

**Oshkosh Public Library Board of Trustees
Agenda – December 21, 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	353-357
1. Minutes of the Regular Meeting of November 30, 2023		
2. Regular Vouchers Payable – \$305,886.68		
3. 2024 Vouchers Payable - \$503.00		
<u>Items Removed From Consent Agenda</u>		
<u>New Business</u>		
4. <u>Guest:</u> Sarah Read will introduce herself and talk about her new role as OPL’s Reader’s Advisory Librarian.	NO	
5. <u>2024 OPL Pay Plan:</u> The 2024 pay plan matrix is presented for Library Board consideration. Two options are offered for consideration: One with hourly rates that are 4% higher and a second with rates that are 3.5% higher than those in the 2023 matrix. Pay rates at the 4% level were built into the final version of the 2024 operating budget approved by the Board on November 7, 2023.	YES	358-359
6. <u>Appointments to Board Finance Committee for 2023-2024</u>	YES	
7. <u>Board Finance Committee Meeting Calendar – 2024:</u> Co-interim directors propose establishing meeting dates for the Finance Committee. These dates will ensure a quarterly regular meeting of the committee to take place the week before a regular full board meeting, enabling incorporation of any recommended action by the committee on the next agenda for the full Board. 2024 dates proposed: Tuesday, February 20; Tuesday, May 21; Tuesday August 20; and Tuesday November 12. All meetings to begin at 4:00 pm.	YES	
8. <u>Endowment Fund 2024 Allocation Proposals – Round One:</u> Proposed 2024 endowment fund allocations with fund limits calculated using a 3-year, end of third quarter average balance.	YES	360

9. Late library opening: Per the new director's request, open the library at **2 p.m.** on Friday, January 19, 2024, to accommodate an all-staff meeting from 9 a.m. to 1 p.m. YES

Informational Items

10. Revenues
11. Expenditures
12. Library Highlights
13. Monthly Statistics
14. Donations
15. Personnel Changes

NO 361-369

Library Director's Report

NO

Trustee Reports and Comments

NO

Future Agenda Items

NO

Adjournment

YES

Next Meeting Scheduled

January 25, 2024 at 4:00 p.m.

MINUTES OF THE LIBRARY BOARD

Oshkosh Public Library

November 30, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on November 30, 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, Kim Brown, Susan Fojtik, Lindsey Mugerauer, Baron Perlman, David Romond, Amber Shemanski and Tony Kneepkens, Adjunct Board Member. Absent were: Larry Lautenschlager, Christine Melms-Simon and David Rucker. Others present were: Ruth Percey, Interim Co-Director; Lisa Voss, Interim Co-Director, Laura McDonald, Marketing Coordinator; Julie Schmude, Business Manager; Marcy Cannon, Administrative Specialist II; Jonathan Richie, Oshkosh Herald and Tracie Schlaak, Administrative Specialist.

There were no public comments.

Consent Agenda Items:

- **Minutes** of the Regular Meeting held on October 26, 2023
- **Minutes** of the Special Board Meeting held on November 7, 2023
- **Minutes** of the Special Board Meeting held November 16, 2023
- **Vouchers Payable** - \$322,313.37
- **Revised position descriptions:** Reader's Advisory Librarian (Information Services); Digital Services Librarian (Information Services); Library Assistant II (Technical Services)

Motion to approve the consent agenda as presented with changes to the October 26, 2023 minutes and November 16, 2023 minutes.

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

Kim Brown arrived at 4:15 PM

New Business

- **2024 Calendar of Library Board Meetings**

Motion to approve the 2024 Calendar of Library Board Meetings as presented.

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

- **2024 Schedule of Library Closings**

Motion to approve the 2024 Schedule of Library Closings as presented.

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

Library Co-Director's Report

- Lisa Voss gave an update on the transfer of the OPL Memorial Fund.
- Ruth Percey indicated that they are working on a policy limiting the number of items that a patron can bring into the library.

Closed Session: The Oshkosh Public Library Board convened 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 confirm the person the board wants to hire for the Oshkosh Public Library Director Position.

Motion to go into Closed Session at 4:20 PM.

Motion: Perlman; **Second:** Mugerauer; **Vote:** Unanimous after a roll call vote

Return to Open Session

Motion to return to Open Session at 4:25 PM.

Motion: Perlman; **Second:** Fojtik; **Vote:** Unanimous after a roll call vote

Motion to hire Darryl Eschete as the new Oshkosh Public Library Director, starting on January 15, 2024, at a salary of \$121,010 annually and reimbursement up to \$10,000 for moving expenses.

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

Adjournment

Motion: To adjourn the meeting at 4:29 PM

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

Respectfully,



Lisa Voss, Interim Co-Director
Tracie Schlaak – Recorder

**Oshkosh Public Library
Vouchers Payable
December 2023**

Name	Memo	Paid Amount
Revolving Expenses		
6455 · Utility Expense		
City of Oshkosh - Revolving Charges	Utility Expense	8,643.18
Total 6455 · Utility Expense		<u>8,643.18</u>
6310 · Life Insurance		
City of Oshkosh - Revolving Charges	Life Insurance	453.94
Total 6310 · Life Insurance		<u>453.94</u>
6308 · Dental Insurance		
City of Oshkosh - Revolving Charges	Dental Insurance	1,093.04
Total 6308 · Dental Insurance		<u>1,093.04</u>
6306 · Health Insurance		
City of Oshkosh - Revolving Charges	Health Insurance	25,504.16
Total 6306 · Health Insurance		<u>25,504.16</u>
6304 · Wisconsin Retirement Fund		
City of Oshkosh - Revolving Charges	Wisconsin Retirement Fund	9,943.24
Total 6304 · Wisconsin Retirement Fund		<u>9,943.24</u>
6302 · FICA - Employers Share		
City of Oshkosh - Revolving Charges	FICA - Employers Share	11,782.08
Total 6302 · FICA - Employers Share		<u>11,782.08</u>
6104 · Overtime		
City of Oshkosh - Revolving Charges	Overtime	3,882.96
Total 6104 · Overtime		<u>3,882.96</u>
6102 · Regular Pay		
City of Oshkosh - Revolving Charges	Regular Pay	155,281.24
Total 6102 · Regular Pay		<u>155,281.24</u>
Total Revolving Expenses		<u>216,583.84</u>
Contracted Services		
6412 · Contractual Agreement Payments		
Winnefox Library System	Contractual Service - Secretarial/Clerical Support, Electronic & Delivery	13,145.00
Total 6412 · Contractual Agreement Payments		<u>13,145.00</u>
6416 · Prevent Maintenance Contracts		
Jack's Maintenance Service	Exterior Window and Light Cleaning, Janitorial Service for December 20	6,046.00
Gordon Flesch Co, Inc	Images Over Base Amount	62.09
Total 6416 · Prevent Maintenance Contracts		<u>6,108.09</u>
6417 · 3rd Party Contracted Services		
Beez Electric, Inc	Fixing of Employee Card Reader - Labor	102.70
M.V. Klinger Painting Co. Inc.	Painting of Evergreen Book Drop, Touch-Up Turn Stille Door & Jeffersor	1,945.00
GFL Environmental	Trash & Recycling Standard Service - 12/01/2023 to 12/31/2023	700.90
House Of Flowers	Plan/Tree Install	442.95
Unique Management Services, Inc	Placements - Qty: 68	700.40
Winnefox Library System	Unique Management Service - Oct/Nov 2023	595.70
Total 6417 · 3rd Party Contracted Services		<u>4,487.65</u>
6411 · Advertising/Postage/Print		
Winnefox Library System	Printing Service	118.28
Total 6411 · Advertising/Postage/Print		<u>118.28</u>
Total Contracted Services		<u>23,859.02</u>
Employee Development & Allowanc		
6421 · Employee Training/Development		
Winnefox Library System	WLA YSS Performers Showcase Registration	20.00
Total 6421 · Employee Training/Development		<u>20.00</u>
6423 · Employee Allowance/Reimbursemen		
Bongers, Joe	Kiwanis Lunch	28.45
Eschete, Darryl	New Director Reimbursement for Interview	847.62
Toland, Sandy	Travel Reimbursement - 46.2 Miles	30.26
Winnefox Library System	WLS Van use: 10/4/23 to 11/27/23 - 11 Miles	7.21
Total 6423 · Employee Allowance/Reimbursemen		<u>913.54</u>
Total Employee Development & Allowanc		<u>933.54</u>
Fixed Costs		
6450 · Insurance Expense		
City of Oshkosh - Revolving Charges	Insurance Expense	125.00
Total 6450 · Insurance Expense		<u>125.00</u>

**Oshkosh Public Library
Vouchers Payable
December 2023**

Name	Memo	Paid Amount
6454 · Telephone/Internet		
City of Oshkosh - Revolving Charges	Telephone/Internet Service	429.28
MasterCard - RP	Public Pay Phone	25.00
Winnefox Library System	U.S. Cellular 11/8/23 - 12/7/23	28.47
Total 6454 · Telephone/Internet		482.75
6455 · Utilities Expense		
Constellation	Monthly Gas Supply Charges	763.66
Total 6455 · Utilities Expense		763.66
Total Fixed Costs		1,371.41
Inventory Supplies		
6520 · Office Supplies		
Staples	HP Toner, Pencils, Masking Tape, Scotch Tape, Facial Tissue, Batteries	724.25
MasterCard - RP	Sleeve City - DVD Cases with full sleeve	353.80
Winnefox Library System	Supplies from Staples, Chair from Amazon, Paper from PrintShop Suppl	134.49
Total 6520 · Office Supplies		1,212.54
6524 · Specialty Supplies		
Ingram	Books	250.81
Cengage Learning	Books	437.62
Baker & Taylor	Books, DVDs, & CDs	5,827.98
Hoopla	Digital Content - Qty: 2,210	4,903.92
Winnefox Library System	WLS Deferred Revenue - 2024 OverDrive State Collection	18,925.94
Winnefox Library System	WLS Deferred Revenue - 2024 OverDrive Winnefox Collection	21,568.02
Data Axle	Reference Solutions - USA Package - 11/24/2023 to 11/23/2024	4,620.00
MasterCard - KG	Books & Games	1,557.20
Cengage Learning	Books	177.54
Total 6524 · Specialty Supplies		58,269.03
6529 · Non-Inventory Supplies		
Central Stores	Toilet Tissue & Roll Towels for Dispenser	727.92
MasterCard - RP	Windex Window Cleaner, Christmas Lights 77 Feet (Qty: 3)	93.71
Jack's Maintenance Service	GO-JO Soap, Garbage Bags	168.46
Beez Electric, Inc	Fixing of Employee Card Reader - Material	6.21
M.V. Klinger Painting Co. Inc.	Materials for Touch-Ups	431.65
Winnefox Library System	Pick'n Save Supplies	9.98
MasterCard - RP	Zaroni's Pizza for Book Club	61.87
MasterCard - RP	Zaroni's Pizza for Book Club	123.73
Winnefox Library System	Director Presentation Refreshments	254.94
Total 6529 · Non-Inventory Supplies		1,878.47
Total Inventory Supplies		61,360.04
Rental Expense		
6443 · Lease Expense		
Great America Financial Services	Lease for Copiers	347.11
Total 6443 · Lease Expense		347.11
Total Rental Expense		347.11
OPL Programming Support Fund		
80631 · Programming Support		
Baker & Taylor	Books	106.00
MasterCard - KG	Books for Prizes, Video Games	118.26
Baker & Taylor	Books	585.92
Total 80631 · Programming Support		810.18
Total OPL Programming Support Fund		810.18
OPL Collection Improvements		
80610 · Johnson		
Baker & Taylor	Books	126.55
Total 80610 · Johnson		126.55
80638 · Steiger		
Baker & Taylor	Books	156.82
Total 80638 · Steiger		156.82
80615 · Memorial Fund		
Cengage Learning	Meilahn - Books	164.74
Baker & Taylor	Books	56.48
Total 80615 · Memorial Fund		221.22
80609 · Hilton		
Baker & Taylor	Books	116.95
Total 80609 · Hilton		116.95
Total OPL Collection Improvements		621.54
Total:		\$ 305,886.68

**Oshkosh Public Library
Vouchers Payable
January 2024**

Name	Memo	Paid Amount
Contracted Services		
6417 · 3rd Party Contracted Services		
Mad Science of Milwaukee	Special Event - Sounds Like Science	503.00
Total 6417 · 3rd Party Contracted Services		503.00
Total:		503.00

**2024 OSHKOSH PUBLIC LIBRARY
NON-REPRESENTED EMPLOYEE PAY PLAN**

OSHKOSH PUBLIC LIBRARY PAY PLAN		----- HOURLY RATES/STEPS AS OF 1/1/2024 (3.5% increase)									
GRADE	POSITION	2024 PAY PLAN RATES FOR SALARIED EMPLOYEES					100%	120%			
		MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	CONT PT	MAX			
N		64,4112	66,2516	68,0919	69,9322	71,7725	73,6128	88,3354			
M	LIBRARY DIRECTOR	58,5416	60,2142	61,8869	63,5595	65,2321	66,9047	80,2857			
L		53,2030	54,7231	56,2432	57,7633	59,2834	60,8035	72,9642			
K		48,3664	49,7482	51,1301	52,5120	53,8939	55,2758	66,3310			
J		43,9545	45,2104	46,4662	47,7221	48,9779	50,2338	60,2805			
I	LIBRARY ASSISTANT DIRECTOR	39,9385	41,0796	42,2207	43,3618	44,5029	45,6440	54,7728			
H	MANAGING LIBRARIAN	36,2893	37,3261	38,3630	39,3998	40,4366	41,4735	49,7682			
G		33,0627	34,0074	34,9520	35,8966	36,8413	37,7859	45,3431			
F	LIBRARIAN	29,9756	30,8320	31,6885	32,5449	33,4014	34,2578	41,1094			
	OPERATIONS MANAGER	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			
	MARKETING COORDINATOR	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			
E	LIBRARY MAINTENANCE ENGINEER	27,2242	28,0020	28,7798	29,5577	30,3355	31,1133	37,3360			
	GRAPHIC ARTIST	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			
D		24,3763	25,0728	25,7692	26,4657	27,1622	27,8586	33,4304			
C	LIBRARY ASSISTANT II	21,5283	22,1434	22,7585	23,3736	23,9887	24,6038	29,5246			
	BUILDING MAINTENANCE CUSTODIAN	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			
B	LIBRARY ASSISTANT I	17,9275	18,4397	18,9519	19,4641	19,9763	20,4885	24,5862			
A	PAGE	14,0852	14,4876	14,8900	15,2925	15,6949	16,0973	19,3168			

**2024 OSHKOSH PUBLIC LIBRARY
NON-REPRESENTED EMPLOYEE PAY PLAN**

OSHKOSH PUBLIC LIBRARY PAY PLAN		----- HOURLY RATES/STEPS AS OF 1/1/2024 (4% Increase)									
GRADE	POSITION	2024 PAY PLAN RATES FOR SALARIED EMPLOYEES					100%	120%			
		MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	CONT PT	MAX			
N		64.722403	66.5716	68.42083	70.27	72.1192	73.96846	88.762153			
M	LIBRARY DIRECTOR	58.824438	60.5051	62.18583	63.8665	65.5472	67.22793	80.673516			
L		53.460054	54.9875	56.51491	58.0423	59.5698	61.0972	73.316645			
K		48.600006	49.9886	51.37715	52.7657	54.1543	55.54286	66.651437			
J		44.166879	45.4288	46.6907	47.9526	49.2145	50.47643	60.57172			
I	LIBRARY ASSISTANT DIRECTOR	40.13143	41.278	42.42465	43.5713	44.7179	45.86449	55.037389			
H	MANAGING LIBRARIAN	36.464603	37.5064	38.54829	39.5901	40.632	41.67383	50.008598			
G		33.222426	34.1716	35.12085	36.0701	37.0193	37.96849	45.562184			
F	LIBRARIAN	30.12041	30.981	31.84158	32.7022	33.5627	34.42333	41.307991			
	OPERATIONS MANAGER	0	0	0	0	0	0	0			
	MARKETING COORDINATOR	0	0	0	0	0	0	0			
E	LIBRARY MAINTENANCE ENGINEER	27.355692	28.1373	28.91887	29.7005	30.4821	31.26365	37.516378			
	GRAPHIC ARTIST	0	0	0	0	0	0	0			
D		24.494062	25.1939	25.89372	26.5936	27.2934	27.99321	33.591857			
C	LIBRARY ASSISTANT II	21.632338	22.2504	22.86847	23.4865	24.1046	24.72267	29.667206			
	BUILDING MAINTENANCE CUSTODIAN	0	0	0	0	0	0	0			
B	LIBRARY ASSISTANT I	18.014062	18.5287	19.04344	19.5581	20.0728	20.5875	24.704999			
A	PAGE	14.153223	14.5576	14.96198	15.3664	15.7707	16.17511	19.410134			

Oshkosh Public Library
Approved 2024 Endowment Fund Expenditures - Round One

Funds for Library Excellence	Average Asset Value 2021-2023	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	All Rounds Total	Available For Projects
OverDrive eBooks / eAudiobooks				\$ 21,568		
Collection Improvement	\$ 860,305	3 YR Q3 BAL 2020-2022	\$ 43,015	\$ 21,568	\$ 21,568	\$ 21,447
Architectural Consultant Fees for Facility Use Planning				\$ 50,000		
Facility Improvement	\$ 1,424,450	3 YR Q3 BAL 2020-2022	\$ 71,222	\$ 50,000	\$ 50,000	\$ 21,222
John V Nichols Professional Library Education Scholarship				\$ 2,400		
Sponsor Literacy Council Spelling Bee Team (up to 8 people)				\$ 360		
Staff Development Day				\$ 3,000		
Wisconsin City Library Collaborative				\$ 1,800		
Library Development	\$ 1,006,021	3 YR Q3 BAL 2020-2022	\$ 50,301	\$ 7,560	\$ 7,560	\$ 42,741
Freedom to Read Program Support - September 2024				\$ 2,000		
Reading Challenge Prizes - Adults (Books)				\$ 2,500		
Reading Challenge Prizes - Elementary (Books)				\$ 3,800		
Reading Challenge Prizes - Tweens (Books)				\$ 2,500		
Reading Challenge Prizes - Teens (Books)				\$ 2,500		
Book Club Books - Elementary				\$ 2,500		
Book Club Books - Tweens				\$ 2,500		
Book Club Books - Teens				\$ 2,500		
Book Club Books - Young Adults				\$ 2,500		
Lakefly Writer's Conference - 2024				\$ 8,000		
Programming	\$ 873,976	3 YR Q3 BAL 2020-2022	\$ 43,699	\$ 31,300	\$ 31,300	\$ 12,399
Young Authors Program				\$ 1,000		
Mainar Fund	\$ 26,811	3 YR Q3 BAL 2020-2022	\$ 1,341	\$ 1,000	\$ 1,000	\$ 341
Restricted Collection Funds						
Archer	\$ 2,390	Changing South	\$ 120	\$ 100		
Gruenewald	\$ 3,570	Progressivism	\$ 179	\$ 160		
Hilton II	\$ 16,415	Biographies	\$ 821	\$ 775		
Hoxtel	\$ 22,341	Audiobooks	\$ 1,117	\$ 1,100		
Jackson	\$ 2,128	Children's	\$ 106	\$ 100		
Kelsh	\$ 3,684	Various NF topics	\$ 184	\$ 180		
Kenny	\$ 13,013	Audiobooks, Biographies	\$ 651	\$ 645		
Rasmussen, M	\$ 34,444	Genealogy	\$ 1,722	\$ 1,710		
Rojahn, F&A	\$ 2,721	Audiobooks	\$ 136	\$ 130		
Schuster, J&H	\$ 229,979	Large Print, Audiobooks	\$ 11,499	\$ 11,480		
Steiger, W	\$ 13,283	Children's	\$ 664	\$ 660		
Zellmer, S	\$ 112,796	Genealogy	\$ 5,640	\$ 5,635		
		3 YR Q3 BAL 2020-2022	\$ 25,050	\$ 22,675	\$ 22,675	
Total Proposed Trust Fund Expenditures				\$ 134,103	\$ 134,103	

Oshkosh Public Library
Statement of Revenue and Receipts
November 2023
92% 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	NOVEMBER	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
	345.53	33,450.20		33,450.20
	316.89	6,121.29		6,121.29
		24,000.00		24,000.00
	662.42	58,531.28	0.00%	58,531.28

City of Oshkosh

Grants and Aids

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

Total Grants and Aids

816,300.00		613,197.25	75.12%	(203,102.75)
47,700.00		47,795.00	100.20%	95.00
220,500.00	14,625.99	196,968.90	89.33%	(23,531.10)
1,084,500.00	14,625.99	857,961.15	79.11%	(226,538.85)

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

		0.00	0.00%	0.00
9,000.00	1,075.94	8,708.47	96.76%	(291.53)
	62.63	948.03	0.00%	948.03
1,000.00	45.00	3,746.43	374.64%	2,746.43
10,000.00	1,050.04	13,401.18	134.01%	3,401.18
	109.19	1,113.44	0.00%	1,113.44
		0.00	0.00%	0.00
		0.00	0.00%	0.00
		0.00	0.00%	0.00
20,000.00	2,342.80	27,917.55	139.59%	7,917.55

Total Revenue Submitted to City of Oshkosh

1,104,500.00	16,968.79	885,878.70	80.21%	(218,621.30)
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TOTAL REVENUE

1,104,500.00	18,618.79	903,598.70	81.81%	(200,901.30)
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Oshkosh Transit System

Monthly Bus Passes
Quarterly Bus Passes

Total Receipts to Oshkosh Transit System

0.00	750.00	8,540.00	0.00%	8,540.00
0.00	900.00	9,180.00	0.00%	9,180.00
0.00	1,650.00	17,720.00	0.00	17,720.00

City of Oshkosh Levy

2,792,700.00

Oshkosh Public Library
Statement of Expenditures
December 2023
96% of the year

		2023	DECEMBER	NET	% OF	UNEXPENDED
		BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
				TO DATE	BUDGET	
Revolving Expenses						
6102	Regular Pay	2,325,400.00	155,281.24	1,970,294.27	84.73	355,105.73
6104	Overtime Pay	30,000.00	3,882.96	36,173.73	120.58	-6,173.73
6302	FICA - Employers Share	160,200.00	11,782.08	149,081.19	93.06	11,118.81
6304	Wisconsin Retirement Fund	149,700.00	9,943.24	123,011.77	82.17	26,688.23
6306	Health Insurance	330,500.00	25,504.16	299,465.52	90.61	31,034.48
6308	Dental Insurance	16,200.00	1,093.04	13,060.22	80.62	3,139.78
6310	Life Insurance	6,200.00	453.94	10,057.39	162.22	-3,857.39
Professional Services						
6401	Engineering/Surveying/Appraisals	0.00		0.00	0.00	0.00
6402	Audit	0.00		0.00	0.00	0.00
6403	Legal	0.00		0.00	0.00	0.00
6404	Misc. Consulting/Studies	0.00		0.00	0.00	0.00
Contracted Services						
6411	Advertising/Postage/Printing	23,500.00	118.28	20,967.21	89.22	2,532.79
6412	Contractual Agreement Payments	340,000.00	13,145.00	323,296.60	95.09	16,703.40
6413	Contractual Employment	0.00		0.00	0.00	0.00
6415	Subscription/Licensing Contracts	1,900.00		8,847.64	465.67	-6,947.64
6416	Prevent Maintenance Contracts	16,600.00	6,108.09	92,642.28	558.09	-76,042.28
6417	Third Party Contracted Services	50,000.00	28,918.93	132,676.21	265.35	-82,676.21
6418	Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance						
6421	Employee Training/Development	6,000.00	20.00	4,742.97	79.05	1,257.03
6422	Professional License/Membership Dues/Bonds	5,000.00		1,405.85	28.12	3,594.15
6423	Employee Allowance/Reimbursement	800.00	913.54	2,504.75	313.09	-1,704.75
Inter-Department Services Charges						
6431	Administrative/Engineering Fees	0.00		0.00	0.00	0.00
6433	Interfund Chargebacks	0.00		0.00	0.00	0.00
Rental Expenses						
6441	Rental Expenses	0.00		0.00	0.00	0.00
6443	Lease Expense	7,000.00	347.11	5,783.34	82.62	1,216.66
Fixed Costs						
6450	Insurance Expense	28,300.00	125.00	14,600.00	51.59	13,700.00
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	482.75	2,525.44	72.16	974.56
6455	Utilities Expense	83,000.00	9,406.84	112,683.38	135.76	-29,683.38
Other - Finance Only Accounts						
6465	Bank Fees	0.00		421.68	0.00	-421.68
Fuel/Lubricants						
6519	Non-Inventory Miscellaneous Fuel	0.00		35.23	0.00	-35.23
Inventory/Supplies						
6520	Office Supplies	21,100.00	1,212.54	21,449.61	101.66	-349.61
6524	Inventory/Supplies	248,400.00	58,269.03	280,891.49	113.08	-32,491.49
6529	Non-Inventory Supplies	34,000.00	1,878.47	54,740.76	161.00	-20,740.76
6550	Minor Equipment	0.00				
Total Other Expenditures		3,897,200.00	328,886.24	3,682,058.53	94.48	215,141.47

Oshkosh Public Library
Endowment Fund Expenditures
December 2023
96% of the year

		2023	DECEMBER	NET	% OF	UNEXPENDED
		BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
				TO DATE	BUDGET	
OPL Collection Improvements						
80601	Hoxtel	1,000.00		555.04	55.50	444.96
80603	Schuster (Audio)	10,850.00		8,666.54	79.88	2,183.46
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	116.95	779.85	100.63	-4.85
80610	Johnson	0.00	126.55	136.13	0.00	-136.13
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	221.22	5,464.39	156.13	-1,964.39
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	5.84	4,966.75
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	156.82	361.58	60.26	238.42
80644	Rojahn	80.00		0.00	0.00	80.00
OPL Development and Support Fund						
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		7,080.00	0.00	-7,080.00
OPL Facility Improvement Fund						
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
OPL Programming Support Fund						
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	106.00	1,527.12	69.41	672.88
80631.5	Reading Challenge Prizes - Teens (Books)	2,200.00	704.18	3,162.79	143.76	-962.79
80631.6	Book Club Books - Elementary	2,200.00		1,944.30	88.38	255.70
80631.7	Book Club Books - Tweens	2,200.00		2,156.94	98.04	43.06
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
Total Gifts		147,625.00	1,431.72	68,905.19	46.68	78,719.81

Oshkosh Public Library Highlights December 2023

1. On November 28, Oshkosh Area School District 4K families were invited to a special open house in the Children's Department to discover services and resources offered by the library. The kids were encouraged to vote for their favorite picture books; 4K staff offered free books and a pinwheel craft to teach kids how to calm themselves; and there was a sequencing activity designed for their morning routine. In all, 89 people attended and many of the kids got their first library cards!
2. Kids have had several opportunities during the past month to help create a cozy winter village in the library's lower level. A total of 57 kids created a piece to add to the village during Wonderlab, Tween STEAM and a visit from the Boys & Girls Club. The village is on display in the lower level throughout December.
3. Family, friends and library patrons enjoyed the annual concert by the Oshkosh Youth Choir under the Dome on Dec. 2. In a unique twist on their typical performance, the group presented a musical Christmas story, with "Grandma" narrating the tale, accompanied by the choir singing popular holiday melodies that filled the library with cheer.
4. The library continues to respond to community needs, participating in two recent collection drives to help area residents. OPL accepted donations of new warm socks for Socktober, a project of the Altrusa Club of Oshkosh. The library also collected food and hygiene items as part of drive coordinated by the City of Oshkosh.
5. OPL is once again partnering with River East Neighborhood Association to offer Movies with Friends on one Sunday each month through March 2024. All are welcome to the family-friendly movies that are sure to put a smile on your face.
6. The library's annual Great Reads video premiered on YouTube this month, with staff sharing their favorite books from 2023. Staff from across the organization participated in this much anticipated annual program, which gives readers a great start on building their 2024 TBR lists.

MONTHLY REPORT
Oshkosh Public Library
November 2023

CIRCULATION	Nov-23	Nov-22	% Change	YTD 2023	YTD 2022	% Change
Book-Adult	12,956	13,347	-3%	156,407	155,004	0.9%
Book-Juvenile	14,867	13,503	10%	162,740	147,292	10.5%
Book-YA/Teen	1,037	1,266	-18%	15,874	17,173	-7.6%
CD-Adult	1,066	1,351	-21%	11,807	11,603	1.8%
CD-Juvenile	83	68	22%	872	859	1.5%
CD-Book-Adult	473	610	-22%	5,925	7,308	-18.9%
CD-Book-Juvenile	170	218	-22%	2,175	2,329	-6.6%
CD-Book-YA/Teen	18	9	100%	152	174	-12.6%
DVD-Adult	5,289	6,204	-15%	61,519	64,024	-3.9%
DVD-Juvenile	1,387	1,422	-2%	13,698	13,899	-1.4%
Game-Adult	593	556	7%	7,316	6,645	10.1%
Game-Juvenile	211	202	4%	2,374	1,911	24.2%
Magazine-Adult	442	561	-21%	5,529	6,247	-11.5%
Magazine-Juvenile	14	11	27%	127	177	-28.2%
Magazine-YA/Teen	6	0	0%	12	1	1100.0%
Other-Adult	328	208	58%	2,993	1,864	60.6%
Other-Juvenile	149	186	-20%	1,631	1,350	20.8%
Other-YA/Teen	8	7	14%	71	57	24.6%
Total Adult	21,147	22,837	-7%	251,496	252,695	-0.5%
Total Juvenile	16,881	15,610	8%	183,617	167,817	9.4%
Total YA/Teen	1,069	1,282	-17%	16,109	17,405	-7.4%
SUB TOTAL	39,097	39,729	-2%	451,222	437,917	3.0%
Digital Book Formats						
OverDrive E-Books	4,832	4,467	8%	55,900	53,114	5%
Hoopla E-Books	485	402	21%	5,346	4,297	24%
E-BOOKS SUB TOTAL	5,317	4,869	9%	61,246	57,411	7%
Audiobook Formats						
OverDrive Audiobooks	4,549	3,721	22%	48,802	42,062	16%
Hoopla Audiobooks	1,405	1,019	38%	14,117	9,969	42%
AUDIOBOOKS SUB TOTAL	5,954	4,740	26%	62,919	52,031	21%
Tumblebooks	9	14	-36%	47	118	-60%
DIGITAL BOOKS SUB TOTAL	9	14	-36%	47	118	-60%
Digital Media						
Hoopla Music	79	218	-64%	649	576	13%
Hoopla Video	241	62	289%	2,129	2153	-1%
DIGITAL MEDIA SUB TOTAL	320	280	14%	2,778	2,729	2%
DIGITAL CONTENT SUB TOTAL	11,600	9,903	17%	126,990	112,289	13%
SUB TOTAL	50,697	49,632	2%	578,212	550,206	5.1%
TOTAL CIRCULATION	50,697	49,632	2%	578,212	550,206	5.1%
PHYSICAL MATERIALS						
% AV Materials Circulated	24%	27%	-11%	24%	26%	-4%
% Print Materials Circulated	76%	73%	4%	76%	74%	1%
% Adult Materials Circulated	57%	61%	-6%	59%	62%	-4%
% Youth Materials Circulated	43%	39%	10%	41%	38%	6%
Average Circulation Per Hour	173.6	168	4%	184	173	6%

MONTHLY REPORT
Oshkosh Public Library
November 2023

MISCELLANEOUS	Nov-23	Nov-22	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	19,754	18,382	7.5%	209,599	180,525	16.1%
Average Daily Traffic	681	634	7.5%	679	580	17.0%
Meetings Held	100	90	11.1%	1,091	847	28.8%
New Card Registrations	219	191	14.7%	2,633	2,409	9.3%
Self-check % of Checkout	46%	48%	-4.6%	50%	49%	1.5%
Volunteer Hours Worked	85	76	12%	1,126	972	15.8%
Teacher Packs	6	6	0.0%	43	66	-34.8%

ELECTRONIC RESOURCES	Nov-23	Nov-22	% Change	YTD 2023	YTD 2022	% Change
OPL Website Sessions	16,533	16,571	0%	190,896	191,047	-0.1%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	49	39	26%	571	797	-28.4%
EBSCO Sessions	62	66	-6%	486	543	-10.5%
HeritageQuest Sessions	177	247	-28%	1,693	1,422	19.1%
Mango Languages	78	59	32%	545	634	-14.0%
Mitchell Auto Repair	0	9	-100%	12	80	-85.0%
NewspaperARCHIVE	0	260	-100%	1,764	2,779	-36.5%
Oshkosh Northwestern - Click Tracking	16	19	-16%	241	368	-34.5%
RefUSA	95	138	-31%	996	1,272	-21.7%
SUB-TOTAL	688	837	-18%	6,796	7,895	-13.9%
LOCAL DATABASE SESSIONS						
1957 Address Change	37	21	76%	447	428	4.4%
City Directories	83	48	73%	1,370	894	53.2%
Digital Collections	39	246	-84%	1,130	3,490	-67.6%
Local History Books	14	28	-50%	185	444	-58.3%
Oshkosh Facts, Firsts, and FAQ	3	3	0%	38	40	-5.0%
Oshkosh Newspaper Index	0	0	0%	0	220	-100.0%
Oshkosh Vital Records Index	159	219	-27%	1,915	2,307	-17.0%
Riverside Cemetery Index	6	8	-25%	105	154	-31.8%
UWDC - Atlases & Histories	0	0	0%	11	17	-35.3%
SUB-TOTAL	341	573	-40%	5,201	7,994	-34.9%
TOTAL ELECTRONIC RESOURCE SESSIONS	17,562	17,981	-2%	186,555	206,936	-9.8%

PUBLIC COMPUTER USE	Nov-23	Nov-22	% Change	YTD 2023	YTD 2022	% Change
Wireless Use	7279	5858	24%	71,661	59782	19.9%
Public Computer Use						
Adult	1,624	1,496	9%	17816	16640	7.1%
Youth	170	161	6%	2287	1809	26.4%
TOTAL USE	1,794	1,657	8%	20103	18449	9.0%

QUESTIONS ANSWERED	Nov-23	Nov-22	% Change	YTD 2023	YTD 2022	% Change
Adult Department						
Reference	746	999	-25%	11,483	13,616	-15.7%
Youth Department						
Reference	224	246	-9%	2,676	3,192	-16.2%
TOTAL QUESTIONS ANSWERED	970	1,245	-22%	14,159	16,808	-15.8%

MONTHLY REPORT
Oshkosh Public Library
November 2023

PROGRAMS	Nov-23	Nov-22	% Change	YTD 2023	YTD 2022	% Change
Programs Given						
Adult	14	10	40%	173	140	23.6%
Teen	3	2	50%	45	48	-6.3%
Youth	20	32	-38%	310	328	-5.5%
Roving Reader	10	8	25%	84	72	16.7%
TOTAL	47	52	-10%	612	588	4.1%

Program Attendance	Nov-23	Nov-22	% Change	YTD 2023	YTD 2022	% Change
Adult	124	162	-23%	2,197	2,174	1%
Teen	78	66	18%	1,003	1,535	-35%
Youth	746	847	-12%	12,430	12,198	2%
TOTAL	948	1075	-12%	15,630	15,907	-2%

MEMORANDUM

TO: Lisa Voss and Ruth Percey, Interim Directors
FROM: Tracie Schlaak
DATE: December 12, 2023
SUBJECT: November 2023 Donations

From Modern Woodmen of America in honor of Lindsay Reuer	\$100.00
From Lorry & Lynn Sallee for Giving Tuesday	\$100.00
Donations given at the register	\$ 20.86
<hr/> Total Donations	\$220.86

MEMORANDUM

TO: Lisa Voss and Ruth Percey, Interim Directors
FROM: Tracie Schlaak
DATE: December 12, 2023
SUBJECT: November 2023 Personnel Changes

There are none to report for November.