

Oshkosh Public Library Board of Trustees

Agenda – August 31, 2017

Library Lower Level Meeting Room, 106 Washington Avenue

<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	224 - 229
1. Minutes of the Regular Meeting of July 27, 2017		
2. Regular Vouchers Payable \$235,053.26		
3. Special Fund Vouchers Payable \$19,734.79		
<u>Items Removed From Consent Agenda</u>		
<u>New Business</u>		
4. William Waters Plaza – Alexa Naudziunas, of the City of Oshkosh Community Planning Department, will review plans for “re-imagining” the commemorative park space directly across Washington Avenue from the Library. (Approximately 30 minutes)	NO	HANDOUT
5. 2018 Library Budget Proposal & Calendar	YES	230 - 236
6. OPL -- WCLC Agreement – Proposal for a new five-year agreement for the partnership between Oshkosh Public Library and the Winnebago County Literacy Council.	YES	237 - 239
<u>Informational Items</u>	NO	240 - 249
7. Revenues		
8. Expenditures		
9. Library Highlights		
10. Monthly Statistics		
11. Donations		
12. Personnel Changes		
13. 2017 Lakefly Writer’s Conference Report		
<u>Library Director’s Report</u>	NO	
14. Imagine Oshkosh Community Workshop		
<u>Future Agenda Items</u>	NO	
<u>Trustee Reports and Comments</u>	NO	
<u>Adjournment</u>		
<u>Next Meeting Scheduled</u>		
September 28, 2017 at 4 p.m.		

Inclusion: 1

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
July 27, 2017

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on July 27, 2017. The meeting was called to order at 4:03 p.m. by Board President Kim Molitor. The meeting was held in the lower level meeting room at the Oshkosh Public Library. Present were: Kathy Bermingham, Bob Biebel, Kristy Bradish, Christine Melms-Simon, Kim Molitor and Amy Sitter. Absent were: Dave Romond and Stan Mack. Others present were: Jeff Gilderson-Duwe, Library Director; Vicki Vandenberg, Library Assistant Director; Ruth Percey, Head of First Floor Public Services; Sandy Toland, Volunteer Coordinator/Program Support Specialist; Lurton Blassingame, retired board trustee; Sandi Tervonen, Friends of OPL Vice-President and OPL Board liaison; and Julie Schmude, Administrative Coordinator.

Public Comments: None

Presentation to Lurton Blassingame.

Consent Agenda Items:

Special Meeting Minutes - of the July 5, 2017 special meeting of the library board.

Financial Reports - July Regular Vouchers Payable \$312,404.60
- July Special Funds Vouchers Payable \$759.66

Motion to approve the Consent Agenda. **Motion:** Sitter; **Second:** Melms-Simon; **Vote:** Unanimous.

Motion to approve the proposed changes to the library employee handbook regarding Section 5 – Anti-Harassment / Bullying Policy. **Motion:** Melms-Simon; **Second:** Biebel; **Vote:** Unanimous.

Sandi Tervonen gave the Friends report to the board.

Vicki Vandenberg provided an update to the board on the status of several facility-related projects.

Motion to approve the slate of officers put forward by the nominating committee with Melms-Simon as Board President and Biebel as Board Vice-President. **Motion:** Bermingham; **Second:** Sitter; **Vote:** Unanimous.

Melms-Simon assumed the chair.

Motion to appoint the following board members to the Board Finance Committee: Sitter, Biebel and Molitor. **Motion:** Bradish; **Second:** Bermingham; **Vote:** Unanimous.

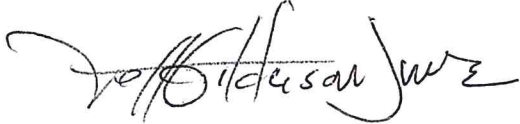
Motion to approve the proposal to change the library's operating hours to: Monday – Thursday 8 a.m. to 8 p.m., Friday 8 a.m. to 6 p.m. with no change to weekend hours, effective September 5, 2017. **Motion:** Molitor; **Second:** Bermingham; **Vote:** Unanimous.

Motion to approve the allocation of \$5,000 in 2017 from the OPL Collection Improvement Fund for the purchase of current best sellers to enhance the deposit collection. **Motion:** Bermingham; **Second:** Sitter; **Vote:** Unanimous.

Motion to approve revisions to Sections 110 and 111 of the Library Employee Handbook. **Motion:** Bradish; **Second:** Molitor; **Vote:** Unanimous.

Motion to adjourn the regular meeting at 5:18 p.m. **Motion:** Sitter; **Second:** Bermingham; **Vote:** Unanimous.

Respectfully submitted,

A handwritten signature in black ink that reads "Jeff Gilderson Duwe". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

Jeff Gilderson-Duwe, Secretary

Julie Schmude - Recorder

It

**Oshkosh Public Library
Vouchers Payable
July 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6102 - Regular Pay</u>		
Salaries & Wages	<u>137,928.58</u>	137,928.58
<u>239-1060-6300 - Fringe Benefits</u>		
FICA / Social Security	10,067.40	
Wisconsin Retirement	8,519.42	
Group Health Insurance	26,024.64	
Group Dental Insurance	1,143.34	
Group Life Insurance	<u>503.03</u>	46,257.83
<u>239-1060-6401 - Contractual Services</u>		
Amazon (pc)	99.00	
Ebay (pc)	18.75	
NMT Corporation	150.00	
T and L Janitorial Services	2,930.00	
Unique Management Services, Inc.	492.25	
Winnefox Automated Library Services	295.51	
Winnefox Library System	<u>606.00</u>	4,591.51
<u>239-1060-6404 - Postage and Shipping</u>		
UPS (pc)	<u>13.15</u>	13.15
<u>239-1060-6411 - Promotional Services</u>		
Oshkosh Temple Trustees	600.00	
Winnefox Library System	<u>150.00</u>	750.00
<u>239-1060-6424 - Maintenance Office Equipment</u>		
Oshkosh Office Systems	<u>21.88</u>	21.88
<u>239-1060-6426 - Maintenance Machinery, Equipment & Structures</u>		
Energy Control & Design Inc.	1,589.99	
Gartman Mechanical Services	4,285.59	
Roe Nurseries, Inc.	400.00	
Wisconsin Elevator Inspection Inc.	<u>270.00</u>	6,545.58
<u>239-1060-6432 - Equipment Rental</u>		
Great America Financial Services	<u>87.66</u>	87.66
<u>239-1060-6448 - Special Services</u>		
Advanced Disposal	<u>361.00</u>	\$361.00
<u>239-1060-6458 - Conference & Training</u>		
Sandra Toland	<u>283.55</u>	283.55
<u>239-1060-6471 - Electricity</u>		
Wisconsin Public Service	<u>9,926.14</u>	9,926.14
<u>239-1060-6472 - Sewer Service</u>		
City Revolving Charge	<u>966.33</u>	\$966.33

**Oshkosh Public Library
Vouchers Payable
July 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6473 - Water Service</u>		
City Revolving Charge	1,105.60	\$1,105.60
<u>239-1060-6474 - Gas Service</u>		
Constellation Energy Services - Natural Gas LLC	476.50	476.50
<u>239-1060-6475 - Telephones</u>		
City Revolving Charge	243.09	
Winnefox Library System	18.44	\$261.53
<u>239-1060-6476 - Storm Sewer</u>		
City Revolving Charge	1,104.73	\$1,104.73
<u>239-1060-6483 - Comprehensive Liability</u>		
City Revolving Charge	110.00	\$110.00
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<u>239-1060-6483 - Licenses and Permits</u>		
Wisconsin - DSPS	150.00	\$150.00
<u>239-1060-6505 - Office Supplies</u>		
Amazon (pc)	803.33	
Any Promo (pc)	191.76	
Demco	360.91	
Elm USA Inc	160.50	
Hobby Lobby	27.71	
Oriental Trading (pc)	45.11	
Recorded Books	1,350.00	
Staples	1,464.70	
Televend Services, Inc.	370.85	
Wal-Mart (pc)	4.36	4,779.23
<u>239-1060-6517 - Supplies/Repair Parts</u>		
Kitz & Pfeil	64.07	
Neher Electric Supply	78.21	
Pingry-Caswell	82.41	
Uline	184.15	408.84
<u>239-1060-6575 - Library Materials</u>		
Amazon (pc)	421.53	
Audio File	135.00	
Baker & Taylor	12220.64	
Brilliance Publishing	113.98	
Cengage	1303.61	
Center Point Large Print	256.31	
Ingram	410.16	
Midwest Tape	406.76	
Penguin Random House	367.50	
Recorded Books	974.60	
Regent Book Company	16.96	

**Oshkosh Public Library
Vouchers Payable
July 2017**

	<u>Invoices</u>	<u>Totals</u>
Sound and Vision	24.97	
Thomson Reuters	313.34	
Value Line	850.00	
Wisconsin State Journal (pc)	<u>780.00</u>	18,595.36
<u>239-1060-6576 - Promotional Materials</u>		
DPI	<u>168.15</u>	168.15
<u>239-1060-6589 - Other Materials & Supplies</u>		
Dollar Store (pc)	29.00	
Krumenauer Company (pc)	30.00	
Menards (pc)	48.25	
Winnefox Library System	<u>52.86</u>	\$160.11
		<u>235,053.26</u>

**Oshkosh Public Library
Special Fund Vouchers Payable
July 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-1327 - OPL Collection Improvement Fund</u>		
Baker & Taylor	<u>217.42</u>	217.42
<u>239-1060-1327 - OPL Collection Improvement Fund - Herman Hoxtel Fund</u>		
Midwest Tapes	<u>23.99</u>	23.99
<u>239-1060-1327 - OPL Collection Improvement Fund - John F and Helen T Schuster Fund</u>		
Center Point Large Print	<u>178.56</u>	178.56
<u>239-1060-1327 - OPL Collection Improvement Fund - Steven Zellmer Fund</u>		
Cengage	<u>566.33</u>	566.33
<u>239-1060-1327 - OPL Development Fund</u>		
Oshkosh Chamber of Commerce	<u>1,595.00</u>	1,595.00
<u>239-1060-1327 - OPL Memorial Fund</u>		
American Library Association	191.00	
Domino's Pizza (pc)	37.31	
Baker & Taylor	403.93	
Ingram	96.25	
Omni Glass & Paint	<u>16,425.00</u>	
		17,153.49
Total		<u><u>19,734.79</u></u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: August 24, 2017
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe, Library Director
SUBJECT: 2018 Library Budget Proposal

This month's meeting packet includes the 2018 Library operating budget proposal for board review. This proposal was submitted to the Oshkosh City Manager, Mark Rohloff, for his consideration. This budget conforms to the city manager's request that total operating expenditures other than payroll and utilities show no increase from 2017 to 2018. Our proposal conforms with that request.

The major features of this proposal are as follows:

- Compensation and benefits increases that align with those that will be proposed to the city council for all city employees;
- The contractual services budget line includes a \$10,000 deposit into the technology replacement fund held in reserve by Winnefox; this line also includes an increase of about \$8,000 to Winnefox for support of the Administrative Coordinator position. This will be detailed in the 2018 Contractual Services Agreement with Winnefox, which will be submitted for library board approval at September's regular meeting.
- Building and contents insurance was abnormally low in 2017. The increase in 2018 restores it to a more normal amount.
- Library materials expenditure decreases are offset by increases in the Promotional Services and Other Materials and Supplies budget lines. This represents a shift in emphasis and support from collections to public programming.

A meeting is scheduled for the second week of September to discuss the budget at city hall. I hope to go into this meeting with board approval for this proposal.

"Connecting People ²³⁰ with Information"

City of Oshkosh, 2018 Proposed Budget and Performance Report

FUND: LIBRARY **FUNCTION:** LIBRARY **DEPARTMENT:** LIBRARY **ACCOUNT:** 239-1060-XXXX-XXXX

	2015 Expenditures	2016 Expenditures	2017 Appropriation	2017 Year End Estimate	2018 Proposed Budget
	3,370,839	3,306,144	3,556,700	3,534,700	3,619,800

REVENUES	2015 Revenues	2016 Revenues	2017 Appropriation	2017 Year End Estimate	2018 Proposed
Net Levy #4102	2,482,100	2,657,100	2,624,000	2,624,000	2,675,400
Grants & Aids	777,273	794,336	869,700	850,700	881,400
Fees & Charges	51,941	35,750	44,000	40,000	44,000
Miscellaneous	7,006	7,744	19,000	20,000	19,000
Surplus Applied	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL REVENUES:	3,318,320	3,494,930	3,556,700	3,534,700	3,619,800

Current Net Surplus/Deficit:	(52,519)	188,786	0	0	0
Ending Fund Balance:	132,155	320,941	320,941	320,941	320,941

Budget Variances:

Mission Statement: To help people find knowledge resources; provide free access to information; preserve local history; and create a vibrant community gathering place.

- Links to City Strategic Plan:**
- 1 2017-2018 Strategic Goal: Enhance our quality of life services and assets:
 - 2 Objective D: Make progress in realizing the library's vision of "A Library in Every Life"
 - 3 Strategy 1: Put a library card in every hand
 - 4 Strategy 2: Be a recognized downtown anchor destination
 - 5 Strategy 3: Be a provider of "go-to" online resources
 - 6 Strategy 4: Be a community institution with widespread public and private support

- Significant Accomplishments:**
- July 2016 - July 2017: Number of public programs offered up by 40%; program attendance up by 8%
 - Outreach to River East Neighborhood Assoc., including support of neighborhood planning process.
 - Increased outreach to area schools by Children's and Young Adult services staff.
 - Implemented Positive Behavior Implementation & Supports (PBIS) program to teach and reinforce library behavior expectations.
 - Launched "Wonderlab" programs to emphasize STEAM (Science, Tech, Engineering, Arts & Math)
 - Permanent used book sale room opened December 1, 2016
 - "Libraries Build Strong Communities" National Library Week (Apr 2017) partnership with area business to highlight utility of having a library card.

- Objectives to be Accomplished Next Year:**
- Launch pilot of new outreach initiative to Oshkosh area first graders and their families
 - Launch app-based audiovisual walking tour of Historic Preservation District (Washington Ave)
 - Re-boot the "Tech Learning Lab" for more flexible, creative digital learning opportunities
 -

Key Performance Measures

Goals & Measures	2014 Actual	2015 Actual	2016 Actual	Trend	Comment
Strategy 1: Put a library card in every hand					
Service population	79,771	79,464	79,464 (est)		
% used card in last 3 years	44.81%	40.73%	41.37%		
% used card in past year	26.42%	24.17%	24.59%		
% registering for a new card	4.37%	4.08%	3.81%		
Strategy 2: Be a recognized downtown anchor destination					
Library visits per capita	4.48	3.98	3.43		Door counters unreliable; data is suspect
Program attendance per capita	0.16	0.16	0.19		
Wi-fi sessions per capita			1.50		New counting method implemented 2016
Strategy 3: Be a provider of "go-to" online resources					
E-books / E-Audiobooks borrowed per capita	0.59	0.70	0.81		Wisconsin Digital Library and Tumblebooks children's E-books
Website visits per capita	3.57	2.84	2.48		Direct visits to library online catalog not counted
Subscription database sessions per capita			0.15		New measure 2016
OPL-created database sessions per capita			0.20		New measure 2016
Strategy 4: Be a community institution with widespread public and private support					
Non-municipal Winnebago Co. service population	13,359	13,013	13,013 (est)		
County operating support per capita	\$39.72	\$39.90	\$41.77		
Municipal Oshkosh city service population	66,412	66,451	66,451 (est)		
City operating support per capita	\$37.57	\$38.81	\$39.99		
Donor contributions	\$113,615	\$87,710	\$73,236		
Donor contributions per capita	\$1.42	\$1.10	\$0.92		
City survey: Library services "very" or "somewhat" important	86.60%	87.00%	87.13%		
City survey: Library services "excellent" or "good" quality	74.40%	77.80%	86.82%		

Jeff Gilderson-Duwe, Library Director, 106 Washington Avenue, Oshkosh, WI 54901, 920-236-5210, gilderson-duwe@oshkoshpubliclibrary.org

Contact Information:

ACCOUNT: 239-1060-XXXX-XXXXX
 FUND: LIBRARY
 FUNCTION: LIBRARY
 DEPARTMENT: LIBRARY

NUMBER	CLASSIFICATION	2015 EXPEND.	2016 EXPEND.	2017 APPROP.	2017 EST.	2018 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,834,390	1,798,904	1,942,100	1,889,600	1,967,500
6104-00000	Overtime Pay	0	10,075	0	0	0
TOTAL DIRECT LABOR		1,834,390	1,808,979	1,942,100	1,889,600	1,967,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	670,558	599,105	649,200	640,800	688,300
TOTAL INDIRECT LABOR		670,558	599,105	649,200	640,800	688,300
Contractual Services						
6401-00000	Contractual Services	294,924	307,240	328,500	328,500	327,400
6402-00000	Auto Allowance	35	109	200	200	200
6404-00000	Postage & Shipping	3,523	3,053	3,500	3,500	3,500
6410-00000	Advertising/Marketing	2,090	2,050	4,000	8,000	8,000
6411-00000	Promotional Services	2,163	5,880	4,300	5,500	7,800
6424-00000	Maintenance Office Equipment	1,676	2,103	4,500	4,500	4,500
6426-00000	Maint Mach/Equip/Bldg/Struct	50,369	53,553	60,000	85,000	53,000
6427-00000	Maintenance Computer	0	125	0	0	0
6432-00000	Equipment Rental	1,115	1,623	600	1,200	1,200
6437-00000	Parking Facility Rental	5,467	4,480	0	1,100	300
6448-00000	Special Services	4,714	4,325	5,100	5,500	5,500
6454-00000	Legal Professional Service	4,263	955	0	0	0
6458-00000	Conference & Training	1,271	4,746	3,500	3,500	3,500
6459-00000	Other Employee Training	12	175	500	500	500
6460-00000	Membership Dues	1,347	1,153	1,500	1,500	1,500
6466-00000	Misc Contractual Services	0	570	0	200	0
TOTAL CONTRACTUAL SERVICES		372,969	392,140	416,200	448,700	416,900
Utilities						
6471-00000	Electricity	90,147	88,017	85,000	85,000	85,000
6472-00000	Sewer Service	3,010	3,560	3,500	3,500	3,800
6473-00000	Water Service	3,988	4,269	4,000	4,000	4,600
6474-00000	Gas Service	17,660	13,701	31,200	31,200	31,200
6475-00000	Telephones	3,938	2,080	5,500	3,000	3,000
6476-00000	Storm Water	3,750	4,113	2,800	2,800	3,000
TOTAL UTILITIES		122,493	115,740	132,000	129,500	130,600

NUMBER	CLASSIFICATION	2015 EXPEND.	2016 EXPEND.	2017 APPROP.	2017 EST.	2018 PROP.
Account-Project						
Sundry Fixed Charges						
6481-00000	Workers Compensation	1,873	1,900	3,600	3,600	4,000
6482-00000	Building & Contents	9,458	19,028	6,300	6,300	15,800
6483-00000	Comprehensive Liability	1,166	1,430	1,200	1,200	1,200
6494-00000	Boiler Insurance	1,296	0	1,200	1,600	1,200
6496-00000	Licenses and Permits	1,011	1,131	1,200	1,200	1,200
TOTAL SUNDRY FIXED CHARGES		14,804	23,489	13,500	13,900	23,400
Materials & Supplies						
6505-00000	Office Supplies	28,626	30,261	30,000	33,000	30,000
6506-00000	Software Supplies	696	546	1,000	1,000	1,000
6509-00000	Computer Supplies	707	750	300	300	300
6514-00000	Gasoline	0	52	100	100	100
6517-00000	Supplies/Repair Parts	9,662	6,278	12,000	12,000	12,000
6527-00000	Janitorial Supplies	3,818	4,029	3,500	3,500	3,500
6529-00000	Chemicals	0	0	500	1,000	500
6537-00000	Safety Equipment	0	93	0	0	0
6550-00000	Minor Equipment	3,556	6,033	0	2,000	0
6557-00000	Medical Supplies	0	32	0	0	0
6575-00000	Other Library Materials	292,231	310,589	344,800	344,800	327,200
6576-00000	Promotional Materials	11,693	2,987	10,500	10,500	9,500
6587-00000	Gift Expenditures	0	280	0	0	0
6589-00000	Other Materials & Supplies	4,636	4,761	1,000	4,000	9,000
TOTAL MATERIALS & SUPPLIES		355,625	366,691	403,700	412,200	393,100
TOTAL LIBRARY		3,370,839	3,306,144	3,556,700	3,534,700	3,619,800
Estimated Revenues		836,220	837,830	932,700	910,700	944,400
TOTAL NET LEVY		2,534,619	2,468,314	2,624,000	2,624,000	2,675,400

ACCOUNT: 239-1060-XXXX-XXXXX
 FUND: LIBRARY
 FUNCTION: LIBRARY
 DEPARTMENT: LIBRARY

Position Title	Current Actual Employees	Current Budgeted Employees	2018 Proposed Employees	2017 Budget Approp.	2017 Estimated Expend.	2018 Proposed Budget
Library Director	1.00	1.00	1.00	124,600	127,100	130,300
Assistant Library Director	1.00	1.00	1.00	83,100	83,100	85,600
Library Development Manager	1.00	1.00	1.00	66,500	66,400	68,100
Managing Librarian	4.00	4.00	4.00	284,200	315,000	283,900
Librarian	6.60	6.60	6.85	378,600	316,200	386,100
Library Supervisor	1.00	1.00	1.00	58,500	58,500	60,300
Library Assistant II	13.40	13.40	13.40	583,900	560,600	596,300
Library Assistant I	2.40	2.40	2.40	80,200	80,200	85,700
Library Maintenance Engineer	1.00	1.00	1.00	53,100	53,100	54,700
Graphic Artist	1.00	1.00	1.00	46,500	46,500	49,000
Hourly Emp. & Pages	6.33	6.33	5.50	124,900	124,900	109,000
Custodian I (P.T.) 6102	0.50	0.50	0.50	21,000	21,000	21,500
Extra Hours for Existing Employees				15,000	15,000	15,000
Merit Pool - 1% of PFP Range				22,000	22,000	22,000
Overtime Pay 6104				0	0	0
Social Security 6302				147,300	143,300	150,400
Retirement 6304				123,600	120,000	124,500
Health Insurance 6306				351,000	351,000	387,300
Dental Insurance 6308				16,300	16,100	16,500
Life Insurance 6310				6,700	6,000	5,800
Income Continuation Ins 6312				4,300	4,400	3,800
TOTAL PERSONNEL	39.23	39.23	38.65	2,591,300	2,530,400	2,655,800

City of Oshkosh 2018 Budget Preparation Calendar

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

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23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Major Milestones in 2018 Budget Process

June

12-16 Internal Meetings on 2018 - 2022 CIP

July

7 & 10 Budget Training Sessions

26 Council Workshop #1 - 2018 Budget Kick-Off

10-14 City Manager to establish preliminary budget assumptions -

Estimate Personnel Costs (2017 Estimates/2018 Projections)

21 Budgets emailed to Departments

24-31 Departments working on Preliminary Budget

24-31 Departments to Establish Performance Measures for 2018

August

1-11 Depts. Work on 2018 Budgets - email Excel files to Finance

29 Council Workshop #2 - 2016 Audit Report / 2017 6-Month

Financials / 2018 Early Projections / Direction on Priorities
from Council

14-31 Finance Compiles Preliminary Budget document

September

TBD CIP Review with Plan Commission

05-22 Review of Preliminary Budgets - Internal Meetings -

Department Heads/City Manager/Finance Director

15 Local Revenues Estimated

20 Council Workshop #3 - CIP

25-29 Budget Refinement / Revisions

October

9 Finance Provides Draft of Preliminary Budget to City Manager

1-9 Receive State Revenue Information (GTA)/Finalize Draft

10 Preliminary Budget Delivered To Council

28 Budget Publication in the newspaper

30 Council Workshop #4 - Budget & CIP Review

31 Council Workshop #5 - Budget & CIP Review

November

14 Budget Hearing

15 Council Workshop #6 - Budget Changes

28 Approval of 2018 Budget and 2018-2022 CIP

*Above dates for budget activities are tentative at this time. Any substantial variations will be identified as soon as they are known.

Council Items

Department Head Items

Council and Department Head Items

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**OSHKOSH PUBLIC LIBRARY
AND
WINNEBAGO COUNTY LITERACY COUNCIL
AGREEMENT**

MUTUAL GOALS

The Vision of the Oshkosh Public Library (OPL) for 2025 is “A Library in Every Life.” The major goals recognized in the Library’s 2016-2018 Strategic Plan are: a) a library card in every hand, b) a recognized downtown anchor destination, c) a provider of trusted “go-to” online resources, and d) a community institution with widespread public and private support.

The Vision of the Winnebago County Literacy Council (WCLC) is to create an engaging community where everyone has the opportunity to realize his or her potential through literacy. Its core values are empowerment, compassion, collaboration, inclusion, commitment, and a focus on outcomes. The WCLC works with children, teenagers, and adults. The agency works with both native and non-native English speakers and provides a wide variety of services such as English Language Learning (ELL) classes, tutoring, Road to Work for refugees and immigrants, and Reader’s Café for Boys and Girls Club of Oshkosh (BGCO) members.

Through its mission, the Winnebago County Literacy Council creates opportunities for people to read, write, and speak English, and perform everyday skills with confidence.

Oshkosh Public Library has chosen to implement its adult literacy efforts through the community-based Winnebago County Literacy Council, created in 1989.

To allow the Winnebago County Literacy Council to focus on literacy services, OPL and the WCLC agree to work as partners under the terms of this agreement.

ORGANIZATION AND FUNDING

WCLC will maintain its status as an independent non-profit organization with a board of directors drawn from the community. The WCLC will employ the staff it needs to conduct its operations and will actively raise funds for its operation.

OPL will apply for Library Services and Technology Act and other grants for cooperative projects in adult literacy and family literacy if the library is the eligible agency.

WCLC will apply for grants for cooperative projects in adult literacy and family literacy if the council is the eligible agency.

By virtue of this agreement, Oshkosh Public Library will be entitled to appoint an ex-officio voting member to the Winnebago County Literacy Council Board of Trustees. This will facilitate the relationship between the OPL and WCLC service programs.

SPACE

The Oshkosh Public Library will provide space for the operations of the Winnebago County Literacy Council at the Library, 106 Washington Avenue, Oshkosh.

- 6 rooms and associated space (to be scheduled by the Literacy Council):
 - 2 offices on 3rd floor with data and telephone connections
 - 2 tutoring rooms on 3rd floor
 - 1 office on 1st floor with data and telephone connections
 - 1 tutoring room on 1st floor
- Ability to schedule use of library meeting rooms at no fee as an affiliated agency.
- Ability to schedule use of the library training room for group tutor training, ELL classes, and meetings.
- The Library may relocate a scheduled WCLC use to another meeting room or to the training room if the Library or Winnefox Library System needs to make use of the specific room for Library purposes.

OPL will provide utilities.

OPL will provide cleaning service on the same basis as it is provided to library offices.

WCLC staff will have access to library staff areas such as staff rest rooms and lounge and will be held similarly accountable for keys issued.

WCLC public hours will correspond to the library's public hours. WCLC staff will not arrange meetings with tutors or students or vendors in the library prior to or after library public hours.

OPL may provide alternative space with six months notification to the WCLC.

TELECOMMUNICATIONS

OPL will provide e-mail and Internet access to WCLC staff under the same conditions and terms to which it is provided to library staff.

OPL will provide a public telephone number and extension, voice mail and long distance service for WCLC within the library's phone system on a pro-rata cost basis not to exceed \$20 per month.

OPERATIONAL SUPPORT

WCLC will be able to purchase printing from the Winnefox Library System at rates established by Winnefox.

WCLC will be able to use OPL photocopiers at cost.

**OSHKOSH PUBLIC LIBRARY
STATEMENT OF REVENUE**

July 2017
59% of the Year

	ESTIMATED REVENUES	JULY REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
Winnebago County	564,621.00	0.00	282,310.50	50.00%	(282,310.50)
Calumet County (Act 420 Revenue)	1,949.00	0.00	1,949.00	100.00%	0.00
Fond du Lac County (Act 420 Revenue)	23,990.00	0.00	23,990.00	100.00%	0.00
Green Lake County (Act 420 Revenue)	1,747.00	0.00	1,747.00	100.00%	0.00
Waushara County (Act 420 Revenue)	8,103.00	0.00	8,103.00	100.00%	0.00
Winnefox Library System	250,274.00	0.00	0.00	0.00%	(250,274.00)
Graphic Design Contractual Revenues	19,000.00	0.00	0.00	0.00%	(19,000.00)
TOTAL GRANTS & AIDS	869,684.00	0.00	318,099.50	36.58%	(551,584.50)
Fines	25,000.00	1,944.53	26,707.53	106.83%	1,707.53
Collection Service Fees - Collected in-house	7,000.00	210.00	2,394.88	34.21%	(4,605.12)
Meeting Room Rental Fees	3,000.00	275.00	2,130.00	71.00%	(870.00)
Photocopiers	3,000.00	220.91	1,913.75	63.79%	(1,086.25)
Other Copies	6,000.00	779.24	8,339.92	139.00%	2,339.92
TOTAL FEES & CHARGES	44,000.00	3,429.68	41,486.08	94.29%	(2,513.92)
Trust Fund Revenues	3,500.00	33.67	1,631.10	46.60%	(1,868.90)
Miscellaneous Revenues	500.00	84.04	1,528.89	305.78%	1,028.89
Used Book Sales	15,000.00	1,128.46	9,647.94	64.32%	(5,352.06)
TOTAL MISCELLANEOUS REVENUES	19,000.00	1,246.17	12,807.93	67.41%	(6,192.07)
TOTAL EXPECTED REVENUES	932,684.00	1,944.53	35,836.95	3.84%	(896,847.05)
CITY OF OSHKOSH LEVY	2,624,000.00		2,624,000.00	100.00%	0.00

Oshkosh Public Library
Statement of Expenditures
July 2017
59% of the year

	2017 BUDGET	JULY EXPENSES	NET EXPENSES TO DATE	% OF ANNUAL BUDGET	UNEXPENDED BALANCE July 31, 2017
Salaries, Wages, & Benefits					
Salaries & Wages	1,942,100.00	137,928.58	1,080,500.98	55.64	861,599.02
FICA	147,300.00	10,067.40	79,277.47	53.82	68,022.53
Wisconsin Retirement	123,600.00	8,519.42	65,087.81	52.66	58,512.19
Health Insurance	351,000.00	26,024.64	182,487.01	51.99	168,512.99
Dental Insurance	16,300.00	1,143.34	7,823.82	48.00	8,476.18
Life Insurance	6,700.00	503.03	3,503.16	52.29	3,196.84
Income Continuation Insurance	4,300.00	0.00	0.00	0.00	4,300.00
Sub Total Fringe Benefits	649,200.00	46,257.83	338,179.27	52.09	311,020.73
TOTAL PAYROLL	2,591,300.00	184,186.41	1,418,680.25	54.75	1,172,619.75
Contractual Services	328,500.00	4,591.51	198,648.70	60.47	129,851.30
Auto Allowance	200.00	0.00	0.00	0.00	200.00
Postage & Shipping	3,500.00	13.15	1,681.63	48.05	1,818.37
Advertising/Marketing	4,000.00	0.00	5,854.00	146.35	-1,854.00
Promotional Services	4,300.00	750.00	3,175.00	73.84	1,125.00
Maint. Office Equipment	4,500.00	21.88	3,197.68	71.06	1,302.32
Maint. Mach, Equip, Structures	60,000.00	6,545.58	43,447.81	72.41	16,552.19
Equipment Rental	600.00	87.66	701.28	116.88	-101.28
Parking Rental	0.00	0.00	1,050.00	#DIV/0!	-1,050.00
Special Services	5,100.00	361.00	2,888.00	56.63	2,212.00
Legal Professional Services	0.00	0.00	0.00	#DIV/0!	0.00
Conference & Training	3,500.00	283.55	1,236.55	35.33	2,263.45
Employee Training	500.00	0.00	379.72	75.94	120.28
Dues	1,500.00	0.00	1,125.00	75.00	375.00
Misc. Contractual Services	0.00	0.00	125.00	#DIV/0!	-125.00
Electricity	85,000.00	9,926.14	50,054.98	58.89	34,945.02
Sewer Service	3,500.00	966.33	1,884.89	53.85	1,615.11
Water Service	4,000.00	1,105.60	2,202.60	55.07	1,797.40
Gas Service	31,200.00	476.50	5,646.83	18.10	25,553.17
Telephone	5,500.00	261.53	1,412.47	25.68	4,087.53
Storm Water Utility	2,800.00	1,104.73	2,164.92	77.32	635.08
Workers Compensation	3,600.00	0.00	0.00	0.00	3,600.00
Building & Contents Insurance	6,300.00	0.00	6,342.50	100.67	-42.50
Comprehensive Liability Ins	1,200.00	110.00	880.00	73.33	320.00
Boiler Insurance	1,200.00	0.00	1,600.00	133.33	-400.00
Licenses and Permits	1,200.00	150.00	200.00	16.67	1,000.00
Office Supplies	30,000.00	4,779.23	20,640.61	68.80	9,359.39
Software	1,000.00	0.00	655.43	65.54	344.57
Computer Supplies	300.00	0.00	131.72	43.91	168.28
Gasoline	100.00	0.00	0.00	0.00	100.00
Supplies/Repair Parts	12,000.00	408.84	5,729.26	47.74	6,270.74
Janitorial Supplies	3,500.00	0.00	437.22	12.49	3,062.78
Chemicals	500.00	0.00	810.24	162.05	-310.24
Minor Equipment	0.00	0.00	0.00	#DIV/0!	0.00
Library Materials	344,800.00	18,595.36	137,477.25	39.87	207,322.75
Promotional Materials	10,500.00	168.15	3,476.31	33.11	7,023.69
Other Materials & Supplies	1,000.00	160.11	2,097.60	209.76	-1,097.60
TOTAL LIBRARY BUDGET	3,556,700.00	235,053.26	1,926,035.45	54.15	1,630,664.55

Oshkosh Public Library Highlights August 2017

1. The library has launched Hoopla a free new service available at oshkoshpubliclibrary.org. Stream movies and TV shows; download music, comics, ebooks and audiobooks to your computer, tablet, phone, even a smart TV. The service is free with a library card. Hoopla features:
 - More than 500,000 items, including movies, TV shows, music and comics.
 - No waiting. Multiple users can borrow the same items simultaneously.
 - Stream immediately or download to your device (using the free mobile app) to enjoy offline later.
 - Check out up to 5 items per month. Checkout periods: Videos (3 days); music albums (7 days); audiobooks, ebooks & comics (21 days)

Access Hoopla at oshkoshpubliclibrary.org or download the free mobile app.

2. The Quarterdeck Winds ensemble of the Navy Band Great Lakes performed a free concert under the Dome on July 27, with 85 people attending. The band played marches and other songs from the WWI era.
3. More than 40 children attended the first session of Smart Starts, a new children's program for children ages 1 to 4 years. Smart Starts features play-based, hands-on activity stations that encourage exploratory learning, engagement between child and parent and early literacy skills.
4. Hands-on teen programs continue to be popular, with 31 teens attending the July 28 program, Get Squishy. Participants made floam, kinetic sand and slime during the event.
5. OPL once again sponsored the children's area at the Downtown Oshkosh Chalk Walk on Aug. 5. While registered adult and teen artists drew their chalk art around Opera House Square, children created their own chalk drawings around the sundial. By the end of the day the children's area was full of drawings and library staff had the opportunity to talk with many families about OPL.
6. The library attended a Neighborhood Night Out event on Aug. 1 as part of the River East Neighborhood Association. The library talked with River East neighbors about the library and offered a reading-themed game.
7. Staff from Children's & Family Outreach Services attended the annual Back-to-School Fair on Aug. 17, where an estimated 1,000 families in need received schools supplies and learned about resources available in our community.

MONTHLY REPORT
Oshkosh Public Library
July 2017

CIRCULATION	July 2017	July 2016	% Change	YTD 2017	YTD 2016	% Change
Book-Adult	18,063	17,877	1%	121,784	124,062	-2%
Book-Juvenile	20,127	20,278	-1%	124,578	127,139	-2%
Book-YA/Teen	2,296	2,653	-13%	13,423	14,769	-9%
CD-Adult	2,972	3,180	-7%	21,578	24,650	-12%
CD-Juvenile	182	189	-4%	1,692	1,692	0%
CD-Book-Adult	1,512	1,693	-11%	11,210	12,880	-13%
CD-Book-Juvenile	348	393	-11%	2,233	2,528	-12%
CD-Book-YA/Teen	33	38	-13%	250	255	-2%
DVD-Adult	12,178	12,972	-6%	93,897	98,606	-5%
DVD-Juvenile	4,018	5,532	-27%	27,263	34,623	-21%
Game-Adult	509	758	-33%	3,608	4,595	-21%
Game-Juvenile	150	198	-24%	1,159	1,201	-3%
Magazine-Adult	1,115	1,160	-4%	8,369	8,720	-4%
Magazine-Juvenile	37	124	-70%	268	430	-38%
Magazine-YA/Teen	0	7	-100%	86	82	5%
Other-Adult	115	101	14%	931	968	-4%
Other-Juvenile	64	58	10%	506	399	27%
Other-YA/Teen	5	5	0%	29	24	21%
Total Adult	36,464	37,707	-3%	261,377	274,280	-5%
Total Juvenile	24,926	26,772	-7%	157,699	168,012	-6%
Total YA/Teen	2,334	2,737	-15%	13,788	15,331	-10%
SUB TOTAL	63,724	67,216	-5%	432,864	457,623	-5%
E-Books						
OverDrive E-Books	3,859	3,444	12%	25,404	24,129	5%
OverDrive Audiobooks	2,053	1,795	14%	13,683	11,988	14%
Tumblebooks	50	49	2%	1,356	850	60%
SUB TOTAL	5,962	5,288	13%	40,443	36,967	9%
TOTAL CIRCULATION	69,686	72,504	-4%	473,307	494,590	-4%

PHYSICAL MATERIALS	July 2017	July 2016	% Change	YTD 2017	YTD 2016	% Change
% AV Materials Circulated	34%	37%	-7%	38%	40%	-5%
% Print Materials Circulated	66%	63%	4%	62%	60%	3%
% Adult Materials Circulated	61%	56%	9%	64%	63%	0%
% Youth Materials Circulated	39%	44%	-11%	36%	37%	-1%
Average Circulation Per Hour	281.0	295.9	-5%	242.1	250.0	-3%

MISCELLANEOUS	July 2017	July 2016	% Change	YTD 2017	YTD 2016	% Change
Library Facility Traffic	25,571	23,199	10%	173,368	179,042	-3%
Average Daily Traffic	852	928	-8%	849	903	-6%
Meetings Held	71	57	25%	562	528	6%
New Card Registrations	248	277	-10%	1,743	1,858	-6%
Self-check % of Checkout	48.7%	43.9%	11%	47.9%	39.3%	22%
Volunteer Hours Worked	340	336	1%	2,177	3,630	-40%
Teacher Packs	1	0	#DIV/0!	43	36	19%

ELECTRONIC RESOURCES	July 2017	July 2016	% Change	YTD 2017	YTD 2016	% Change
OPL Website Sessions	21,368	21,935	-3%	154,320	164,384	-6.1%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	44	35	26%	485	473	2.5%
EBSCO Sessions	101	145	-30%	1,659	2,071	-19.9%
HeritageQuest Sessions	107	35	206%	660	496	33.1%
Mango Languages	31	14	121%	133	179	-25.7%
Mitchell Auto Repair	4	4	0%	50	56	-10.7%
NewspaperARCHIVE	407	379	7%	3,032	3,188	-4.9%
Oshkosh Northwestern	34	37	-8%	333	308	8.1%
RefUSA	89	73	22%	810	531	52.5%
SUB-TOTAL	817	722		7,162	7,302	-1.9%
LOCAL DATABASE SESSIONS						
1957 Address Change	74	43	72%	386	404	-4.5%
City Directories	174	147	18%	1,111	1,133	-1.9%
Digital Collections	509	339	50%	2,658	2,299	15.6%
Local History Books	67	82	-18%	387	634	-39.0%
Oshkosh Facts, Firsts, and FAQ	11	8	38%	62	45	37.8%
Oshkosh Newspaper Index	9	10	-10%	81	79	2.5%
Oshkosh Vital Records Index	573	541	6%	4,461	4,265	4.6%
Riverside Cemetery Index	46	49	-6%	304	327	-7.0%
UWDC - Atlases & Histories	36	54	-33%	212	409	-48.2%
SUB-TOTAL	1,499	1,273	18%	9,662	9,595	0.7%
TOTAL ELECTRONIC RESOURCE SESSIONS	23,684	23,930	-1%	171,144	181,281	-5.6%

QUESTIONS ANSWERED	July 2017	July 2016	% Change	YTD 2017	YTD 2016	% Change
Adult Department						
Reference	1,414	12,395	-89%	25,079	91,387	-73%
Youth Department						
Reference	496	17,877	-97%	3,633	9,108	-60%
TOTAL QUESTIONS ANSWERED	1,910	0	#DIV/0!	28,712	100,495	-71%

PROGRAMS	July 2017	July 2016	% Change	YTD 2017	YTD 2016	% Change
Programs Given						
Adult	6	11	-45%	96	66	45%
Teen	7	7	0%	58	33	76%
Youth	24	23	4%	209	193	8%
Roving Reader	4	2	100%	86	43	100%
TOTAL	41	43	-5%	449	335	34%
Program Attendance						
Adult	103	268	-62%	1,516	1,269	19%
Teen	103	130	-21%	1,034	364	184%
Youth	727	772	-6%	8,734	8,946	-2%
TOTAL	933	1170	-20%	11,130	10,579	5%

PROGRAMS

DATE

Adult

Knight Moves Adult Chess Club	7/5/2017
Knight Moves Adult Chess Club	7/12/2017
Movie Matinee	7/17/2017
Knight Moves Adult Chess Club	7/19/2017
Graphic Novel Club	244 7/20/2017
Greak Lakes Navy Band	7/27/2017

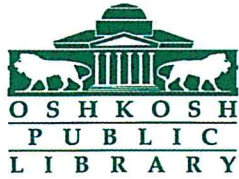
PROGRAMS

Teen

Teen Book Club	7/7/2017
Teen Advisory Board	7/12/2017
Boys and Girls Club SRP Promo and Book Talks	7/14/2017
Teen Book Art	7/14/2017
Teen DIY Chalk Rockets	7/21/2017
Get Squishy - Slime, Floam & Kinetic Sand	7/28/2017
Interactive Harry Potter Movie Night	7/31/2017

Youth

Family Storytime (2 sessions)	7/10/2017
Read to a Dog	7/10/2017
Smart Starts	7/11/2017
Faith Are Us In-Home Family Daycare	7/11/2017
High Hopes (2 sessions)	7/12/2017
Fireman John	7/12/2017
Movie and More	7/12/2017
Family Storytime (2 sessions)	7/17/2017
Read to a Dog	7/17/2017
Davis Child Care Center (3 classes)	7/17/2017
Stephanie Feuerstein:Build a Better Bed	7/18/2017
Miller Daycare	7/19/2017
Brick by Brick Lego program	7/19/2017
Family Storytime (2 sessions)	7/24/2017
Read to a Dog	7/24/2017
Solar Oven S'mores	7/25/2017
High Hopes (2 sessions)	7/26/2017
WonderLab (2 sessions)	7/26/2017
Family Storytime (2 sessions)	7/31/2017
Build a Better World Interactive Voting	6/1/17-7/24/17



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe

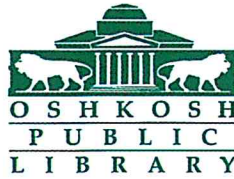
FROM: Libby Terrell

DATE: August 16, 2017

SUBJECT: July 2017 Donations

During the month of July 2017, the library received \$698.35 in donations, which includes:

- \$112.49 From Friends of OPL for Summer Reading Program Prizes and support for Dr. Seuss' Birthday Party.
- Miscellaneous donations from library patrons.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

To: Jeff Gilderson-Duwe
From: Libby Terrell
Date: August 16, 2017
Re: July 2017 Personnel Changes

Sean Miedaner resigned as Library Assistant II in First Floor Public Services effective 7/7/17.

Janna Putzer was promoted to Library Assistant II in First Floor Public Services effective 7/8/17.

Shay Mains was promoted to Library Assistant II in Children's & Family Outreach Services effective 7/31/17.

Char Ziebell transferred to a Library Assistant I position in Children's & Family Outreach Services effective 7/31/17.

"Connecting People with Information"

2017 Lakefly Writers Conference – Final Report

The Lakefly Writers Conference was held May 12 and 13 at the Oshkosh Convention Center. Nicholas Butler was the keynote speaker. In addition to speaking at the conference, Butler did an author visit that was free/open to the public on May 11 at the Oshkosh Public Library.

Other speakers included Omro author Louis Clark, who earlier in the year published through the Wisconsin Historical Society Press, Wisconsin Poet Laureate Karla Huston, and Jerome Buting, ex-attorney for Steve Avery, who recently published a book on inequalities in the justice system.

The biggest challenge this year was arranging to sell books written by our speakers. In the past, the UW-Oshkosh bookstore has handled this on our behalf but due to low sales and staffing issues, they chose not to partner with us this year. OPL was able to make available about half the books our speakers requested but we will need to find a better solution for 2018.

Highlights

There were a total of 96 paid registrants (up from 87 in 2016 and 74 in 2015).

Of the 96 attendees, 15 paid an additional fee for table space in the vendor exhibit area. Previously, the Wisconsin Writers Association handled the exhibitors and paid us \$15 per table. In 2016, the table count was so low we waived the table rental fee. In 2017, Lakefly offered tables to registrants for \$10; \$40 for those who did not register for the conference (price included lunch on Saturday). Of the 15 exhibitors, 10 also registered from the conference.

In addition to the paid exhibitors, twelve speakers set up tables (included free as part of their speaking fee), and Lakefly had a table for those speakers who did not want a table of their own.

The Best Western Premiere reported a total of 20 room nights over 3 days. This is down from 40 in 2016. However, due to UW-Oshkosh graduating two classes the same weekend, The Best Western was full as of mid-April, and we directed Lakefly attendees to other area hotels that we knew still had vacancies but did not offer a Lakefly discount.

Lakefly 2017 budget - Final Financial Report			
Revenues		Expenditures	
\$ 4,640	Registration fees		<u>Administration</u>
\$ 819	Sale of speakers' publications	\$ 120	Registration software
\$ 3,022	Friends of the Oshkosh Public Library	\$ 601	Printing & shipping
\$ 5,700	OPL Programming Fund	\$ 721	
\$ 1,689	OPL Development Fund		<u>Speaker Expenses</u>
\$ 1,033	OPL Memorial Fund	\$ 1,739	Keynote speaker stipend
\$ 16,903	Total Revenues	\$ 1,775	All other speaker stipends
\$ (12,804)	Total Expenditures	\$ 1,198	Lodging for speakers
\$ 4,099	Surplus to apply to 2018 conference	\$ 4,712	
			<u>Event Expenses</u>
		\$ 4,834	Venue & catering
		\$ 262	Refreshments & supplies
		\$ 1,226	Speakers' publications
		\$ 900	Writing contest prizes
		\$ 149	Door prizes
		\$ 7,371	
		\$ 12,804	Total Expenditures