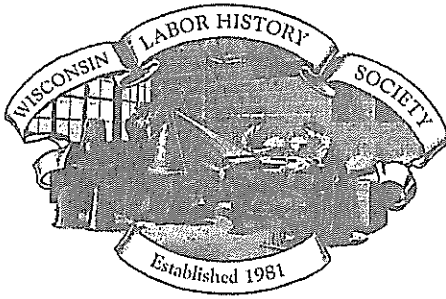
Photography By:

© Don Hayes

Thank you again for being part  
a wonderful part of Bob's life.  
Morgie Benach & Tom Wheeler

RECYCLABLE

Made in the USA  
© 2003 PVA 125NK03006XA



# Wisconsin Labor History Society

(Affiliated with Wisconsin Historical Society)

November 7, 2023

Oshkosh Public Library  
106 Washington Avenue  
Oshkosh, WI 54901

Dear Oshkosh Public Library staff,

The Wisconsin Labor History Society wanted to send a note of appreciation for your support in putting on our November 2<sup>nd</sup> event “Victory for Workers in the Millwork Capital: 125<sup>th</sup> Anniversary of Oshkosh Woodworkers Strike.” Support from the Oshkosh Public Library was critical throughout the project. Using staff time to create the flier was an enormous help, and the staff who assisted with getting the facility rental in place were very helpful and answered any questions promptly. We also deeply appreciated the Library leveraging its following in the local community to drive attendance at the event. The staff help was invaluable the day of the event when we were having technical difficulties connecting our presenter’s device to the TV the library provided. In short, the program could not have moved forward without OPL’s help.

As the OPL staff saw, all that help fostered a program with attendance that totally exceeded our expectations; we counted close to 70 attendees, and we hope your community members in attendance had a worthwhile and enriching experience. We are so appreciative of your staff’s time and energy. Please pass this message of appreciation to any staff who assisted us over the course of this project.

In solidarity,

Jaelyn J. Kelly  
Executive Director, Wisconsin Labor History Society

6333 W. Bluemound Rd., Milwaukee WI 53213

Website: [www.wisconsinlaborhistory.org](http://www.wisconsinlaborhistory.org)



Email: [info@wisconsinlaborhistory.org](mailto:info@wisconsinlaborhistory.org)



# Wisconsin Labor History Society

(Affiliated with Wisconsin Historical Society)

November 7, 2023

Oshkosh Public Library  
106 Washington Avenue  
Oshkosh, WI 54901

Dear Oshkosh Public Library staff,

The Wisconsin Labor History Society wanted to send a note of appreciation for your support in putting on our November 2<sup>nd</sup> event “Victory for Workers in the Millwork Capital: 125<sup>th</sup> Anniversary of Oshkosh Woodworkers Strike.” Support from the Oshkosh Public Library was critical throughout the project. Using staff time to create the flier was an enormous help, and the staff who assisted with getting the facility rental in place were very helpful and answered any questions promptly. We also deeply appreciated the Library leveraging its following in the local community to drive attendance at the event. The staff help was invaluable the day of the event when we were having technical difficulties connecting our presenter’s device to the TV the library provided. In short, the program could not have moved forward without OPL’s help.

As the OPL staff saw, all that help fostered a program with attendance that totally exceeded our expectations; we counted close to 70 attendees, and we hope your community members in attendance had a worthwhile and enriching experience. We are so appreciative of your staff’s time and energy. Please pass this message of appreciation to any staff who assisted us over the course of this project.

In solidarity,

Jaclyn J. Kelly  
Executive Director, Wisconsin Labor History Society

6333 W. Bluemound Rd., Milwaukee WI 53213