



**Oshkosh Public Library Board of Trustees
Agenda – Thursday, November 21, 2024
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	291- 296
1.	Minutes of the regular Board meeting of October 31, 2024		
2.	Minutes of the special Board meeting of November 5, 2024		
3.	Vouchers Payable – \$313,516.17		
<u>Items Removed from Consent Agenda</u>			
<u>New Business</u>			
4.	<u>Resolution: Acceptance of Additional County Funds:</u> In 2023, the Winnefox System negotiated payment for member libraries to receive additional funding from Winnebago County for Hoopla streaming services and special programming support. As these funds were not pre-budgeted during the 2024 budget cycle, a resolution is required to add the funds to the operating budget first by the Library Board of Trustees and then Common Council. Action requested: <i>Approve resolution adding \$12,494.80 in County funding for Hoopla streaming service and program support to operating budget.</i>	YES	297- 299
5.	<u>Proposed revisions to circulation policy:</u> Consider revisions to the Circulation Loan Periods and Item Limits on certain items to increase accessibility and availability. Action requested: <i>Move to approve changes to circulation policy on Try-It-Yourself kits, Yard Games and Board Games.</i>	YES	300- 302





6.	Report on the planned third-party analysis of City-Library finance practices: Report on the planning for a cooperative, third-party-led analysis of the interdepartmental business practices of the Oshkosh Public Library and City of Oshkosh.	NO	303
<u>Informational Items</u>		NO	304-311
7.	Revenues		
8.	Expenditures		
9.	Library Highlights		
10.	Monthly Statistics		
11.	Donations		
12.	Personnel Changes		
<u>Library Director's Report</u>			
13.	Report on operations of the Oshkosh Public Library	NO	312
<u>Trustee Reports and Comments</u>		NO	
<u>Adjournment</u>		YES	
<u>Next Meeting Scheduled:</u> Thursday, December 19, 2024 at 4 p.m.			



MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
October 31, 2024

The October 31, 2024, Oshkosh Public Library Board of Trustees meeting was held in the Oshkosh Public Library meeting room and called to order at 4:00 PM by Vice-President, Lindsey Mugerauer.

Present: Kim Brown, Susan Fojtik, Tony Kneepkens, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, David Rucker, Amber Shemanski, Molly Templin, Adjunct Board Member and Jason Schmidt, Adjunct Board Member

Absent: Bill Bracken and Larry Lautenschlager

Also Present: Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Ruth Percey, Head of Circulation; Tracie Schlaak, Winnefox Library System Administrative Specialist and Neal Matherne, Curator of Education at the Oshkosh Public Museum.

Public Comments: None

Consent Agenda Items

- Minutes of the Regular Board Meeting of September 26, 2024
- Vouchers Payable - \$361,684.17
- Approve holiday and event closings for 2025
- Approve Board calendar for 2025

Discussion about Vouchers Payable having the incorrect amount shown on the consent agenda. The amount should be \$361,678.67.

Motion to approve the consent agenda as presented with changes to Vouchers Payable.

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

New Business

- LaFontaine "Transfer on Death" and consideration of funeral expense request: In September, the library received a transfer on death (TOD) designation from the estate of Cheryl LaFontaine, a former library volunteer. The library's portion of the TOD is \$12,479.79, with a request from the executor for a voluntary contribution of \$1373.00 toward Ms. LaFontaine's funeral expenses.

Motion to approve the contribution of \$1373.00 from transfer on death to cover funeral costs of benefactor Cheryl LaFontaine.

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

- Request for use of endowment funds: Requesting the use of \$3415.00 of the Facility Improvement Fund for the rehabilitation of a vandalized painting and study room air purifiers; \$400 used for recognition of employees who worked on the new Oshkosh Public Library website.

Motion to approve the use of Facility Improvement Funds for the rehabilitation of a damaged painting, air purifiers in study rooms and recognition of employees who worked on the new Oshkosh Public Library website and to approve use of Library Development funds for winter reading program materials as described in the director's memo.

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

- Report on Re-Branding and Website Launch.
Director Eschete gave a report on the public reveal of the new Oshkosh Public Library brand identity, the elements thereof and the release of the new library's website. Everything has been very favorable and well received.

Adjournment

Motion to adjourn at 5:00 PM

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

Respectfully,



Darryl Eschete, Secretary
Tracie Schlaak – Recorder

MINUTES OF THE LIBRARY BOARD SPECIAL MEETING

Oshkosh Public Library

November 5, 2024

The November 5, 2024 Oshkosh Public Library Board of Trustees meeting was held in the Oshkosh Public Library meeting room and called to order at 4:00 PM by President, Bill Bracken.

Present: Bill Bracken, Susan Fojtik, Tony Kneepkens, Larry Lautenschlager, Christine Melms-Simon and Baron Perlman

Absent: Kim Brown, Lindsey Mugerauer, David Rucker and Amber Shemanski

Also Present: Darryl Eschete, Library Director and Marcy Cannon, Winnefox Library System Business Manager

Public Comments: None

New Business

- To Review and approve the submitted FY 2025 budget of the Oshkosh Public Library. Discussion regarding the Library salary matrix increase should be 4.25% across the board instead of 4.5% as reported in the director's memo.

Motion to approve the 2025 budget as presented with discussed changes.

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

Adjournment

Motion to adjourn at 4:45 PM

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

Respectfully,



Darryl Eschete, Secretary
Marcy Cannon – Recorder

**Oshkosh Public Library
Vouchers Payable
November 2024
92% of the year**

Name	Memo	Paid Amount	
Revolving Expenses			
Life Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Life Insurance	\$421.55	
Total Life Insurance			\$421.55
Dental Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Dental Insurance	\$1,470.22	
Total Dental Insurance			\$1,470.22
Health Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Health Insurance	\$38,748.06	
Total Health Insurance			\$38,748.06
Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Employer's share of WI Retirement	\$11,312.09	
Total 6304 - Wisconsin Retirement Fund			\$11,312.09
FICA - Employers Share			
City of Oshkosh - Revolving Charges	Employer's share of FICA	\$13,115.99	
Total FICA - Employers Share			\$13,115.99
Overtime			
City of Oshkosh - Revolving Charges	Overtime Pay	\$4,148.06	
Total Overtime			\$4,148.06
Regular Pay			
City of Oshkosh - Revolving Charges	Regular Pay	\$174,246.23	
Total Regular Pay			\$174,246.23
Total Revolving Expenses			\$ 243,462.20
Contracted Services			
Contractual Agreement Payments			
WLS Contract Labor Services			
Winnefox Library System	Contractual Agreements	\$13,257.91	
Total Contractual Agreement Payments			\$13,257.91
Subscription/Licensing Contract			
Staff Tools			
NMT Partners LLC	ResCarta-Web Hosting	\$150.00	
Patron Services			
Library Market	LibraryCalendar Annual Subscription	\$2,500.00	
Total Subscription/Licensing Contract			\$2,650.00
Preventative Maintenance Contracts			
Copier/Printer Maintenance			
Gordon Flesch Co, Inc	Copier maintenance	\$40.21	
Gordon Flesch Co, Inc	Copier maintenance	\$2.42	
Gordon Flesch Co, Inc	Copier maintenance	\$36.62	
Total Preventative Maintenance Contracts			\$79.25
3rd Party Contracted Services			
Fox Valley Flute Choir	Flute Choir Performance on 12/14/24	\$200.00	
Gartman Mechanical Services	Plumbing services	\$146.00	
Gartman Mechanical Services	Plumbing services	\$730.00	
GFL Environmental	Waste disposal services	\$763.98	
Mid-State Sign Service	Installing Banners on building	\$362.50	
Unique Management Services, Inc	Collections	\$834.30	
Wisco	Repair safe in Circ Workroom	\$400.00	
Total 3rd Party Contracted Services			\$3,436.78
Advertising/Postage/Print			
DPI	Foamcore printing	\$152.05	
DPI	Business cards for various employees	\$1,230.20	
DPI	New brand banner printing	\$380.00	
DPI	New Brand photo backdrop	\$197.50	
Image 360 Inc.	New brand banners	\$2,862.00	
MasterCard - RP	Facebook ad	\$8.44	
Oshkosh Convention & Visitors	Destination Guide Advertising	\$700.00	
Winnefox Library System	Xerox contract base charge	\$115.96	
Winnefox Library System	Xerox overage charge for 3 months	\$257.87	
Winnefox Library System	Print jobs	\$92.00	
Total Advertising/Postage/Print			\$5,996.02
Total Contracted Services			\$25,419.96
Employee Development & Allowance			
Employee Training/Development			
Winnefox Library System	Spark your story day supplies	\$72.50	
Winnefox Library System	Spark your story day supplies	\$43.11	
Total Employee Training/Development			\$115.61
Professional License/Membership			
Kiwanis Club of Oshkosh, Inc.	Bongers Dues	\$190.00	
Total Professional License/Membership			\$190.00
Employee Allowance/Reimbursement			

**Oshkosh Public Library
Vouchers Payable
November 2024
92% of the year**

Name	Memo	Paid Amount		
Employee Allowance/Reimbursement				
McArthur, Michael	Mileage reimbursement	\$53.60		
Schell, Kallie	Mileage reimbursement	\$138.86		
Toland, Sandy	Mileage reimbursement	\$70.42		
Toland, Sandy	Mileage reimbursement	\$36.92		
Total Employee Allowance/Reimbursement			\$299.80	
Total Employee Development & Allowance				\$605.41
Fixed Costs				
Telephone/Internet				
City of Oshkosh - Revolving Charges	Telephone expense through the city	\$80.99		
MasterCard - RP	Payphone	\$25.00		
Winnefox Library System	US Cellular bill 10/8/24 to 11/7/24	\$34.24		
Total Telephone/Internet			\$140.23	
Utilities Expense				
City of Oshkosh - Revolving Charges	Utilities expense from City of Oshkosh	\$11,921.67		
Constellation	Gas expense	\$789.96		
Total Utilities Expense			\$12,711.63	
Total Fixed Costs				\$12,851.86
Inventory Supplies				
Office Supplies				
Block Iron & Supply Company	Blank Keys	\$694.30		
DPI	Envelopes	\$216.62		
DPI	Envelopes	\$192.62		
DPI	Business cards	\$75.45		
Image 360 Inc.	Name badges for employees	\$1,152.00		
Staples	Book tape	\$282.96		
Staples	Scotch tape	\$30.20		
Staples	Magenta & Yellow Toner	\$716.13		
Winnefox Library System	Office supplies	\$11.99		
Winnefox Library System	Office supplies	\$57.83		
Winnefox Library System	Office supplies	\$302.16		
Winnefox Library System	Office supplies	\$3.50		
Winnefox Library System	Office supplies	\$38.30		
Winnefox Library System	Office supplies	\$68.64		
Winnefox Library System	Office supplies	\$48.93		
Winnefox Library System	Office supplies	\$19.85		
Winnefox Library System	Office supplies	\$40.48		
Winnefox Library System	Office supplies	\$181.25		
Winnefox Library System	Office supplies	\$248.12		
Total Office Supplies			\$4,381.33	
Specialty Supplies				
Abdo	Library materials	\$502.05		
Baker & Taylor	Library materials	\$8,443.42		
Cengage Learning	Library materials	\$255.11		
EBSCO	Library materials	\$231.05		
Forbes	Library materials	\$30.00		
Ingram	Library materials	\$254.88		
MasterCard - MD	Library materials - Amazon	\$853.81		
MasterCard - MD	Library materials - Amazon	\$244.08		
	Library materials - Amazon, Pirate ship, Menomonee Falls His Society,			
MasterCard - MD	Cotton Dillard Prod	\$2,555.59		
MasterCard - MD	Library materials - Amazon, Lakeshore	\$594.21		
Midwest Tape	Library materials	\$1,932.53		
Midwest Tape - Hoopla	Library materials-Hoopla	\$5,298.94		
Total Specialty Supplies			\$21,195.67	
Total Inventory Supplies				\$25,577.00
Non-Inventory Supplies				
Facility Supplies				
Central Stores	Paper products from city of Oshkosh	\$990.70		
Gartman Mechanical Services	Plumbing supplies	\$288.73		
Jack's Maintenance Service	Cleaning supplies	\$83.85		
Kitz & Pfeil	Maintenance supplies	\$88.08		
Kitz & Pfeil	Maintenance supplies	\$69.99		
Kitz & Pfeil	Maintenance supplies	\$24.99		
Kitz & Pfeil	Maintenance supplies	\$82.75		
Kitz & Pfeil	Maintenance supplies	\$86.80		
Kitz & Pfeil	Maintenance supplies	\$41.78		
Kitz & Pfeil	Ladder	\$206.99		
Kitz & Pfeil	Maintenance supplies	\$90.74		
Menards	Maintenance supplies	\$219.87		

**Oshkosh Public Library
Vouchers Payable
November 2024
92% of the year**

Name	Memo	Paid Amount	
Pingry-Caswell	Cleaning supplies	\$165.90	
Pingry-Caswell	Cleaning supplies	\$116.74	
Winnefox Library System	Banner stand	\$83.29	
Winnefox Library System	External Hard drive	\$139.99	
Winnefox Library System	USB hub splitter	\$7.99	
Winnefox Library System	Wired headphones	\$19.99	
Winnefox Library System	Heavy duty shelving units	\$539.15	
Winnefox Library System	Mortise lock unit	\$112.35	
Winnefox Library System	Stanley mortise lock	\$305.35	
Winnefox Library System	Heavy duty Velcro	\$188.00	
Winnefox Library System	Doorbell for Circ	\$13.89	
Winnefox Library System	Schlage Mortise Lock from EBAY	\$139.98	
Winnefox Library System	Doorbell for Circ	\$13.89	
Winnefox Library System	Supplies from EBAY	\$15.39	
Total Facility Supplies			\$4,331.63
Program Support			
MasterCard - MB	Items for Bakery Play Area	\$8.75	
MasterCard - MB	Book club pizza - Children/Tweens	\$59.73	
MasterCard - MB	Book club pizza - Teens	\$119.47	
MasterCard - MB	Prizes for Creature Carnival	\$65.00	
Winnefox Library System	Creature Carnival supplies	\$23.95	
Winnefox Library System	Programm supplies - youth	\$165.67	
Winnefox Library System	Program supplies - youth	\$14.97	
Winnefox Library System	Program supplies for Youth	\$438.75	
Winnefox Library System	Program supplies for Youth	\$43.09	
Winnefox Library System	Program supplies - DIY	\$39.94	
Winnefox Library System	Read Freely event refreshments	\$100.52	
Total Program Support			\$1,079.84
Total Non-Inventory Supplies			\$5,411.47
Rental Expense			
Lease Expense			
Great America	Lease expense	\$188.27	
Total Lease Expense			\$188.27
Total Rental Expense			\$188.27
		Total Vouchers Payable	<u>\$313,516.17</u>



RESOLUTION OF THE OSHKOSH PUBLIC LIBRARY BOARD OF TRUSTEES

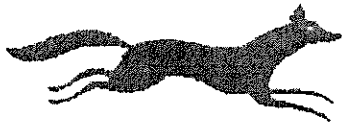
RESOLUTION PURPOSE: Approve Acceptance of Winnebago County Special Project Support and Amend the 2024 Library Operating Budget (\$12,494.80)

WHEREAS, the Oshkosh Public Library Board of Trustees have approved and the Common Council of the City of Oshkosh have adopted the 2024 Library Operating Budget; and

WHEREAS, it is necessary to amend the 2024 Oshkosh Public Library Operating Budget to account for unanticipated income for Specialty Supplies and Non-Inventory Supplies received as additional funding from Winnebago County in support of the Library's service to rural Winnebagoans.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees hereby accepts the additional funding and directs the Library Director to seek an appropriate budget amendment from the City of Oshkosh Common Council to allow for expenditure of the same.



**WINNEFOX LIBRARY SYSTEM**

1000 North Washington Avenue, Oshkosh, WI 54901-4381

Phone: 920-231-1200

Fax: 920-231-1201

Reference Number: 2024 Winnebago**Payable To: Oshkosh Public Library****Date:** April 1, 2024

Description: \$736,228.00 2024 Winnebago County Library Funding
 \$6,000.00 2024 Winnebago County Special Project: Hoopla Support
 \$6,494.80 2024 Winnebago County Special Project: Library Programming Support

Total Amount: \$748,722.80

WLS Office Use

Account	Program	Amount	Memo
20310	ADM	\$736,228.00	2024 Winnebago County Library Funding
68545	Grant	\$6,000.00	2024 Winnebago County Special Project: Hoopla Support
68545	Grant	\$6,494.80	2024 Winnebago County Special Project: Library Programming Support

\$748,722.80

approved: _____

ATTACHMENT TO THE WINNEBAGO COUNTY LIBRARY SERVICE AGREEMENT

Winnebago County Library Funding 2024

\$2,329,418 Reimbursement to Winnebago County libraries for service provided to county residents living outside municipalities with libraries:

Menasha	\$447,157
Neenah	\$940,336
Omro	\$98,469
Oshkosh	\$736,228
Winneconne	\$107,228

\$56,773 Major facility funding for Winnebago County libraries:

Menasha	\$56,773
Neenah	\$0
Omro	\$0
Oshkosh	\$0
Winneconne	\$0

\$82,474 Special project funds

\$2,468,665 Funding for Winnebago County Libraries 2024

\$96,489 Reimbursement to libraries in adjacent counties

\$2,565,154 Total library funding 2024

WINNEBAGO COUNTY, a State of Wisconsin
Municipal Corporation, ("COUNTY")

WINNEFOX LIBRARY SYSTEM
("WINNEFOX")

Jon Doemel, County Executive Date

Katherine Freund, Date
Winnefox System Board President

Julie Barthels, County Clerk Date

Clairellyn Sommersmith, Date
Winnefox System Director



MEMORANDUM

DATE: November 21, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Revisions to the Circulation Loan Periods and Item Limits Policy

Please find attached recommended revisions to the Circulation Loan Periods and Item Limits policy. As the library has added new collections and grown others, the revisions proposed reflect these changes.

Three of the collections, (Try-It-Yourself [TIY] Kits, Yard Games and Board Games) are fairly new and still small, so the shortened loan periods are intended to give more patrons an opportunity to check them out. Please note that “Lawn Games” are now labelled “Yard Games.”

The Wonder Books collection is a new addition. Procedures for the Book Club Kits are new and include a shortened loan period, to make the collection more accessible to patrons and facilitate self-service. The previous procedures demanded more staff attention as they required staff to manually set the due date.



CIRCULATION LOAN PERIODS AND ITEM LIMITS

Board policy provides that limits on the number of items, reserves and length of loan will be determined by library administration depending on the quantity available and current demand.

ITEM LIMITS

1. Maximum total items a borrower may check out: 75
2. High Demand Collection Limits:
 - Lucky Day books 2 items per card
 - Electronic games 2 items per card
 - TIY Kits 2 items per card

LOAN PERIODS

7 Days

- DVDs
- Children's DVDs
- Electronic Games

14 Days

- Wi-Fi Hot Spots
- Board Games
- Children's Puzzles
- Magazines – Adult, Young Adult and Children's
- New Adult Fiction
- Lucky Day
- High demand items (Shortloan)
- Storytime in a Bag
- TIY kits
- Yard Games
- Youth Puzzles

28 Days

- ~~Board Games~~

- Books on CD – Adult, Young Adult and Children's
- Children's books
- Compact Discs
- Fiction and Non-Fiction
- Graphic Novels/Manga
- Large Print
- ~~Lawn games~~
- New Non-Fiction
- Paperback books
- Adult Puzzles
- ~~TIY kits~~
- Young Adult books and paperback books
- Wonder Books
- Book Club Kits

HOLDS LIMIT

- Maximum number of items: 50

INTERLIBRARY LOAN MATERIALS

- Due date is set by the lending library and may range from one day to one month.

RENEWALS

Most library materials can be renewed two times if the items have not been reserved by another library user. Items may be renewed in person, through the library's online catalog, via the website chat service or by telephone.

There are NO renewals on reserved items, Lucky Day bestsellers and reference books. Renewal of interlibrary loan materials may be allowed upon request, subject to approval of the lending library.

Written By:	OPL Administration
Approved By:	Library Board
Amended/Modified:	02/29/2024, 07/29/2021, 02/09/07, 12/22/05, 06/12/02, 04/23/01, 08/10/00, 04/13/99, 04/10/97
Date:	02/28/96, 2/29/24



MEMORANDUM

DATE: November 21, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Third-Party Analysis of Finance/Business Interdependency of Library/City Organizations

On November 11, I met with City Manager Mark Rohloff, Finance Director Julie Calmes, Assistant Finance Director Hailey Palmquist and CPA Yvette Mueller of Clifton Larson Allen (CLA) to discuss a plan for a general analysis of the financial and business practices and interactions of the Oshkosh Public Library and City Finance. In that discussion, there was consensus that the following matters should be explored in depth:

1. **Budget Allocation and Funding Sources**

- **Transparency in Fund Allocation:** How funds are distributed and tracked for each entity, especially if there's shared funding, as in the case of the Stanhilber Parks-Library Trust.
- **Funding Sources and Restrictions:** Examination of funding streams, including public funds, grants, and private donations, ensuring compliance with usage restrictions.

2. **Compliance with and Awareness of Legal and Regulatory Requirements**

- **Public Sector Financial Regulations:** Ensuring continued adherence to and awareness of updated state and local government financial management regulations, especially those related to transparency and public accountability.

3. **Inter-organizational Communication, Procedures and Decision-Making Processes**

- **Decision-Making Protocols:** Examination of formal communication channels and approval processes to verify that they are clear and conducive to collaboration, including handling of financial decision-making and scheduling of routine procedures, such as the paying of recurring bills.

4. **Ongoing Expense Tracking and Shared Resource Management**

- **Tracking Expenses:** Verification that expenses are not only accurately budgeted for, but correctly attributed and reconciled between the two organizations.

This analysis should give both the library and the City organization insights into their financial interdependencies and help identify areas for improved cooperation, efficiency, transparency, and compliance.

I and the City have been told to expect a proposal for service from CLA by the end of November.



Oshkosh Public Library
Statement of Revenue
October 2024
83 % of the year

REVENUE

City of Oshkosh

Grants and Aids

Winnebago County
Other County Aid
(Fond du Lac, Green Lake & Waushara)

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

TOTAL REVENUE

	BUDGET	OCTOBER	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
	959,036.00		748,722.80	78.07%	(210,313.20)
			48,523.00	0.00%	48,523.00
	174,353.22	14,529.41	159,823.51	91.67%	(14,529.71)
	1,133,389.22	14,529.41	957,069.31	84.44%	(176,319.91)
			0.00	0.00%	0.00
	9,000.00	1,071.62	10,186.37	113.18%	1,186.37
		22.85	729.73	0.00%	729.73
	2,000.00	230.00	3,148.77	157.44%	1,148.77
	10,000.00	632.24	13,551.58	135.52%	3,551.58
		86.35	1,221.08	0.00%	1,221.08
			0.00	0.00%	0.00
			0.00	0.00%	0.00
			0.00	0.00%	0.00
	21,000.00	2,043.06	28,837.53	137.32%	7,837.53
	1,154,389.22	16,572.47	985,906.84	85.41%	(168,482.38)
	1,154,389.22	19,552.47	1,007,046.84	87.24%	(147,342.38)

Oshkosh Transit System

Monthly Bus Passes
Quarterly Bus Passes
Reloadable Passes

Total Receipts to Oshkosh Transit System

	0.00	1,690.00	10,595.00	0.00%	10,595.00
	0.00	630.00	9,885.00	0.00%	9,885.00
	0.00	660.00	660.00		
	0.00	2,980.00	21,140.00	0.00	21,140.00

City of Oshkosh Levy

2,876,500.00

Oshkosh Public Library
Statement of Expenditures November 2024
92% of the year

	2024	NOVEMBER	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,329,354.00	174,246.23	2,039,816.34	87.57	289,537.66
6104 Overtime Pay	20,000.00	4,148.06	35,031.68	175.16	-15,031.68
6302 FICA - Employers Share	184,755.00	13,115.99	153,564.24	83.12	31,190.76
6304 Wisconsin Retirement Fund	154,104.00	11,312.09	130,783.89	84.87	23,320.11
6306 Health Insurance	351,041.00	38,748.06	383,746.06	109.32	-32,705.06
6308 Dental Insurance	18,661.00	1,470.22	14,187.62	76.03	4,473.38
6310 Life Insurance	5,847.00	421.55	4,429.73	75.76	1,417.27
Professional Services			0.00		
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			0.00		
6411 Advertising/Postage/Printing	23,500.00	5,996.02	15,575.10	66.28	7,924.90
6412 Contractual Agreement Payments	315,400.00	13,257.91	302,157.73	95.80	13,242.27
6413 Contractual Employment	0.00		0.00	0.00	0.00
6415 Subscription/Licensing Contracts	5,000.00	2,650.00	11,027.10	220.54	-6,027.10
6416 Prevent Maintenance Contracts	16,600.00	79.25	82,149.60	494.88	-65,549.60
6417 Third Party Contracted Services	50,000.00	3,436.78	70,470.37	140.94	-20,470.37
6418 Uniform Laundry/Rugs/Cleaning Services	0.00		0.00	0.00	0.00
Employee Development & Allowance			0.00		
6421 Employee Training/Development	6,000.00	115.61	5,079.62	84.66	920.38
6422 Professional License/Membership Dues/Bonds	5,000.00	190.00	3,513.39	70.27	1,486.61
6423 Employee Allowance/Reimbursement	800.00	299.80	8,592.44	1,074.06	-7,792.44
Inter-Department Services Charges			0.00		
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			0.00		
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	7,000.00	188.27	2,437.22	34.82	4,562.78
Fixed Costs			0.00		
6450 Insurance Expense	28,300.00		24,009.15	84.84	4,290.85
6451 Workers Comp Insurance	9,900.00		9,900.00	100.00	0.00
6452 Licenses and Permits	0.00		715.77	0.00	-715.77
6454 Telephone/Internet Expense	3,500.00	140.23	1,518.19	43.38	1,981.81
6455 Utilities Expense	83,000.00	12,711.63	114,992.51	138.55	-31,992.51
Other - Finance Only Accounts			0.00		
6465 Bank Fees	0.00		1,506.30	0.00	-1,506.30
Fuel/Lubricants			0.00		
6519 Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
Inventory/Supplies			0.00		
6520 Office Supplies	21,100.00	4,381.33	25,087.35	118.90	-3,987.35
6524 Specialty Supplies	273,000.00	21,195.67	218,562.79	80.06	54,437.21
6529 Non-Inventory Supplies	34,000.00	5,411.47	39,762.57	116.95	-5,762.57
6550 Minor Equipment	0.00		0.00		
Total Other Expenditures	3,945,862.00	313,516.17	3,698,616.76	93.73	247,245.24

Oshkosh Public Library Highlights

November 2024

1. Readers' Advisory Librarian Sarah Read attended her first Wisconsin Library Association convention, where she presented as part of the Notable Books Marathon panel. The panel features four librarians from across the state who each highlight a selection of books from various awards lists. The panel was well attended with more than 50 people in the audience, and Sarah has been asked to return to speak again next year. OPL is pleased that Sarah, who is herself an award-winning author, is recognized as a leader in her field!
2. The Library Development team and Darryl donned costumes and handed out candy and branded swag to trick-or-treaters and their families on Oct. 26 at the Oshkosh Farmer's Market. The library's new website and brand launch were hot topics for the day and visibility at the market underscored OPL's renewed commitment to serving our community and being a place to Spark Your Story.
3. OPL is hosting NaNoWriMo activities again this year, providing a venue and inspiration for writers working to write the first draft of a 50,000-word novel by the end of November. An introductory session and kickoff party led into events aimed at offering support, running down roadblocks and helping writers to cross the finish line as they pursue this lofty goal.
4. As a member of this year's Leadership Oshkosh class, Darryl will serve as an adjunct board member for Covey, an organization that offers respite and adult day programs. After meeting with Covey's CEO, Darryl jumped in to engage with clients and staff there, visiting the respite house on Nov. 14 to play a few folksy blues tunes. The singing library director easily connected with the group over a slide guitar and some Statesboro Blues.
5. OPL has fired up our Instagram account and is already attracting attention with content that reflects the library's newly-defined brand personality. Reels and images are showcasing patrons and staff; tying our resources to timely events and trends; and creating a vibe that is current, welcoming and fun. Content is resonating with followers and driving engagement that will only continue to build new connections with the Insta crowd.
6. The library teamed up with the Northeast Wisconsin section of the American Chemical Society to teach kids about photography and imaging during National Chemistry Week. Nineteen kids attended the Picture Perfect Chemistry program on Oct. 23.
7. This year's Creature Carnival contest brought in 46 entries, including robots, octopi, alien eyeballs and all manner of fantastical beings that adorned the shelves in the Youth Services Department. Library visitors found the creatures a timely complement to the Halloween season, with 157 patrons casting ballots for a People's Choice Award.

8. The library's first Puzzle-Rama drew nine teams of four to compete for bragging rights and tasty prizes. Teams had two hours to complete a 1,000-piece puzzle. There were smiles all around as teams pieced together not only their puzzle, but a fun afternoon built on camaraderie and a common interest.
9. Librarians Michael McArthur and Sarah Read presented the Great Reads of 2024 to Learning in Retirement at Evergreen on Nov. 13. A full house of about 50 people sat in rapt attention as the pair shared their picks for noteworthy books from the past year. One attendee was at the library no more than an hour after the program, booklist in hand, to place a title on hold that was recommended!
10. Job seekers had the opportunity to speak with representatives from 10 local employers during the latest Mini Job Fair at the library. An ongoing partnership with the State Department of Workforce Development and Fox Valley Job Center-Menasha, the Nov. 13 event drew 44 people. The events have become an effective way for job seekers to learn about area employment opportunities, with at least two more sessions planned for 2025. The events were even called out by a member of the City Council as a valuable service for the community.

MONTHLY REPORT
Oshkosh Public Library
October 2024

CIRCULATION	Oct 2024	Oct 2023	% Change	YTD 2024	YTD 2023	% Change
Book-Adult	13,864	14,222	-3%	140,797	143,451	-1.9%
Book-Juvenile	13,573	14,871	-9%	145,481	147,873	-1.6%
Book-YA/Teen	1,209	1,161	4%	13,159	14,837	-11.3%
CD-Adult	817	1,069	-24%	9,666	10,741	-10.0%
CD-Juvenile	62	65	-5%	774	789	-1.9%
CD-Book-Adult	427	482	-11%	4,630	5,452	-15.1%
CD-Book-Juvenile	144	165	-13%	1,759	2,005	-12.3%
CD-Book-YA/Teen	15	12	25%	111	134	-17.2%
DVD-Adult	5,729	5,433	5%	56,928	56,230	1.2%
DVD-Juvenile	1,136	1,249	-9%	11,514	12,311	-6.5%
Game-Adult	555	609	-9%	6,317	6,723	-6.0%
Game-Juvenile	197	253	-22%	2,344	2,163	8.4%
Magazine-Adult	463	515	-10%	4,287	5,087	-15.7%
Magazine-Juvenile	2	14	-86%	111	113	-1.8%
Magazine-YA/Teen	3	5	-40%	21	6	250.0%
Other-Adult	391	406	-4%	2,882	2,665	8.1%
Other-Juvenile	274	164	67%	1,468	1,482	-0.9%
Other-YA/Teen	3	8	-63%	39	63	-38.1%
Total Adult	22,246	22,736	-2%	225,507	230,349	-2.1%
Total Juvenile	15,388	16,781	-8%	163,451	166,736	-2.0%
Total YA/Teen	1,230	1,186	4%	13,330	15,040	-11.4%
SUB TOTAL	38,864	40,703	-5%	402,288	412,125	-2.4%
Digital Book Formats						
OverDrive E-Books	4,371	5,022	-13%	51,111	51,068	0%
Hoopla E-Books	438	535	-18%	4,334	4,861	-11%
E-BOOKS SUB TOTAL	4,809	5,557	-13%	55,445	55,929	-1%
Audiobook Formats						
OverDrive Audiobooks	4,868	4,865	0%	54,012	44,253	22%
Hoopla Audiobooks	1,513	1,444	5%	13,835	12,712	9%
AUDIOBOOKS SUB TOTAL	6,381	6,309	1%	67,847	56,965	19%
Tumblebooks	Disc	2	0%	13	38	-66%
DIGITAL BOOKS SUB TOTAL	0	2	-100%	13	38	-66%
Digital Media						
Hoopla Music	186	63	195%	483	570	-15%
Hoopla Video	42	151	-72%	1,883	1888	0%
DIGITAL MEDIA SUB TOTAL	228	214	7%	2,366	2,458	-4%
DIGITAL CONTENT SUB TOTAL	11,418	12,082	-5%	125,671	115,390	9%
TOTAL CIRCULATION	50,282	52,785	-5%	527,959	527,515	0.1%

PHYSICAL MATERIALS	Oct 2024	Oct 2023	% Change	YTD 2024	YTD 2023	% Change
% AV Materials Circulated	23%	23%	2%	24%	24%	0%
% Print Materials Circulated	77%	77%	-1%	76%	76%	0%
% Adult Materials Circulated	60%	59%	3%	59%	60%	0%
% Youth Materials Circulated	40%	41%	-4%	41%	40%	0%
Average Circulation Per Hour	157.1	171	-8%	187	185	1%
MISCELLANEOUS	Oct 2024	Oct 2023	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	20,196	20,375	-0.9%	197,429	189,845	4.0%
Average Daily Traffic	651	657	-0.9%	701	679	3.2%
Meetings Held	116	124	-6.5%	1,056	991	6.6%
New Card Registrations	206	254	-18.9%	2,395	2,414	-0.8%
Self-check % of Checkout	50%	47%	4.8%	48%	50%	-3.5%
Volunteer Hours Worked	87	106	-17.9%	1,049	1,041	0.8%
Teacher Packs	0	3	-100.0%	28	37	-24.3%

MONTHLY REPORT
Oshkosh Public Library
October 2024

ELECTRONIC RESOURCES	Oct 2024	Oct 2023	% Change	YTD 2024	YTD 2023	% Change
OPL Website Sessions	20,485	18,491	11%	178,735	174,363	2.5%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	34	49	-31%	328	522	-37.2%
EBSCO Sessions	0	0	0%	0	0	0.0%
HeritageQuest Sessions	0	0	0%	0	0	0.0%
Mango Languages	69	66	5%	767	467	64.2%
Newsbank	0	0	0%	479	0	0.0%
Reference Solutions	80	115	-30%	787	0	0.0%
Value Line	110	0	0%	1,165	0	0.0%
SUB-TOTAL	293	230	27%	3,526	1,660	112.4%
LOCAL DATABASE SESSIONS						
1957 Address Change	68	42	62%	347	410	-15.4%
City Directories	75	137	-45%	695	1,287	-46.0%
Digital Collections	60	38	58%	602	1,091	-44.8%
Local History Books	30	21	43%	241	171	40.9%
Oshkosh Facts, Firsts, and FAQ	9	4	0%	32	35	-8.6%
Oshkosh Newspaper Index	0	0	0.0%	0	0	0.0%
Oshkosh Vital Records Index	150	187	-20%	1,675	1,943	-13.8%
Riverside Cemetery Index	20	12	67%	109	99	10.1%
UWDC - Atlases & Histories	0	2	-100%	1	11	-90.9%
SUB-TOTAL	412	443	-7%	3,702	5,047	-26.6%
TOTAL ELECTRONIC RESOURCE SESSIONS	21,190	19,164	11%	185,963	181,300	2.6%

PUBLIC COMPUTER USE	Oct 2024	Oct 2023	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	7998	8091	-1%	68,289	64382	6.1%
Public Computer Use						
Adult	1,732	1,824	-5%	16271	16192	0.5%
Youth	388	201	93%	1968	2117	-7.0%
TOTAL USE	2,120	2,025	5%	18239	18309	-0.4%

QUESTIONS ANSWERED	Oct 2024	Oct 2023	% Change	YTD 2024	YTD 2023	% Change
Adult Department						
Reference	818	782	5%	7,738	10,737	-27.9%
Youth Department						
Reference	85	223	-62%	1,778	2,452	-27.5%
TOTAL QUESTIONS ANSWERED	903	1,005	-10%	9,516	13,189	-27.8%

PROGRAMS	Oct 2024	Oct 2023	% Change	YTD 2024	YTD 2023	% Change
Programs Given						
Adult	21	23	-9%	132	159	-17.0%
Teen	2	4	-50%	40	42	-4.8%
Youth	11	29	-62%	272	290	-6.2%
Roving Reader	10	10	0.0%	148	74	100.0%
TOTAL	44	66	-33%	592	565	4.8%

Program Attendance	Oct 2024	Oct 2023	% Change	YTD 2024	YTD 2023	% Change
Adult	233	176	32%	1,509	2,073	-27%
Teen	9	18	-50%	377	925	-59%
Youth	445	1103	-60%	8,125	11,684	-30%
TOTAL	690	1297	-47%	10,207	14,682	-30%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: November 13, 2024
SUBJECT: October 2024 Donations

Cheryl LaFontaine Trust	\$ 12,479.79
Donations given at register	\$ 38.72
<hr/>	
<i>Total Donations</i>	<i>\$ 12,518.51</i>

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: November 13, 2024
SUBJECT: October 2024 Personnel Changes

Paul (Danny) Morris – New Janitor hired on 10/28/24.

Johah Langrehr – New Page in Circulation hired on 11/03/24.

Library Director's Report

October-November 2024

Since the regular Board meeting of October 31, library staff and I have been at work on the following:

- ***Kiwanis Talk***—On Friday, November 1, I spoke to the morning Kiwanis club about the rebranding and the hoped-for positive and community-engaged future of the Oshkosh Public Library.
- ***ARPA Projects***—The digital signage install work was interrupted by the election and some work remains to be done. As of this writing, we are waiting to hear back on a final completion date.
- ***Polling Site*** —On November 5, 1,280 people voted at the Oshkosh Public Library, according to poll workers who were on site. Two of those poll workers were library employees Sandra Toland and Michael McArthur, who helped keep long lines comfortably moving despite high turnout.
- ***Pay Plan Discussion***—On November 6, I met with Michelle Behnke, Head of City HR to discuss the library's salary matrix for 2025. At the meeting, we discussed the possibility of aligning library pay grades with the City's for ease of administration. Ms. Behnke will share a proposal with me in coming weeks for discussion at the December Board meeting.
- ***2025 Budget***—At the November 12 meeting of Common Council, the Council passed the proposed 2025 City budget.
- ***Leadership Oshkosh***—On November 13, I attended the day-long "Local Government" day as part of the Chamber's Leadership Oshkosh Program. We discussed the funding, departments and various services of the City government, as well as took part in a mock Council meeting. The day closed with a tour of the fire department's Station 17.
- ***Library Roof***—On November 14, Facilities Maintenance Engineer Randy Schneider and I met with a representative of Kaschak Roofing to discuss a discovered minor leak in a part of the Waters Building roof not previously remediated. As of this writing, I await a plan for repair from Kaschak and representatives of the City.
- ***WALC Agreement***—On November 15, I met with Dr. Chu May Paing, Executive Director of the Winnebago Area Literacy Council to review an updated agreement between the Library and the Literacy Council, I expect to have a copy for Board review and vote at the December meeting.
- ***City Manager Selection***—On Monday, November 18, from 6-8pm, there will be a meet and greet for the public to meet City Manager candidates. This will be taking place at the Oshkosh Convention Center. The next day, I will be part of a day-long interview process with the candidates. I will report further in person at this meeting of the Board.

Respectfully Submitted,

Darryl Eschete