

Oshkosh Public Library Board of Trustees
Agenda – December 21, 2017
Lower Level Meeting Room, 106 Washington Avenue

AGENDA

ACTION
REQUIRED

PAGE

Call to Order: 4.00 p.m.

Public Comments

Friends of the Library Report

Consent Agenda:

YES 347 - 353

1. Minutes of the Regular Meeting of November 30, 2017
2. Regular Vouchers Payable – \$ 247,708.26
3. Special Fund Vouchers Payable - \$ 2,400.42
4. Reimbursement of payments for lost materials later found and returned: amount to be communicated at time of board meeting.
5. 2018 Library Pay Plan for non-represented staff, excluding Pages.

New Business

6. Staff Guest: Sara, Kumerow, recently hired Digital Services Librarian, will introduce herself and demonstrate the Hoopla digital materials delivery platform. NO

Informational Items

NO 354-362

7. Revenues
8. Expenditures
9. Library Highlights - TBD
10. Monthly Statistics
11. Donations
12. Personnel Changes

Trustee Reports and Comments

NO

Future Agenda Items

NO

Adjournment

Next Meeting Scheduled

January 25, 2018 at 4:00 p.m.

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
November 30, 2017

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on November 30, 2017. The meeting was called to order at 4:00 p.m. by Board President Christine Melms-Simon. The meeting was held in the lower level meeting room at the Oshkosh Public Library. Present were: Bob Biebel, Bill Bracken, Kristy Bradish, Adjunct Board Member Karis Graham, Stan Mack, Kim Molitor, Dave Romond and Amy Sitter. Absent was: Kathy Bermingham. Others present were: Jeff Gilderson-Duwe, Library Director; Vicki Vandenberg, Library Assistant Director; Lisa Voss, Head of Library Development; JoAnn Brewer, Library Assistant II; Sandy Tervonen, Friends of Oshkosh Public Library Vice-President; and Julie Schmude, Administrative Coordinator.

Public Comments: None

Consent Agenda Items:

- Meeting Minutes** - of the October 26, 2017 regular meeting of the library board.
- Financial Reports** - October Regular Vouchers Payable \$353,712.38
 - October Special Funds Vouchers Payable \$13,391.00
 - November Refunds Processed \$0.00
 - Revised 2018 Schedule of Library Facility Closings

Motion to approve the Consent Agenda. **Motion:** Sitter; **Second:** Bradish; **Vote:** Unanimous.

Kim Molitor arrived at this time.

Sandy Tervonen presented the Friends of Oshkosh Public Library Activity Report.

Dave Romond arrive at this time.

Motion to approve the revised 2018 Library Budget amendment. **Motion:** Bradish; **Second:** Molitor; **Vote:** Unanimous.

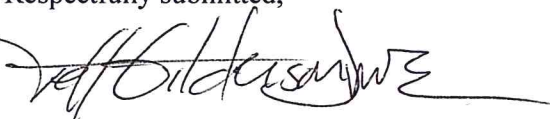
Vicki Vandenberg, Library Assistant Director gave a report to board on her attendance at the Oshkosh Area Community Foundation's annual "Investment Insights" event.

Motion to approve the 2018 Trust Fund Allocation and Rollover Proposal. **Motion:** Sitter; **Second:** Bradish; **Vote:** Unanimous.

Jeff Gilderson-Duwe presented the Directors Report.

Motion to adjourn the regular meeting at 5:05 p.m. **Motion:** Sitter; **Second:** Bradish; **Vote:** Unanimous.

Respectfully submitted,



Jeff Gilderson-Duwe, Secretary

Julie Schmude - Recorder
It

**Oshkosh Public Library
Vouchers Payable
November/December 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6102 - Regular Pay</u>		
Salaries & Wages	138,611.16	138,611.16
<u>239-1060-6300 - Fringe Benefits</u>		
FICA / Social Security	10,116.28	
Wisconsin Retirement	8,622.99	
Group Health Insurance	26,350.20	
Group Dental Insurance	1,171.68	
Group Life Insurance	<u>507.82</u>	46,768.97
<u>239-1060-6401 - Contractual Services</u>		
K and C Pest Control	395.00	
T and L Janitorial Services	2,985.59	
Unique Management Services, Inc.	724.95	
Winnefox Automated Library Services	<u>363.28</u>	4,468.82
<u>239-1060-6402 - Auto Allowance</u>		
Winnefox Library System	<u>71.16</u>	71.16
<u>239-1060-6404 - Postage & Shipping</u>		
UPS (pc)	<u>21.67</u>	21.67
<u>239-1060-6407 - Cloud Based Computer Services</u>		
Apple I-Tunes	<u>3.00</u>	3.00
<u>239-1060-6411 - Promotional Services</u>		
Winnefox Library System	<u>50.00</u>	50.00
<u>239-1060-6424 - Maintenance Office Equipment</u>		
Oshkosh Office Systems	20.46	
Winnefox Library System	<u>232.50</u>	252.96
<u>239-1060-6426 - Maintenance Machinery, Equipment & Structures</u>		
Cummins Sales and Service	1,121.90	
Gartman Mechanical Services	2,830.01	
Klinger Painting	1,290.00	
Riesterer & Schnell Inc.	877.58	
Roe Nurseries, Inc.	<u>36.25</u>	6,155.74
<u>239-1060-6448 - Special Services</u>		
Advanced Disposal	<u>371.90</u>	371.90
<u>239-1060-6458 - Conference and Training</u>		
Fond du Lac Public Library	100.00	
Sandy Toland	94.48	
Winnefox Library System	<u>99.00</u>	293.48
<u>239-1060-6460 - Membership Dues</u>		
Winnefox Library System	<u>213.00</u>	213.00

**Oshkosh Public Library
Vouchers Payable
November/December 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6471 - Electricity</u>		
Wisconsin Public Service	5,231.59	\$5,231.59
<u>239-1060-6475 - Telephones</u>		
City Revolving Charge	106.52	
Pacific Telemanagement Services (pc)	25.00	
Winnefox Library System	50.82	\$182.34
<u>239-1060-6483 - Comprehensive Liability</u>		
City Revolving Charge	110.00	\$110.00
<u>239-1060-6499 - Misc Fixed Charges</u>		
Bankcard USA	252.83	\$252.83
<u>239-1060-6505 - Office Supplies</u>		
4 Imprint	291.84	
Amazon (pc)	2,392.68	
Blick (pc)	74.29	
Demco	548.92	
Staples	529.40	
Winnefox Library System	4.07	3,841.20
<u>239-1060-6509 - Computer Supplies</u>		
Winnefox Library System	432.36	\$432.36
<u>239-1060-6517 - Supplies/Repair Parts</u>		
Filters Unlimited	490.10	
Kitz & Pfeil	125.82	
Pingry-Caswell	402.95	1,018.87
<u>239-1060-6550 - Minor Equipment</u>		
SenSource	1,915.45	
Winnefox Library System	359.74	\$2,275.19
<u>239-1060-6575 - Library Materials</u>		
Abdo Publishing	672.25	
Amazon (pc)	7,331.64	
AV Café	289.92	
Baker & Taylor	18,355.61	
Brilliance Publishing	74.99	
Cengage	1,158.84	
Center Point Publishing	454.20	
Ebsco	10.54	
Gannett (pc)	431.54	
Ingram	746.69	
Investor's Business Daily (pc)	279.00	
Kirkus Media (pc)	199.00	
Map Solutions LLC	228.00	
Midwest Tape	58.37	
Norwood House Press	134.65	
Paypal/Reatttrte (pc)	7.85	

**Oshkosh Public Library
Vouchers Payable
November/December 2017**

	<u>Invoices</u>	<u>Totals</u>
Penguin Random	61.50	
Recorded Books	3,003.58	
Regent Book Company	44.88	
Smart Apple Media	322.74	
Thomson Reuters	626.68	
World Book	<u>999.00</u>	35,491.47
<u>239-1060-6576 - Promotional Materials</u>		
DPI	<u>31.98</u>	31.98
<u>239-1060-6589 - Other Materials & Supplies</u>		
Amazon (pc)	546.72	
Displays2go (pc)	35.92	
Dollar tree (pc)	9.00	
Hobby Lobby (pc)	155.00	
Jo-Ann Fabrics (pc)	75.18	
Kitz & Pfeil (pc)	7.18	
Menards (pc)	62.16	
Oriental Trading (pc)	38.27	
Party City (pc)	58.27	
Petty Cash	16.92	
School Life (pc)	95.20	
St. Vincent de Paul (pc)	41.00	
Walgreens (pc)	11.94	
Walmart (pc)	85.69	
Winnefox Library System	<u>320.12</u>	\$1,558.57
		 <u>247,708.26</u>

**Oshkosh Public Library
Special Fund Vouchers Payable
November/December 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-1327 - John Hicks Trust Fund</u>		
Oshkosh Area School District	903.22	
		903.22
<u>239-1060-1327 - OPL Collection Improvement Fund</u>		
Baker & Taylor	15.67	
Cengage	112.76	
Center Point Large Print	58.42	
		186.85
<u>239-1060-1327 - OPL Collection Improvement Fund - George Hilton Fund</u>		
Baker & Taylor	17.92	
		17.92
<u>239-1060-1327 - OPL Collection Improvement Fund - Genevieve Bridget Kenny Fund</u>		
Baker & Taylor	22.40	
		22.40
<u>239-1060-1327 - OPL Collection Improvement Fund - Mabel Rasmussen</u>		
Family Roots Publishing Co., Inc	25.46	
Genealogical.com	145.90	
		171.36
<u>239-1060-1327 - OPL Collection Improvement Fund - Helen Schuster</u>		
Cengage Learning	55.18	
Center Point Large Print	357.12	
		412.30
<u>239-1060-1327 - OPL Collection Improvement Fund - Steve Zellmer</u>		
Cengage Learning	566.42	
Family Roots Publishing Co., Inc	72.14	
		638.56
<u>239-1060-1327 - OPL Memorial Fund</u>		
Baker & Taylor	47.81	
		47.81
 Total		 <u>2400.42</u>

**OSHKOSH PUBLIC LIBRARY PAY PLAN
RATES/STEPS AS OF 01/01/2018**

PAY GRADE	HOURLY	BI-WEEKLY	ANNUAL	PAY GRADE	HOURLY	BI-WEEKLY	ANNUAL		
A	MINIMUM	\$ 11.8769	\$ 950.15	\$ 24,703.90	E	MINIMUM	\$ 22.9174	\$ 1,833.39	\$ 47,668.14
	STEP 2	\$ 12.2115	\$ 976.92	\$ 25,399.92		STEP 2	\$ 23.5760	\$ 1,886.08	\$ 49,038.08
	STEP 3	\$ 12.5565	\$ 1,004.52	\$ 26,117.52		STEP 3	\$ 24.2243	\$ 1,937.94	\$ 50,386.44
	STEP 4	\$ 12.8910	\$ 1,031.28	\$ 26,813.28		STEP 4	\$ 24.8829	\$ 1,990.63	\$ 51,756.38
	STEP 5	\$ 13.2361	\$ 1,058.89	\$ 27,531.14		STEP 5	\$ 25.5311	\$ 2,042.49	\$ 53,104.74
	CONTROL PT	\$ 13.5706	\$ 1,085.65	\$ 28,226.90		CONTROL PT	\$ 26.1898	\$ 2,095.18	\$ 54,474.68
NO LIBRARY EMPLOYEES IN THIS PAY GRADE				LIBRARY MAINTENANCE ENGINEER GRAPHIC DESIGNER					
B	MINIMUM	\$ 15.0866	\$ 1,206.93	\$ 31,380.18	F	MINIMUM	\$ 25.2280	\$ 2,018.24	\$ 52,474.24
	STEP 2	\$ 15.5151	\$ 1,241.21	\$ 32,271.46		STEP 2	\$ 25.9493	\$ 2,075.94	\$ 53,974.44
	STEP 3	\$ 15.9439	\$ 1,275.51	\$ 33,163.26		STEP 3	\$ 26.6708	\$ 2,133.66	\$ 55,475.16
	STEP 4	\$ 16.3830	\$ 1,310.64	\$ 34,076.64		STEP 4	\$ 27.3921	\$ 2,191.37	\$ 56,975.62
	STEP 5	\$ 16.8116	\$ 1,344.93	\$ 34,968.18		STEP 5	\$ 28.1135	\$ 2,249.08	\$ 58,476.08
	CONTROL PT	\$ 17.2403	\$ 1,379.22	\$ 35,859.72		CONTROL PT	\$ 28.8349	\$ 2,306.79	\$ 59,976.54
LIBRARY ASSISTANT I				LIBRARIAN LIBRARY SUPERVISOR					
C	MINIMUM	\$ 18.1185	\$ 1,449.48	\$ 37,686.48	G	MINIMUM	\$ 27.7685	\$ 2,221.48	\$ 57,758.48
	STEP 2	\$ 18.6413	\$ 1,491.30	\$ 38,773.80		STEP 2	\$ 28.5630	\$ 2,285.04	\$ 59,411.04
	STEP 3	\$ 19.1535	\$ 1,532.28	\$ 39,839.28		STEP 3	\$ 29.3471	\$ 2,347.77	\$ 61,042.02
	STEP 4	\$ 19.6763	\$ 1,574.10	\$ 40,926.60		STEP 4	\$ 30.1418	\$ 2,411.34	\$ 62,694.84
	STEP 5	\$ 20.1886	\$ 1,615.09	\$ 41,992.34		STEP 5	\$ 30.9363	\$ 2,474.90	\$ 64,347.40
	CONTROL PT	\$ 20.7114	\$ 1,656.91	\$ 43,079.66		CONTROL PT	\$ 31.7309	\$ 2,538.47	\$ 66,000.22
LIBRARY ASSISTANT II BUILDING MAINTENANCE CUSTODIAN				LIBRARY DEVELOPMENT MANAGER					
D	MINIMUM	\$ 20.5193	\$ 1,538.95	\$ 40,012.70	H	MINIMUM	\$ 30.5495	\$ 2,443.96	\$ 63,542.96
	STEP 2	\$ 21.1056	\$ 1,582.92	\$ 41,155.92		STEP 2	\$ 31.4173	\$ 2,513.38	\$ 65,347.88
	STEP 3	\$ 21.6917	\$ 1,626.88	\$ 42,298.88		STEP 3	\$ 32.2955	\$ 2,583.64	\$ 67,174.64
	STEP 4	\$ 22.2780	\$ 1,670.85	\$ 43,442.10		STEP 4	\$ 33.1633	\$ 2,653.06	\$ 68,979.56
	STEP 5	\$ 22.8641	\$ 1,714.81	\$ 44,585.06		STEP 5	\$ 34.0415	\$ 2,723.32	\$ 70,806.32
	CONTROL PT	\$ 23.4507	\$ 1,758.80	\$ 45,728.80		CONTROL PT	\$ 34.9093	\$ 2,792.74	\$ 72,611.24
NO LIBRARY EMPLOYEES IN THIS PAY GRADE				MANAGING LIBRARIAN					

**OSHKOSH PUBLIC LIBRARY PAY PLAN
RATES/STEPS AS OF 01/01/2018**

PAY GRADE	HOURLY	BI-WEEKLY	ANNUAL	PAY GRADE	HOURLY	BI-WEEKLY	ANNUAL
I				M			
MINIMUM	\$ 33.6234	\$ 2,689.87	\$ 69,936.62	MINIMUM	\$ 49.2639	\$ 3,941.11	\$ 102,468.86
STEP 2	\$ 34.5851	\$ 2,766.81	\$ 71,937.06	STEP 2	\$ 50.6754	\$ 4,054.03	\$ 105,404.78
STEP 3	\$ 35.5365	\$ 2,842.92	\$ 73,915.92	STEP 3	\$ 52.0764	\$ 4,166.11	\$ 108,318.86
STEP 4	\$ 36.4985	\$ 2,919.88	\$ 75,916.88	STEP 4	\$ 53.4879	\$ 4,279.03	\$ 111,254.78
STEP 5	\$ 37.4603	\$ 2,996.82	\$ 77,917.32	STEP 5	\$ 54.8888	\$ 4,391.10	\$ 114,168.60
CONTROL PT	\$ 38.4221	\$ 3,073.77	\$ 79,918.02	CONTROL PT	\$ 56.3001	\$ 4,504.01	\$ 117,104.26
LIBRARY ASSISTANT DIRECTOR			LIBRARY DIRECTOR				
J				N			
MINIMUM	\$ 37.0003	\$ 2,960.02	\$ 76,960.52	MINIMUM	\$ 54.2091	\$ 4,336.73	\$ 112,754.98
STEP 2	\$ 38.0563	\$ 3,044.50	\$ 79,157.00	STEP 2	\$ 55.7565	\$ 4,460.52	\$ 115,973.52
STEP 3	\$ 39.1123	\$ 3,128.98	\$ 81,353.48	STEP 3	\$ 57.3143	\$ 4,585.14	\$ 119,213.64
STEP 4	\$ 40.1681	\$ 3,213.45	\$ 83,549.70	STEP 4	\$ 58.8616	\$ 4,708.93	\$ 122,432.18
STEP 5	\$ 41.2241	\$ 3,297.93	\$ 85,746.18	STEP 5	\$ 60.4090	\$ 4,832.72	\$ 125,650.72
CONTROL PT	\$ 42.2800	\$ 3,382.40	\$ 87,942.40	CONTROL PT	\$ 61.9564	\$ 4,956.51	\$ 128,869.26
NO LIBRARY EMPLOYEES IN THIS PAY GRADE			NO LIBRARY EMPLOYEES IN THIS PAY GRADE				
K							
MINIMUM	\$ 40.7118	\$ 3,256.94	\$ 84,680.44				
STEP 2	\$ 41.8723	\$ 3,349.78	\$ 87,094.28				
STEP 3	\$ 43.0329	\$ 3,442.63	\$ 89,508.38				
STEP 4	\$ 44.2038	\$ 3,536.30	\$ 91,943.80				
STEP 5	\$ 45.3643	\$ 3,629.14	\$ 94,357.64				
CONTROL PT	\$ 46.5248	\$ 3,721.98	\$ 96,771.48				
NO LIBRARY EMPLOYEES IN THIS PAY GRADE							
L							
MINIMUM	\$ 44.7788	\$ 3,582.30	\$ 93,139.80				
STEP 2	\$ 46.0648	\$ 3,685.18	\$ 95,814.68				
STEP 3	\$ 47.3403	\$ 3,787.22	\$ 98,467.72				
STEP 4	\$ 48.6158	\$ 3,889.26	\$ 101,120.76				
STEP 5	\$ 49.9018	\$ 3,992.14	\$ 103,795.64				
CONTROL PT	\$ 51.1773	\$ 4,094.18	\$ 106,448.68				
NO LIBRARY EMPLOYEES IN THIS PAY GRADE							

NOTES: 1) PAGE PAY SCHEDULE BASE IS \$9.10; INCREASES \$0.10/HOUR/YEAR IF MEETING EXPECTATIONS
2) DIRECTOR 2018 SALARY PENDING LIBRARY BOARD PERFORMANCE AND COMPENSATION REVIEW

OSHKOSH PUBLIC LIBRARY
STATEMENT OF REVENUE
November 2017
91% of the Year

	ESTIMATED REVENUES	NOVEMBER REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
Winnebago County	564,621.00	141,155.25	564,621.00	100.00%	0.00
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	254,264.74	254,264.74	101.59%	3,990.74
Graphic Design Contractual Revenues	19,000.00	0.00	0.00	0.00%	(19,000.00)
TOTAL GRANTS & AIDS	869,684.00	395,419.99	854,674.74	98.27%	(15,009.26)
Fines	25,000.00	3,182.90	38,032.04	152.13%	13,032.04
Collection Service Fees - Collected in-house	7,000.00	310.00	3,859.24	55.13%	(3,140.76)
Meeting Room Rental Fees	3,000.00	325.00	3,250.00	108.33%	250.00
Photocopiers	3,000.00	410.76	3,171.37	105.71%	171.37
Other Copies	6,000.00	729.15	11,488.64	191.48%	5,488.64
TOTAL FEES & CHARGES	44,000.00	4,957.81	59,801.29	135.91%	15,801.29
Trust Fund Revenues	3,500.00	874.84	3,625.30	103.58%	125.30
Miscellaneous Revenues	500.00	163.33	2,033.15	406.63%	1,533.15
Used Book Sales	15,000.00	1,342.44	14,007.00	93.38%	(993.00)
TOTAL MISCELLANEOUS REVENUES	19,000.00	2,380.61	19,665.45	103.50%	665.45
TOTAL EXPECTED REVENUES	932,684.00	3,182.90	47,161.46	5.06%	(885,522.54)
CITY OF OSHKOSH LEVY	2,624,000.00		2,624,000.00	100.00%	0.00

Oshkosh Public Library
Statement of Expenditures

	2017	NOV/DEC	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	December 21, 2017
Salaries, Wages, & Benefits					
Salaries & Wages	1,942,100.00	138,611.16	1,628,485.04	83.85	313,614.96
FICA	147,300.00	10,116.28	119,267.92	80.97	28,032.08
Wisconsin Retirement	123,600.00	8,622.99	99,264.11	80.31	24,335.89
Health Insurance	351,000.00	26,350.20	287,742.25	81.98	63,257.75
Dental Insurance	16,300.00	1,171.68	12,510.54	76.75	3,789.46
Life Insurance	6,700.00	507.82	5,422.51	80.93	1,277.49
Income Continuation Insurance	4,300.00	0.00	0.00	0.00	4,300.00
Sub Total Fringe Benefits	649,200.00	46,768.97	524,207.33	80.75	124,992.67
TOTAL PAYROLL	2,591,300.00	185,380.13	2,152,692.37	83.07	438,607.63
Contractual Services	328,500.00	4,468.82	283,919.06	86.43	44,580.94
Auto Allowance	200.00	71.16	71.16	35.58	128.84
Postage & Shipping	3,500.00	21.67	2,435.93	69.60	1,064.07
Cloud Based Computer Services	0.00	3.00	3.00	#DIV/0!	-3.00
Advertising/Marketing	4,000.00	0.00	5,874.95	146.87	-1,874.95
Promotional Services	4,300.00	50.00	4,245.00	98.72	55.00
Maint. Office Equipment	4,500.00	252.96	3,844.67	85.44	655.33
Maint. Mach, Equip, Structures	60,000.00	6,155.74	71,858.82	119.76	-11,858.82
Maint. Computer	0.00	0.00	125.00	#DIV/0!	-125.00
Equipment Rental	600.00	0.00	964.26	160.71	-364.26
Parking Rental	0.00	0.00	1,050.00	#DIV/0!	-1,050.00
Special Services	5,100.00	371.90	4,773.79	93.60	326.21
Legal Professional Services	0.00	0.00	0.00	#DIV/0!	0.00
Conference & Training	3,500.00	293.48	3,213.89	91.83	286.11
Employee Training	500.00	0.00	563.23	112.65	-63.23
Dues	1,500.00	213.00	1,544.00	102.93	-44.00
Misc. Contractual Services	0.00	0.00	125.00	#DIV/0!	-125.00
Uncollectible Account	0.00	0.00	596.15	#DIV/0!	-596.15
Electricity	85,000.00	5,231.59	79,224.42	93.21	5,775.58
Sewer Service	3,500.00	0.00	2,980.30	85.15	519.70
Water Service	4,000.00	0.00	3,428.60	85.72	571.40
Gas Service	31,200.00	0.00	9,156.00	29.35	22,044.00
Telephone	5,500.00	182.34	2,384.47	43.35	3,115.53
Storm Water Utility	2,800.00	0.00	3,304.58	118.02	-504.58
Workers Compensation	3,600.00	0.00	3,600.00	100.00	0.00
Building & Contents Insurance	6,300.00	0.00	6,342.50	100.67	-42.50
Comprehensive Liability Ins	1,200.00	110.00	1,106.00	92.17	94.00
Boiler Insurance	1,200.00	0.00	1,600.00	133.33	-400.00
Licenses and Permits	1,200.00	0.00	756.00	63.00	444.00
Misc. Fixed Charges	0.00	252.83	1,369.37	#DIV/0!	-1,369.37
Office Supplies	30,000.00	3,841.20	28,756.93	95.86	1,243.07
Software	1,000.00	0.00	655.43	65.54	344.57
Computer Supplies	300.00	432.36	579.07	193.02	-279.07
Gasoline	100.00	0.00	0.00	0.00	100.00
Supplies/Repair Parts	12,000.00	1,018.87	12,768.90	106.41	-768.90
Janitorial Supplies	3,500.00	0.00	1,774.37	50.70	1,725.63
Chemicals	500.00	0.00	810.24	162.05	-310.24
Minor Equipment	0.00	2,275.19	9,588.61	#DIV/0!	-9,588.61
Library Materials	344,800.00	35,491.47	284,032.54	82.38	60,767.46
Promotional Materials	10,500.00	31.98	7,338.24	69.89	3,161.76
Other Materials & Supplies	1,000.00	1,558.57	5,118.57	511.86	-4,118.57
Interest Expense	0.00	0.00	96.34	#DIV/0!	-96.34
TOTAL LIBRARY BUDGET	3,556,700.00	247,708.26	3,004,671.76	84.48	552,028.24

MONTHLY REPORT
Oshkosh Public Library
November 2017

CIRCULATION	Nov 2017	Nov 2016	% Change	YTD 2017	YTD 2016	% Change
Book-Adult	15,502	16,563	-6%	187,879	192,553	-2.4%
Book-Juvenile	16,188	16,930	-4%	191,489	197,955	-3.3%
Book-YA/Teen	1,186	1,620	-27%	19,726	22,571	-12.6%
CD-Adult	3,166	2,975	6%	33,314	36,561	-8.9%
CD-Juvenile	160	208	-23%	2,538	2,688	-5.6%
CD-Book-Adult	1,388	1,572	-12%	17,047	19,768	-13.8%
CD-Book-Juvenile	318	266	20%	3,614	3,701	-2.4%
CD-Book-YA/Teen	34	38	-11%	392	381	2.9%
DVD-Adult	11,643	12,478	-7%	141,267	151,312	-6.6%
DVD-Juvenile	3,210	4,641	-31%	40,916	53,950	-24.2%
Game-Adult	344	580	-41%	5,236	7,068	-25.9%
Game-Juvenile	114	122	-7%	1,681	1,770	-5.0%
Magazine-Adult	1,090	1,291	-16%	12,590	13,797	-8.7%
Magazine-Juvenile	20	61	-67%	445	686	-35.1%
Magazine-YA/Teen	2	14	-86%	121	117	3.4%
Other-Adult	133	101	32%	1,435	1,393	3.0%
Other-Juvenile	95	60	58%	845	611	38.3%
Other-YA/Teen	3	0	#DIV/0!	60	28	114.3%
Total Adult	33,266	35,526	-6%	398,768	422,139	-5.5%
Total Juvenile	20,105	22,288	-10%	241,528	261,359	-7.6%
Total YA/Teen	1,225	1,706	-28%	20,299	23,412	-13.3%
SUB TOTAL	54,596	59,520	-8%	660,595	706,910	-6.6%
Digital Book Formats						
OverDrive E-Books	3,355	3,068	9%	39,181	37,145	5.5%
Hoopla E-Books	43	0	#DIV/0!	125	0	#DIV/0!
E-BOOKS SUB TOTAL	3,398	3,068	11%	39,306	37,145	5.8%
Audiobook Formats						
OverDrive Audiobooks	2,150	1,906	13%	22,023	19,809	11.2%
Hoopla Audiobooks	58	0	#DIV/0!	194	0	#DIV/0!
AUDIOBOOKS SUB TOTAL	2,208	1,906	16%	22,217	19,809	12.2%
Tumblebooks	213	242	-12%	2,237	1,832	22.1%
DIGITAL BOOKS SUB TOTAL	213	242	-12%	2,237	1,832	22.1%
Digital Media						
Hoopla Music	34	0	#DIV/0!	128	0	#DIV/0!
Hoopla Video	41	0	#DIV/0!	165	0	#DIV/0!
DIGITAL MEDIA SUB TOTAL	75	0	#DIV/0!	293	0	#DIV/0!
DIGITAL CONTENT SUB TOTAL	5,894	5,216	13%	64,053	58,786	9.0%
SUB TOTAL	60,490	64,736	-7%	724,648	765,696	-5.4%
TOTAL CIRCULATION	60,490	64,736	-7%	724,648	765,696	-5.4%

PHYSICAL MATERIALS	Nov 2017	Nov 2016	% Change	YTD 2017	YTD 2016	% Change
% AV Materials Circulated	37%	38%	-3%	38%	40%	-5%
% Print Materials Circulated	63%	62%	2%	62%	60%	3%
% Adult Materials Circulated	63%	60%	6%	63%	63%	1%
% Youth Materials Circulated	37%	40%	-9%	37%	37%	-1%
Average Circulation Per Hour	207.2	231	-10%	232	245	-5%

MISCELLANEOUS	Nov 2017	Nov 2016	% Change	YTD 2017	YTD 2016	% Change
Library Facility Traffic	22,027	25,162	-12.5%	267,203	251,009	6.5%
Average Daily Traffic	760	868	-12.5%	825	801	3.0%
Meetings Held	88	95	-7.4%	919	842	9.1%
New Card Registrations	202	220	-8.2%	2,815	2,887	-2.5%
Self-check % of Checkout	46%	46%	-1.7%	48%	42%	13.2%
Volunteer Hours Worked	282	332	-15.1%	3,252	4,814	-32.5%
Teacher Packs	10	8	25.0%	69	61	13.1%

ELECTRONIC RESOURCES	Nov 2017	Nov 2016	% Change	YTD 2017	YTD 2016	% Change
OPL Website Sessions	20,193	21,585	-6%	240,460	254,331	-5.5%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	108	38	184%	765	682	12.2%
EBSCO Sessions	515	185	178%	2,888	2,674	8.0%
HeritageQuest Sessions	129	15	760%	1,037	685	51.4%
Mango Languages	44	22	100%	271	326	-16.9%
Mitchell Auto Repair	16	4	300%	141	123	14.6%
NewspaperARCHIVE	533	359	48%	5,196	4,716	10.2%
Oshkosh Northwestern	40	33	21%	509	509	0.0%
RefUSA	68	92	-26%	1,156	888	30.2%
SUB-TOTAL	1,453	748	94%	11,963	10,603	12.8%
LOCAL DATABASE SESSIONS						
1957 Address Change	110	34	224%	700	597	17.3%
City Directories	107	131	-18%	1,683	1,763	-4.5%
Digital Collections	506	338	50%	4,403	3,882	13.4%
Local History Books	60	31	94%	601	919	-34.6%
Oshkosh Facts, Firsts, and FAQ	5	8	-38%	105	88	19.3%
Oshkosh Newspaper Index	21	8	163%	144	109	32.1%
Oshkosh Vital Records Index	573	449	28%	6,650	6,409	3.8%
Riverside Cemetery Index	27	44	-39%	454	524	-13.4%
UWDC - Atlases & Histories	33	40	-18%	373	570	-34.6%
SUB-TOTAL	1,442	1,083	33%	15,113	14,861	1.7%
TOTAL ELECTRONIC RESOURCE SESSIONS	23,088	23,416	-1%	267,536	279,795	-4.4%

PUBLIC COMPUTER USE	Nov 2017	Nov 2016	% Change	YTD 2017	YTD 2016	% Change
Wireless Use	24086	25214	-4%	268,073	266176	0.7%
Public Computer Use						
Adult	3,191	3,413	-7%	37026	39269	-5.7%
Youth	728	683	7%	7579	10364	-26.9%
TOTAL USE	3,919	4,096	-4%	44605	49633	-10.1%

QUESTIONS ANSWERED	Nov 2017	Nov 2016	% Change	YTD 2017	YTD 2016	% Change
Adult Department						
Reference	1,341	10,780	-88%	31,013	138,549	-77.6%
Youth Department						
Reference	389	508	-23%	5,427	11,750	-53.8%
TOTAL QUESTIONS ANSWERED	1,730	11,288	-85%	36,440	150,299	-75.8%

PROGRAMS	Nov 2017	Nov 2016	% Change	YTD 2017	YTD 2016	% Change
Programs Given						
Adult	7	15	-53%	134	120	11.7%
Teen	6	5	20%	79	55	43.6%
Youth	34	25	36%	337	309	9.1%
Roving Reader	20	358	24	141	85	65.9%
TOTAL	67	69	-3%	691	569	21.4%

Program Attendance	Nov 2017	Nov 2016	% Change	YTD 2017	YTD 2016	% Change
Adult	161	290	-44%	2,543	2,075	23%
Teen	57	40	43%	1,204	596	102%
Youth	1225	1197	2%	11,744	12,962	-9%
TOTAL	1443	1527	-6%	15,337	15,633	-2%

PROGRAMS**DATE****Adult**

Bored? Games!	11/4/2017
OPL 24/7	11/6/2017
What's Cooking	11/8/2017
Learning in Retirement: Tech Update	11/10/2017
WWI Music	11/12/2017
Zen Doodle	11/15/2017
German Cooking	11/15/2017
Adult DIY: Etched glass	11/20/2017

Teen

Teen Book Club	11/3/2017
Teen Tech Time	11/8/2017
WWI Music	11/12/2017
Teen DIY: Smartphone Gloves	11/17/2017
Teen Advisory Board	11/28/2017

Youth

High Hopes (2 Sessions)	11/1/2017
Family Storytime	11/2/2017
Beginner's Minecraft	11/2/2017
WonderLab Space 1	11/3/2017
Bored? Games!	11/4/2017
Family Storytime (2 sessions)	11/6/2017
Read to a Dog	11/6/2017
High Hopes (2 Sessions)	11/7/2017
Helping Hands Day Care	11/7/2017
High Hopes (2 Sessions)	11/8/2017
Minecraft Workshop	11/8/2017
Wee Wisdom Day Care	11/8/2017
WonderLab Space 2	11/8/2017
Miller's Family Day Care	11/8/2017
Family Storytime	11/9/2017
5th Grade Booktalk at Roosevelt Elementary	11/9/2017
Shelly's Little Angels	11/10/2017
WWI Music	11/12/2017
Family Storytimes (2 sessions)	11/13/2017
Read to a Dog	11/13/2017
High Hopes (2 Sessions)	11/14/2017
Tweens Create	11/14/2017
High Hopes (2 Sessions)	11/14/2017
Kids Are Us In-Home Family Daycare	11/14/2017
High Hopes (2 Sessions)	11/15/2017

Youth - Cont'd

Family Storytime	11/16/2017
Beginner's Minecraft	11/16/2017
Wilcox Center (4 classes)	11/16/2017
UWO 4K	11/17/2017
Grinchmas	11/18/2017
Read to a Dog	11/20/2017
Merrill Sky Hero Visit	11/20/2017
Merrill Sky Hero Visit	11/21/2017
Arts for Kids (2 classes - 4-5 year olds)	11/21/2017
Arts for Kids (2 classes - 3 year olds)	11/21/2017
Miller's Family Day Care	11/22/2017
Brick by Brick	11/25/2017
Davis Child Care Center (3 classes)	11/27/2017
Christian Community 4K Visits(2 ses)	11/27/2017
Tweens Create	11/28/2017



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

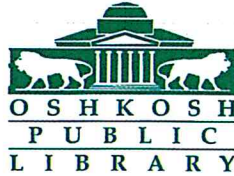
TO: Jeff Gilderson-Duwe

FROM: Libby Terrell

DATE: December 12, 2017

SUBJECT: November 2017 Donations

During the month of November 2017, the library received \$46.41 in donations from miscellaneous patrons, which included a \$20.00 donation from Mike Malchow in memory of his mother, Rita Malchow.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

To: Jeff Gilderson-Duwe
From: Libby Terrell
Date: December 12, 2017
Re: November 2017 Personnel Changes

Sara Kumerow was hired as Digital Services Librarian in Reference & Adult Services effective November 6, 2017.

Zoe Smith resigned as Library Assistant I in Circulation Services effective November 17, 2017.

"Connecting People with Information"