

Oshkosh Public Library Board of Trustees

Agenda – February 23, 2017

Library Lower Level Meeting Room, 106 Washington Avenue

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<b><u>Call to Order:</u></b> 4:00 p.m.		
<b><u>Public Comments</u></b>		
<b><u>Consent Agenda:</u></b>	YES	34-48
1. Minutes of the Regular Meeting of January 26, 2017		
2. Regular Vouchers Previously Paid – December 2016 - \$318,533.82		
3. Regular Vouchers Payable – January 2017 \$29,611.66		
4. Special Fund Vouchers Payable – January 2017 \$3,489.50		
5. 2016 annual report to the Wisconsin Department of Public Instruction		
<b><u>Old Business</u></b>		
6. <u>OPL Strategic Plan</u> – 2016 Report; 2017 Action Plan	YES	49-54
<b><u>New Business</u></b>		
7. Appointment of a nominating committee for 2016-2017 Library Board officers	YES	
<b><u>Informational Items</u></b>	NO	55-66
8. Revenues		
9. Expenditures		
10. Library Highlights - TBD		
11. Monthly Statistics		
12. Donations		
13. Personnel Changes		
14. OACF Trust Funds Quarterly Report		
<b><u>Library Director's Report</u></b>	NO	
15. <u>Staff Guest:</u> Ruth Percey, Head of First Floor Public Services, will introduce herself and discuss current projects.		
<b><u>Trustee Reports and Comments</u></b>	NO	
<u>Director's Compensation Committee Report</u>		
<b><u>Adjournment</u></b>		
<b><u>Next Meeting Scheduled</u></b>		
March 30, 2017 at 4 p.m.		

MINUTES OF THE LIBRARY BOARD  
**Oshkosh Public Library**  
January 26, 2017

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on January 26, 2017 and was called to order at 4:00 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, Lurton Blassingame, Christine Melms-Simon, Stan Mack, Kim Molitor, Denise Parrish, Dave Romond and Amy Sitter. Absent were: Bob Biebel, Kristy Bradish, and Bill Wingren. Others present were: Jeff Gilderson-Duwe, Library Director; Vicki Vandenberg, Assistant Library Director; Marie Boleman, Head of Children's and Family Outreach Services, Lisa Voss, Head of Library Development, Julie Schmude, Administrative Coordinator; and Steve Barney.

**Public Comments:** Steve Barney

**Consent Agenda Items:**

**Regular Meeting Minutes** - of the December 22, 2016 regular meeting of the library board.

**Financial Reports** - December 2016 Regular Funds Vouchers Payable in the amount of \$101,630.83

- January 2017 Regular Funds Vouchers Payable in the amount of \$163495.21
- December 2016 Special Funds Vouchers Payable in the amount of \$1,198.94
- Statement of System Effectiveness for 2016 state annual report

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

Motion to approve the revised 2017 non-represented employee pay plan. **Motion:** Bermingham; **Second:** Romond; **Vote:** Unanimous.

Motion to approve the Video Surveillance System upgrade proposal. **Motion:** Sitter; **Second:** Melms-Simon; **Vote:** Unanimous.

Motion to approve the 2017 trust fund expenditure proposal. **Motion:** Mack; **Second:** Bermingham; **Vote:** Unanimous.

Motion to table the Oshkosh Public Library 2016/2017 strategic action plan until the February meeting of the board. **Motion:** Mack; **Second:** Sitter; **Vote:** Unanimous.

Board President Molitor appointed Amy Sitter, David Romond and Kim Molitor to the Library Director Performance/Compensation committee. A Closed Session for the Library Director Performance Evaluation will be scheduled at the February meeting.

Stan Mack and Kathy Bermingham left the meeting at this time.

Motion to adjourn the regular meeting at 5:25 p.m. **Motion:** Sitter; **Second:** Melms-Simon; **Vote:** Unanimous.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Gilderson-Duwe". The signature is written in a cursive style with a long horizontal stroke extending to the left.

Jeff Gilderson-Duwe,  
Secretary

Julie Schmude – Recorder

It

**Oshkosh Public Library  
Vouchers Previously Paid  
December 2016**

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6102 - Regular Pay</u></b>		
Salaries & Wages	<u>245,420.64</u>	245,420.64
<b><u>239-1060-6300 - Fringe Benefits</u></b>		
FICA / Social Security	18,094.00	
Wisconsin Retirement	14,824.33	
Group Health Insurance	34,321.91	
Group Dental Insurance	1,436.26	
Group Life Insurance	529.94	
Unemployment Compensation	<u>0.00</u>	69,206.44
<b><u>239-1060-6472 - Sewer Service</u></b>		
City Revolving Charge	<u>622.07</u>	622.07
<b><u>239-1060-6473 - Water Service</u></b>		
City Revolving Charge	<u>1,148.60</u>	1,148.60
<b><u>239-1060-6475 - Telephones</u></b>		
City Revolving Charge	<u>256.68</u>	256.68
<b><u>239-1060-6476 - Storm Water Utility</u></b>		
City Revolving Charge	<u>1,060.19</u>	1,060.19
<b><u>239-1060-6483 - Comprehensive Liability</u></b>		
City Revolving Charge	<u>220.00</u>	220.00
<b><u>239-1060-6527 - Janitorial Supplies</u></b>		
City Revolving Charge	<u>599.20</u>	599.20
		<u>318,533.82</u>

**Oshkosh Public Library  
Vouchers Payable  
January 2017**

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6401 - Contractual Services</u></b>		
123RF	39.00	
NMT Corporation	150.00	
Propay	5.00	
T and L Janitorial Services	3,000.59	
Unique Management Services, Inc.	<u>635.45</u>	
		3,830.04
<b><u>239-1060-6410 - Advertising/Marketing</u></b>		
Valley Guide, LLC	<u>390.00</u>	390.00
<b><u>239-1060-6426 - Maintenance Machinery, Equipment &amp; Structures</u></b>		
Dan V. Binder Construction, Inc.	2,098.98	
Gartman Mechanical Services	165.00	
KML Specialty Chemicals	<u>75.00</u>	2,338.98
<b><u>239-1060-6432 - Equipment Rental</u></b>		
Great America Financial Services	<u>87.66</u>	\$87.66
<b><u>239-1060-6448 - Special Services</u></b>		
Advanced Disposal Services	<u>722.00</u>	722.00
<b><u>239-1060-6458 - Conference &amp; Training</u></b>		
Joan Kaeding	<u>20.52</u>	20.52
<b><u>239-1060-6460 - Membership Dues</u></b>		
Oshkosh Rotary Club	<u>206.00</u>	206.00
<b><u>239-1060-6471 - Electricity</u></b>		
Wisconsin Public Service	<u>5,583.17</u>	5,583.17
<b><u>239-1060-6474 - Gas Service</u></b>		
Constellation Energy Services - Natural Gas LLC	<u>2,535.55</u>	2,535.55
<b><u>239-1060-6505 - Office Supplies</u></b>		
Amazon (pc)	293.70	
Demco	385.82	
Hobby Lobby (pc)	35.94	
Target (pc)	17.94	
University Products	137.12	
Zazzle (pc)	<u>47.98</u>	918.50
<b><u>239-1060-6517 - Supplies/Repair Parts</u></b>		
Block Iron & Supply Company Inc.	579.60	
Kitz & Pfeil Hardware, Inc.	<u>12.99</u>	592.59

**Oshkosh Public Library  
Vouchers Payable  
January 2017**

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6575 - Library Materials</u></b>		
Amazon (pc)	409.82	
AV Café	49.98	
Baker & Taylor	7,159.82	
Booklist	389.50	
Brilliance Audio	367.40	
Cengage	725.26	
Ebsco	155.83	
Ingram	598.15	
Library Journal	157.99	
Penguin Random	33.75	
Quality Books	60.66	
Recorded Books	1,007.20	
Regent Books	16.93	
Thomson Reuters	292.84	
UWO Foundation	45.00	
Weight Watchers	<u>34.95</u>	11,505.08
<b><u>239-1060-6589 - Other Materials &amp; Supplies</u></b>		
Amazon (pc)	5.95	
Christianos (pc)	31.20	
Dollar Tree (pc)	36.00	
Dominos (pc)	36.73	
Friends of the Oshkosh Public Library	720.00	
Target (pc)	<u>51.69</u>	881.57
		<u>29,611.66</u>

Oshkosh Public Library  
Special Fund Vouchers Payable  
January 2017

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-1327 - OPL Facility Improvement Fund</u></b> Appleton Sign Company	<u>3469.50</u>	\$3,469.50
<b><u>239-1060-1327 - OPL Programming Support Fund</u></b> Constant Contact (pc) - Lakefly	<u>20.00</u>	\$20.00
		<u>\$3,489.50</u>



I. GENERAL INFORMATION					
1. Name of Library Oshkosh Public Library		2. Public Library System Winnefox Library System			
3a. Head Librarian First Name Jeffrey	3b. Head Librarian Last Name Gilderson-Duwe	4a. Certification Grade Gr 1	4b. Certification Type Regular		5. Certification Expiration Date 03/01/2020
6a. Street Address 106 Washington Ave.	6b. Mailing Address or PO Box 106 Washington Ave.	7. City / Village / Town Oshkosh	8a. ZIP 54901	8b. ZIP4 4985	9. County Winnebago
10. Library Phone Number (920)236-5210	11. Fax Number (920)236-5228	12. Library E-mail Address of Director gilderson-duwe@oshkoshpubliclibrary.org			
13. Library Website URL www.oshkoshpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 24	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 69	19b. Number of Winter Weeks 38	19c. Summer Hours Open per Week 61	19d. Number of Summer Weeks 14		
20. Square Footage of Public Library 94,500	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 079298144		

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	222,850	13,260
2. Electronic Books <i>E-books</i>	154,782	
3. Audio Materials	31,317	1,408
4. Electronic Audio Materials <i>Downloadable</i>	39,858	
5. Video Materials	15,311	1,662
6. Electronic Video Materials <i>Downloadable</i>	946	
7. Other Materials Owned <i>Describe</i> CD-roms, Puppets, Toys & Video Games	1,386	
8. Electronic Collections <i>Locally Owned or Leased</i>	15	
9. Total Electronic Collections <i>Local, regional, and state</i>	61	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	420	



III. LIBRARY SERVICES							
1. Circulation Transactions				2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
758,828		278,413		75,196		68,167	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count	
25,337	7,543	32,880	Actual Count	162,471	Actual Count	272,292	
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8a. Local Electronic Collection Retrievals		8b. Total Electronic Collection Retrievals	
a. Method	b. Annual Count	a. Method	b. Annual Count				
Actual Count	53,205	Router Count	288,646	15,963			
9. Uses of Electronic Materials by Users of Your Library							
a. E-Books		b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials	
40,493		21,835	123	62,451		3,932	
10. Programs and Program Attendance Annual Count						11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL		a. Total	b. Internet Access
Number of Programs	388	61	137	586		58	42
Total Attendance	12,288	774	2,222	15,284			

## IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address	
<b>PRESIDENT</b>						
1.	Kim	Molitor	4364 Harbor Village Drive	Omro	54963	kimmolitor1@gmail.com
2.	Lurton	Blassingame	1010 N. Westfield, Unit 513	Oshkosh	54904	lurtonb@sbcglobal.net
3.	Stan	Mack II	P.O. Box 3048	Oshkosh	54903-3048	sf.mack@oshkosh.k12.wi.is
4.	Kathy	Birmingham	1203 Fairview	Oshkosh	54901	kathy.bham@gmail.com
5.	Kristy	Bradish	1219 Bay Shore Drive	Oshkosh	54901	kbradish@icloud.com
6.	Bill	Wingren	1021 Evans Street	Oshkosh	54901	billwingren@new.rr.com
7.	Christine	Melms-Simon	3414 Eichstadt Road	Oshkosh	54901	cmelmssimon@thepaine.org
8.	Bob	Biebel	1120 Maricopa Drive	Oshkosh	54904	bbiebel14@gmail.com
9.	Amy	Sitter	1027 Washington Avenue	Oshkosh	54901	amy.sitter@usbank.com
10.	David	Romond	3111 Quail Run Drive	Oshkosh	54904	daveromond@yahoo.com
11.						
12.						
No. of Library Board Members <i>Include vacancies in this count</i>		41				
10						

**V. LIBRARY OPERATING REVENUE**

*Report operating revenue only. Do not report capital receipts here.*

**1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here***

Municipality Type	Name	Amount
City	Oshkosh	\$2,657,100
<b>Subtotal 1</b>		<b>\$2,657,100</b>

**2. County**

a. Home County Appropriation for Library Service

Subtotal 2a \$514,926

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Calumet	\$2,678		
Fond du Lac	\$17,443		
Green Lake	\$1,751		
Waushara	\$6,770		
<b>Subtotal 2b</b>			<b>\$28,642</b>

**3. State Funds**

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3

**4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title***

Program or Project	Amount
	\$0
<b>Subtotal 4</b>	

**5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.***

Name	Amount	Name	Amount
Winnefox Library System	\$51,833	Winnebago County Literacy Council	\$247
Winnefox Automated Library Services	\$198,745		
<b>Subtotal 5</b>			<b>\$250,825</b>

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the 2017 annual appropriation provided by your governing body/bodies for your public library?	10. Was your library's municipality exempt from the county library tax for 2016? <i>Wis. Stat. s. 43.64(2)</i>
\$40,075	\$44,595	\$3,536,163	42,660,000	Yes



**X. STAFF**

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$122,140	40.00	Librarian	MLS (ALA)	\$54,746	40.00
Head of Reference and Adult Services	MLS (ALA)	\$73,986	40.00	Librarian	MLS (ALA)	\$31,249	40.00
Head of Technical Services	MLS (ALA)	\$69,951	40.00	Librarian	MLS (ALA)	\$51,098	34.00
Head of Children's & Family Outreach	MLS (ALA)	\$64,501	40.00	Librarian	MLS (ALA)	\$54,746	40.00
Head of 1st Floor Public Services	MLS (ALA)	\$69,701	40.00	Page Supervisor	Other	\$57,325	40.00
Assistant Director	MLS (ALA)	\$81,724	40.00	Volunteer Coordinator	MLS (ALA)	\$19,304	40.00
Librarian	MLS (ALA)	\$61,215	40.00	Head of Library Development	Other	\$65,396	40.00
Librarian	MLS (ALA)	\$45,974	30.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Maintenance Engineer	Other	\$53,003	40.00				
Custodian	Other	\$20,506	20.00				
Library Assistant II	Other	\$572,125	540.00				
Library Assistant I	Other	\$100,294	96.00				
Library Page	Other	\$151,132	253.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

11.60

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

11.60

b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*

25.00

c. Total Library Staff (FTE)

36.60

### XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*  
171,174

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County		16,681	125,486	142,167
3. Circulation to Nonresidents Living in Another County in Your System		9,967	9,678	19,645
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System		2,230	2,955	5,185
5. Circulation to All Other Wisconsin Residents 3,649	6. Circulation to Persons from Out of the State 526			
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Survey	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, do you allow residents in adjacent systems to purchase library cards?  No		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Calumet	499	f. Waushara	1,715
b. Fond du Lac	7,359	g.	
c. Green Lake	344	h.	
d. Outagamie	2,306	i.	
e. Waupaca	150	j.	

### XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices?  Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input checked="" type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation	4. Does your library use door counters?  Yes
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### XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	1		2
	Total Unduplicated Individuals Involved	1,960	285		2,245
	Number of Other Literacy Offerings	1	0		1
	Total Unduplicated Individuals Involved	78	0		78
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	14	0		14
	Total Drop-in Activity Participation	1,828	0		1,828

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Marie	Boleman	boleman@oshkoshpubliclibrary.org

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

## STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.\*

County

Winnebago

The Oshkosh Public Library Board of Trustees hereby states that in 2016, the  
*Name of Public Library*

Winnefox Library System

*Name of Public Library System / Service*

Indicate with an X one of the following two statements.

**Did** provide effective leadership and adequately meet the needs of the library.

**Did not** provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

During

2016, the Winnefox Library System Library System continued to provide excellent leadership and was responsive to the needs of Oshkosh Public Library and the citizens we serve. In the areas of required services, Winnefox has effectively maintained a full array of services, including: 5 day/week van delivery service for Oshkosh patrons; printing services; our automation consortium and associated technical support; etc. The relationship between the System, Resource Library (OPL) and member libraries is excellent.

\* The statement *may* be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

## CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

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	COMMENTS	
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Description	Project Leader	Project Duration	Comments
<b>Goal: A library card in every hand.</b>			
<b>Strategy: Increase awareness of the library card's value and ease of use.</b>			
Tactic: Develop a new card holder welcome program.			
Project: Examine and evaluate current practices.	FFPS Head	2017	
Project: Conduct a focus group with people who have recently registered in order to understand how to improve their experience.	Development Head	2017	
Tactic: Focus outreach activities on card registration and use.			
Project: Develop procedures for on-the-fly card registration at remote locations.	FFPS Head	DONE 2016	
Project: Improve procedures for initiating card registration online.	FFPS Head	DONE 2016	The rewording and reconfiguring of the library website to make online library card registration more apparent and accessible has been completed. A modest increase of about 10% in online registrations has been tracked for 2016 over 2015, although we cannot know if this is attributable to the web site changes.
<b>Strategy: Engage in marketing, outreach and service development to identified target populations.</b>			
Tactic: Conduct an outreach campaign to first grade students and their families.			
Project: Design the campaign: conduct research and seek out the expertise of community partners to create messages and incentives that will motivate first graders to become active library card holders.	CFOS Head	2017	1. 2nd focus group session held. 2. Next Steps: Analyze the information gathered from the focus group.
Project: Conduct library card registration drive among first grade students.	CFOS Head	Pilot in fall 2017; expand later.	
Project: Provide library programming aimed at persuading first graders and their families to form the habit of visiting the library and using their library card privileges.	CFOS Head	2017	
Tactic: Make data-driven choices about target-marketing initiatives.			
Project: Gather demographic data about area population and card-holders.	Director	2017	Latest Progress: A setback: SirsiDynix library automation software is not yet capable of matching on city addresses to cross-analyze demographic data with library use data. Next Step: Re-grouping
Project: Analyze card-holder demographics to determine which user groups are underrepresented; choose focus population(s).	Director	2017	Project pending resolution of data gathering project.
Project: Develop and implement targeted marketing initiatives.	Development Head	2017	
<b>Strategy: Look for ways to increase the perceived value of being a library cardholder.</b>			
Tactic: Explore opportunities for library cardholders to receive benefits beyond library use privileges (e.g., goods, services, discounts).			
Project: Evaluate using business promotion model for National Library Week created by Lester Public Library in Two Rivers, WI	Development Head	2017	

**Goal: A recognized downtown anchor destination.**

**Strategy: Redefine the library as a neighbor who inspires exploration and discovery.**

**Tactic: Become a catalyst for creativity and entrepreneurship.**

Project: Writing: Laketify Writer's Conference.	FFPS Head	DONE 2016	1. 2017 Conference goal: increase revenue.
Project: Writing: National Novel Writing Month (NaNoWriMo).	FFPS Head	DONE 2016	Latest Progress: 2016 NoWriMo activities are underway; display and inspirational handouts in Reading Room.
Project: Writing: Local authors spotlight programs.	FFPS Head	DONE 2016	Latest Progress: Held five writing workshops in Sept/Oct 2016, the had 5-8 people; the Open Mic at the end of the series was well attended.  Next Step: Will likely repeat in 2017 with some tweaks.
Project: Writing / Story-telling: Podcasting studio.	RASD Head	2017	
Project: Graphics / Animation / STEAM: Digital creation space.	RASD Head	2017	
Project: 3-D Arts & Crafts: Adult Do it Yourself programs (DIY).	RASD Head	2016 DONE	Latest progress: Winter programs dates have been decided; Preliminary information supplied for adult program list; volunteer found to help with programs & planning  Next steps: Start prep for Winter programs - supplies
Project: STEAM: Teen Do It Yourself programs (DIY).	FFPS Head	2016 DONE	1. Hired new staff person to coordinate teen services & programming;
Project: STEAM: Tweens Create programs.	CFOS Head	2016 DONE	2. Complete transition of teen programming responsibilities to new staff. Latest progress: program presenters have incorporated STEAM concepts into more programs during fall 2016  Next steps: continue to look for ways to nurture STEAM (science, technology, engineering, arts, math) concepts into programming
Project: STEAM: WonderLab programs.	CFOS Head	2016 DONE	Latest progress: Have identified three "community experts" to present for some of the Wonderlab sessions; Have scheduled double the number of Wonderlab sessions for Winter/Spring due to demand.  Next step: Retain "community experts."
Project: Entrepreneurship:	RASD Head	2017	

**Tactic: Add value to library visits by proactively connecting information seekers with additional resources or activities that may interest them; nurture a culture of "knowledge sharing" among library staff.**

Project: Create a plan for nurturing a culture of "knowledge sharing"	Management Team	2017	Latest progress: None to report  Next steps: Effort on hold while OPL implements "Library Way" PBIS program (Positive Behavior Intervention & Supports)
Project: During library programs, share information about other services and events that might interest members of the audience.	Public Services Improvement Team (PSIT)	2017	

Tactic: Provide learning opportunities for library employees that will support development of a culture of inspiration and discovery within the organization.

Project: Create a plan to engage employees in the vision and goals of the strategic plan.	Director	2017	1. Met with FFPS and CFOS employees in departmental meetings to discuss strategic vision and goals; 2. Next steps: Refine the engagement plan, roll out to employees; meet with additional groups of employees to discuss plan.
Project: Create opportunities for employees to collaborate with managers in defining and realizing what it means to have an organizational "culture of inspiration and discovery."	Assistant Director	2017	Latest progress: None to report Next steps: Effort on hold while OPL implements "Library Way" PBIS program (Positive Behavior Intervention & Supports)

Tactic: Motivate library employees by communicating progress toward achieving the library's strategic goals and vision.

Project: Develop a dashboard that can be shared with the staff to raise awareness of active card holder retention and recruitment goals.	Director	2017	
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**Strategy: Identify the reasons people come downtown and persuade them to add a visit to the library.**

Tactic: Work with downtown employers and neighbors to identify partnership opportunities.

Project: Explore outreach opportunities to employees working downtown.

Director / Development Head	2017	
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Project: Become involved with the River East Neighborhood Association, using the library's own neighborhood to pilot enhanced neighborhood engagement.

Director / Development Head	2017	1. Took part in first meeting of neighborhood planning process; 2. Next: Continue to participate in River East Neighborhood planning activities, as coordinated by city Community Development Dept.
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Project: Partner with City of Oshkosh Community Development Department to advance plans to renovate William Waters Plaza, located across Washington Avenue from the library building.

Director	2017	1. Met with city Assistant Planner Elizabeth Williams to discuss how library might further city neighborhood development goals (27 Apr 2016); 2. Next steps: Remain engaged with city Community Development Dept. and River East Neighborhood Assoc., as William Waters Plaza will likely be a focus of activity; Find appropriate ways that the library may provide leadership and support on this project.
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**Strategy: Create public programming that encourages growth of the "library habit."**

Tactic: Concentrate library capacity and efforts on a single theme for a month at a time.

Project: Establish methods for coordination in-library promotional themes across departments using events like customer appreciation days.

Development Head / Assistant Director	2017	
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Tactic: Expand partnerships to offer programs and broaden promotional reach.

Project: Computer literacy for job searchers; partner: WCLC	RASD Head	2016 DONE	Latest progress: 2016 programs completed; partnership with Winnebago Co Literacy Council concluded. Next steps: Classes on hiatus as of Jan 2017 due to RASD staffing levels.
Project: Memory Café;	RASD Head	2017	Latest Progress: Committed to hosting programs into spring; Next Step: Decide whether to continue support for program beyond Spring 2017

Tactic: Ensure that public programs support the library's strategic vision and goals.

Project: Develop a checklist to guide library managers in deciding whether to commit resources to offering a particular public program.	RASD Head / CFOS Head	2017
Project: Develop use, set-up and scheduling procedures to integrate use of "non-traditional" spaces into existing library routines.	Coordinator of Volunteers / Program Support Specialist	2017

**Strategy: Make a visit to the library a convenient, comfortable and fun experience.**

Tactic: Improve the library environment through proactive relationship-building with students and families

Project: Partner with the Oshkosh Area School District (OASD) to implement Positive Behavior Intervention and Support (PBIS) expectations and techniques.	Head of CFOS	2016 DONE	Latest progress: Matrix of expected behaviors finished and ppt for trainings created; All-staff trainings in progress; planning signage.  Next steps: Send signs to printer and decide on frames; Set up internal communications with all-staff (email, intranet, etc.); Devise a way to track staff implementation of program.
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Tactic: Create an interior design plan that embodies the concept of the library as a "third place."

Project: Organize a space use planning process	Director	2017	
Project: Open a permanent used book sale space.	Assistant Director	2016 DONE	Latest progress: Used book space opened 1 Dec 2016

Tactic: Offer convenience services to library users.

Project: Explore provision of more City of Oshkosh services at the library.	Director	2017	
Project: Explore public-private partnerships to offer additional convenience services to library visitors.	Director	2017	
Tactic: Improve parking lot functionality.	Director / Assistant Director / FFPS Head	2017	Latest Progress: Library lot maintenance and re-stripping was included in the city's 2017 parking lot maintenance program;  Next Step: Pending budget approval, coordinate Summer 2017 maintenance and re-stripping work with city departments

**Goal: A provider of trusted "go-to" online resources.**

**Strategy: Create and promote local online content.**

Tactic: Create and promote a comprehensive calendar of events for the community.

Project: Research event calendars, compile list of event categories, examine calendar interfaces.	FFPS Head	2016 DONE
Project: Produce a draft calendar interface, including "wish list" of categories and interface preferences - Target Date: 1 May 2017	FFPS Head	2017
Project: Research software platforms / options for implementing the event calendar - Target Date: 1 June 2017	FFPS Head	2017

Tactic: Explore creation of local content for online distribution (e.g., house histories, genealogy, local history).

Project: Create a self-guided audio-visual walking tour centered on the history and architecture of the 100-200 blocks of Washington Avenue.  
 Reader's Services and Reference Librarian  
 2017  
 Latest progress: Script (1st Draft) completed/edited; historic photo animator hired/in progress; project budget established; complete final script/Vamonde outline  
 Next step: plan voice actor recruitment schedule; schedule interviews.

**Strategy: Increase visibility / accessibility of the library's online resources.**

Tactic: Optimize existing resources for search engines to make them more discoverable to users in the community.

Project: Research and implement Search Engine Optimization (SEO) strategies for the library's collections, programs and services.  
 TS Head  
 2017  
 1. Met with Winnefox IT staff for advice;  
 2. Next step: assemble historical content, research technology.

Tactic: Develop opt-in text messaging services to communicate information about the library.

Project: Research similar services in libraries and other organizations.  
 Development Head  
 2017

**Goal: A community institution with widespread public and private support.**

**Strategy: Create and sustain meaningful engagement opportunities for Friends, volunteers, donors, and advocates.**

Tactic: Engage the Friends of the Library in support of the vision and strategic plan.

Project: Resolve Friends governance and structure issues.  
 Director  
 2016 DONE  
 Latest Progress: Memorandum of Understanding amendments made at Friends annual meeting;

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Next Step: Submit proposed amendments to Library Board for consideration; organize new Friends board; pursue incorporation issues

Project: Assist the Friends in the goal of increasing active membership.  
 Development Head  
 2017  
 Latest Progress: Letter mailed to Friends membership announcing a Feb 2017 meeting to organize standing committees (Fundraising, Membership, Nominating) and recruiting interested members to participate.

Next Step: Hold February meeting; recruit Membership Committee Chair and committee members.

Tactic: Improve the effectiveness of efforts to attract enthusiastic volunteers and to match their skills with library needs and goals.

Project: Create position descriptions for library volunteer roles / tasks, with attention to the value that both the library and the volunteer will derive from the experience.  
 Development Head  
 2016 DONE  
 Template created, process established, PDs being created.

Project: Achieve better coordination between the library's volunteer program and the Friends of the Library.  
 Development Head  
 2017

**Strategy: Be an active partner in building community capacity.**

Tactic: Identify elements of community capacity to which library efforts contribute and use these as the basis for outcome measurement.

Project: Engage with developing partnerships at the state and regional level to improve library services to people seeking to participate in the labor force; inventory and define current services; gather data on service volumes and outcomes.  
 Assistant Director  
 2016 DONE  
 Job-seeker portal now online at: <http://dpi.wi.gov/job-seeker>

Tactic: Achieve better coordination of community efforts in support of literacy and lifelong learning.

Project: Convene a group of people interested in literacy issues in the Oshkosh area.

Director

2017

**Abbreviation Key:** CFOS = Children's and Family Outreach Services Dept.

FFPS = First Floor Public Services Dept.

PBIS = Positive Behavior Intervention & Supports - Behavior Policy Education Project

RASD = Reference and Adult Services Dept.

TS = Technical Services Dept.

**OSHKOSH PUBLIC LIBRARY**  
**STATEMENT OF REVENUE**  
 October-December 2016  
 100% of the Year

	ESTIMATED REVENUES	OCTOBER REVENUES	NOVEMBER REVENUES	DECEMBER REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
Fines	25,000.00	5,496.56	0.00	870.31	23,404.44	93.62%	(1,595.56)
Collection Service Fees - Collected in-house	6,500.00	0.00	0.00	181.00	5,238.93	80.60%	(1,261.07)
Photocopiers	2,500.00	91.14	0.00	185.01	3,165.99	126.64%	665.99
Other Copies	12,000.00	0.00	0.00	473.90	6,957.49	57.98%	(5,042.51)
<b>TOTAL OPERATING REVENUES</b>	<b>46,000.00</b>	<b>5,587.70</b>	<b>0.00</b>	<b>1,710.22</b>	<b>38,766.85</b>	<b>84.28%</b>	<b>(7,233.15)</b>
Winnabago County	514,926.00	0.00	0.00	128,731.50	514,926.00	100.00%	0.00
Calumet County (Act 420 Revenue)	2,678.00	0.00	0.00	0.00	2,678.00	100.00%	0.00
Fond du Lac County (Act 420 Revenue)	17,443.00	0.00	0.00	0.00	17,443.00	100.00%	0.00
Green Lake County (Act 420 Revenue)	1,751.00	0.00	0.00	0.00	1,751.00	100.00%	0.00
Waushara County (Act 420 Revenue)	6,770.00	0.00	0.00	0.00	6,770.00	100.00%	0.00
Winnefox Library System	57,400.00	0.00	0.00	51,833.31	51,833.31	90.30%	(5,566.69)
Winnefox Library System-WALS Program	187,700.00	0.00	0.00	196,924.51	198,744.94	105.88%	11,044.94
Other Contractual Services	0.00	0.00	0.00	247.00	247.00	#DIV/0!	247.00
<b>TOTAL CONTRACTUAL REVENUES</b>	<b>788,668.00</b>	<b>0.00</b>	<b>0.00</b>	<b>377,736.32</b>	<b>794,393.25</b>	<b>100.73%</b>	<b>5,725.25</b>
Leander Choate Fund	2,200.00	0.85	0.93	0.87	8.05	0.37%	(2,191.95)
Abbey Harris Fund	4,500.00	17.90	680.03	18.44	2,824.06	62.76%	(1,675.94)
George Hilton Fund	300.00	4.40	4.16	4.44	57.39	19.13%	(242.61)
<b>TOTAL TRUST REVENUES</b>	<b>7,000.00</b>	<b>23.15</b>	<b>685.12</b>	<b>23.75</b>	<b>2,889.50</b>	<b>41.28%</b>	<b>(4,110.50)</b>
MEETING ROOM REVENUES	3,000.00	75.00	0.00	75.00	2,232.50	74.42%	(767.50)
USED BOOK SALE	0.00	0.00	0.00	831.57	831.57	#DIV/0!	831.57
PROCEEDS FROM SALE OF BONDS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
INSURANCE PROCEEDS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
MISCELLANEOUS REVENUES	0.00	0.00	0.00	239.81	1,762.62	#DIV/0!	1,762.62
CITY OF OSHKOSH LEVY	2,657,100.00	0.00	0.00	0.00	2,657,100.00	100.00%	0.00
<b>TOTAL REVENUES</b>	<b>3,501,768.00</b>	<b>5,685.85</b>	<b>685.12</b>	<b>379,785.10</b>	<b>3,497,144.72</b>	<b>99.87%</b>	<b>(4,623.28)</b>

**OSHKOSH PUBLIC LIBRARY  
STATEMENT OF REVENUE**

January 2017  
8% of the Year

	<b>ESTIMATED REVENUES</b>	<b>JANUARY REVENUES</b>	<b>REVENUES TO DATE</b>	<b>% of ANNUAL EST. TOTAL</b>	<b>REVENUE EXCESS (DEFICIENCY)</b>
Winnebago County	564,621.00	0.00	0.00	0.00%	(564,621.00)
Calumet County (Act 420 Revenue)	1,949.00	0.00	0.00	0.00%	(1,949.00)
Fond du Lac County (Act 420 Revenue)	23,990.00	0.00	0.00	0.00%	(23,990.00)
Green Lake County (Act 420 Revenue)	1,747.00	0.00	0.00	0.00%	(1,747.00)
Waushara County (Act 420 Revenue)	8,103.00	0.00	0.00	0.00%	(8,103.00)
Winnefox Library System	58,840.00	0.00	0.00	0.00%	(58,840.00)
Winnefox Library System-WALS Program	191,434.00	0.00	0.00	0.00%	(191,434.00)
Graphic Design Contractual Revenues	19,000.00	0.00	0.00	0.00%	(19,000.00)
<b>TOTAL GRANTS &amp; AIDS</b>	<b>869,684.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>(869,684.00)</b>
Fines	25,000.00	7,152.62	7,152.62	28.61%	(17,847.38)
Collection Service Fees - Collected in-house	7,000.00	429.12	429.12	6.13%	(6,570.88)
Meeting Room Rental Fees	3,000.00	520.00	520.00	17.33%	(2,480.00)
Photocopiers	3,000.00	258.95	258.95	8.63%	(2,741.05)
Other Copies	6,000.00	2,978.38	2,978.38	49.64%	(3,021.62)
<b>TOTAL FEES &amp; CHARGES</b>	<b>44,000.00</b>	<b>11,339.07</b>	<b>11,339.07</b>	<b>25.77%</b>	<b>(32,660.93)</b>
Trust Fund Revenues	3,500.00	30.62	30.62	0.87%	(3,469.38)
Miscellaneous Revenues	500.00	514.47	514.47	102.89%	14.47
Used Book Sales	15,000.00	2,650.88	2,650.88	17.67%	(12,349.12)
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>19,000.00</b>	<b>3,195.97</b>	<b>3,195.97</b>	<b>16.82%</b>	<b>(15,804.03)</b>
<b>TOTAL EXPECTED REVENUES</b>	<b>932,684.00</b>	<b>14,535.04</b>	<b>14,535.04</b>	<b>1.56%</b>	<b>(918,148.96)</b>
CITY OF OSHKOSH LEVY	2,660,000.00	2,660,000.00	2,660,000.00	100.00%	0.00



Oshkosh Public Library  
Statement of Expenditures  
December 2016  
100% of the year

	2016	OCTOBER	NOVEMBER	DECEMBER	NET	% OF	UNEXPENDED
Salaries, Wages, & Benefits	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	ANNUAL	BALANCE
					TO DATE	BUDGET	December 31, 2016
Salaries & Wages	1,888,000.00	141,089.88	140,897.79	245,420.64	1,808,978.61	95.81	79,021.39
FICA	142,700.00	10,264.32	10,249.66	18,094.00	132,148.47	92.61	10,551.53
Wisconsin Retirement	112,300.00	8,484.99	8,575.53	14,824.33	109,033.62	97.09	3,266.38
Health Insurance	383,100.00	27,884.78	27,884.78	34,321.91	338,396.89	88.33	44,703.11
Dental Insurance	13,500.00	1,084.52	1,084.52	1,436.26	13,261.10	98.23	238.90
Life Insurance	5,900.00	531.24	531.24	529.94	6,407.64	108.60	-507.64
Income Continuation Insurance	4,100.00	0.00	0.00	0.00	0.00	0.00	4,100.00
Sub Total Fringe Benefits	661,600.00	48,249.85	48,325.73	69,206.44	599,247.72	90.58	62,352.28
<b>TOTAL PAYROLL</b>	<b>2,549,600.00</b>	<b>189,339.73</b>	<b>189,223.52</b>	<b>314,627.08</b>	<b>2,408,226.33</b>	<b>94.46</b>	<b>141,373.67</b>
Contractual Services	298,700.00	4,201.94	105,331.82	5,346.55	305,762.08	102.36	-7,062.08
Auto Allowance	200.00	5.94	0.00	4.86	108.54	54.27	91.46
Postage & Shipping	3,500.00	342.28	0.00	778.94	3,053.04	87.23	446.96
Advertising/Marketing	4,500.00	0.00	0.00	15.00	2,050.00	45.56	2,450.00
Promotional Services	4,000.00	0.00	0.00	1,343.29	5,879.93	147.00	-1,879.93
Maint. Office Equipment	15,000.00	298.25	0.00	639.33	2,102.91	14.02	12,897.09
Maint. Mach, Equip, Structures	55,000.00	4,380.27	739.09	10,814.05	53,388.40	97.07	1,611.60
Equipment Rental	500.00	202.62	0.00	87.66	1,623.02	324.60	-1,123.02
Parking Rental	5,200.00	0.00	0.00	0.00	4,480.00	86.15	720.00
Special Services	5,100.00	361.00	361.00	0.00	4,324.80	84.80	775.20
Legal Professional Services	0.00	416.00	0.00	0.00	955.00	#DIV/0!	-955.00
Conference & Training	3,200.00	1,247.96	20.52	0.00	4,746.29	148.32	-1,546.29
Employee Training	0.00	174.58	0.00	0.00	174.58	#DIV/0!	-174.58
Dues	1,100.00	206.00	0.00	0.00	1,153.00	104.82	-53.00
Misc. Contractual Services	0.00	0.00	0.00	0.00	570.24	#DIV/0!	-570.24
Electricity	85,000.00	6,467.14	6,102.55	5,601.79	88,017.18	103.55	-3,017.18
Sewer Service	3,200.00	926.28	0.00	922.07	3,559.74	111.24	-359.74
Water Service	4,000.00	1,082.94	0.00	1,148.60	4,269.40	106.74	-269.40
Gas Service	30,000.00	619.66	714.94	2,222.44	13,701.20	45.67	16,298.80
Telephone	5,700.00	305.10	220.01	293.01	2,078.87	36.47	3,621.13
Storm Water Utility	2,500.00	1,060.19	0.00	1,060.19	4,112.96	164.52	-1,612.96
Workers Compensation	1,900.00	0.00	0.00	0.00	1,900.00	100.00	0.00
Building & Contents Insurance	11,800.00	6,342.50	0.00	0.00	19,027.50	161.25	-7,227.50
Comprehensive Liability Ins	1,200.00	110.00	110.00	220.00	1,430.00	119.17	-230.00
Boiler Insurance	1,200.00	0.00	0.00	0.00	0.00	0.00	1,200.00
Licenses and Permits	1,200.00	0.00	0.00	0.00	1,131.46	94.29	68.54
Office Supplies	30,000.00	5,666.56	2,706.11	4,041.50	30,573.30	101.91	-573.30
Software	1,000.00	0.00	0.00	0.00	671.05	67.11	328.95
Computer Supplies	300.00	213.16	0.00	0.00	749.80	249.93	-449.80
Gasoline	100.00	52.00	0.00	0.00	52.00	52.00	48.00
Supplies/Repair Parts	10,000.00	753.27	570.10	517.88	6,265.04	62.65	3,734.96
Janitorial Supplies	3,500.00	481.79	0.00	599.20	4,151.20	118.61	-651.20
Minor Equipment	0.00	4,448.98	0.00	461.31	6,032.96	#DIV/0!	-6,032.96
Library Materials	348,100.00	25,468.85	42,789.67	67,836.41	312,113.23	89.66	35,986.77
Promotional Materials	12,000.00	120.00	0.00	135.10	2,987.03	24.89	9,012.97
Other Materials & Supplies	2,500.00	1,521.32	845.03	753.66	4,547.03	181.88	-2,047.03
<b>TOTAL LIBRARY BUDGET</b>	<b>3,501,800.00</b>	<b>256,816.31</b>	<b>349,734.36</b>	<b>419,469.92</b>	<b>3,311,019.81</b>	<b>94.55</b>	<b>190,780.19</b>

## **Oshkosh Public Library Highlights** **February 2017**

1. An Anti-Valentine's Day program for teens drew 22 people to the library on Feb. 15. Teens made cranky crafts, played grumpy games, listened to moody music and ate spiteful snacks. The wry and lively approach to this usually "lovey-dovey" holiday attracted the attention of library visitors, who applauded the energy and fun the event brought to the building.
2. OPL held its annual Staff Development Day, where topics included PBIS (Positive Behavior Interventions & Supports), a session on managing stress and maintaining life balance, a strategic plan update, an introduction to the state's new Job Seeker and other online employment resources and an update on library programming efforts.
3. The library has started offering children's programs centered on the game, Minecraft. Sessions for beginners and more advanced players teach game play and encourage STEAM-based exploration using Minecraft as a learning tool.
4. OPL held a BOGO book sale in the Used Book Store on Valentine's Day, selling 210 books and giving away another 210 as part of the promotion.
5. The library's new security cameras were installed recently, offering a more comprehensive live view of the building with clearer picture quality than in the past.

MONTHLY REPORT  
Oshkosh Public Library  
 January 2017

<b>CIRCULATION</b>	Jan 2017	Jan 2016	% Change	YTD 2017	YTD 2016	% Change
Book-Adult	16,784	17,996	-7%	16,784	17,996	-7%
Book-Juvenile	15,937	16,155	-1%	15,937	16,155	-1%
Book-YA/Teen	1,686	1,811	-7%	1,686	1,811	-7%
CD-Adult	2,807	3,793	-26%	2,807	3,793	-26%
CD-Juvenile	200	269	-26%	200	269	-26%
CD-Book-Adult	1,609	1,922	-16%	1,609	1,922	-16%
CD-Book-Juvenile	299	319	-6%	299	319	-6%
CD-Book-YA/Teen	27	25	8%	27	25	8%
DVD-Adult	13,635	14,719	-7%	13,635	14,719	-7%
DVD-Juvenile	3,647	4,352	-16%	3,647	4,352	-16%
Game-Adult	447	666	-33%	447	666	-33%
Game-Juvenile	117	161	-27%	117	161	-27%
Magazine-Adult	1,122	1,220	-8%	1,122	1,220	-8%
Magazine-Juvenile	18	58	-69%	18	58	-69%
Magazine-YA/Teen	34	13	162%	34	13	162%
Other-Adult	160	147	9%	160	147	9%
Other-Juvenile	51	46	11%	51	46	11%
Other-YA/Teen	5	2	150%	5	2	150%
<b>Total Adult</b>	<b>36,564</b>	<b>40,463</b>	<b>-10%</b>	<b>36,564</b>	<b>40,463</b>	<b>-10%</b>
<b>Total Juvenile</b>	<b>20,269</b>	<b>21,360</b>	<b>-5%</b>	<b>20,269</b>	<b>21,360</b>	<b>-5%</b>
<b>Total YA/Teen</b>	<b>1,752</b>	<b>1,851</b>	<b>-5%</b>	<b>1,752</b>	<b>1,851</b>	<b>-5%</b>
<b>SUB TOTAL</b>	<b>58,585</b>	<b>63,674</b>	<b>-8%</b>	<b>58,585</b>	<b>63,674</b>	<b>-8%</b>
<b>E-Books</b>						
OverDrive E-Books	3,671	3,754	-2%	3,671	3,754	-2%
OverDrive Audiobooks	1,996	1,677	19%	1,996	1,677	19%
Tumblebooks	215	149	44%	215	149	44%
<b>SUB TOTAL</b>	<b>5,882</b>	<b>5,580</b>	<b>5%</b>	<b>5,882</b>	<b>5,580</b>	<b>5%</b>
<b>TOTAL CIRCULATION</b>	<b>5,882</b>	<b>5,580</b>	<b>5%</b>	<b>5,882</b>	<b>5,580</b>	<b>5%</b>

<b>PHYSICAL MATERIALS</b>	Jan 2017	Jan 2016	% Change	YTD 2017	YTD 2016	% Change
% AV Materials Circulated	39%	41%	-6%	39%	41%	-6%
% Print Materials Circulated	61%	59%	4%	61%	59%	4%
% Adult Materials Circulated	62%	64%	-2%	62%	64%	-2%
% Youth Materials Circulated	38%	36%	3%	38%	36%	3%
Average Circulation Per Hour	220.8	240.5	-8%	220.8	240.5	-8%

<b>MISCELLANEOUS</b>	Jan 2017	Jan 2016	% Change	YTD 2017	YTD 2016	% Change	
Library Facility Traffic	22,320	25,543	-13%	22,320	25,543	-13%	
Average Daily Traffic	797	851	-6%	797	851	-6%	
Meetings Held	56	66	-15%	56	66	-15%	
New Card Registrations	223	239	-7%	223	239	-7%	
Self-check % of Checkout	44.9%	29.1%	54%	44.9%	29.1%	54%	
Volunteer Hours Worked	316	601	-47%	316	601	-47%	
Teacher Packs	10	59	7	43%	10	7	43%

<b>ELECTRONIC RESOURCES</b>	Jan 2017	Jan 2016	% Change	YTD 2017	YTD 2016	% Change
OPL Website Sessions	22,444	24,862	-10%	22,444	24,862	-9.7%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	72	93	-23%	72	93	-22.6%
EBSCO Sessions	108	392	-72%	108	392	-72.4%
HeritageQuest Sessions	67	67	0%	67	67	0.0%
Mango Languages	22	19	16%	22	19	15.8%
Mitchell Auto Repair	9	11	-18%	9	11	-18.2%
NewspaperARCHIVE	391	490	-20%	391	490	-20.2%
Oshkosh Northwestern	60	39	54%	60	39	53.8%
RefUSA	128	41	212%	128	41	212.2%
<b>SUB-TOTAL</b>	<b>857</b>	<b>1,152</b>		<b>857</b>	<b>1,152</b>	<b>-25.6%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Adress Change	64	40	60%	64	40	60.0%
City Directories	180	120	50%	180	120	50.0%
Digital Collections	358	320	12%	358	320	11.9%
Local History Books	45	54	-17%	45	54	-16.7%
Oshkosh Facts, Firsts, and FAQ	16	7	129%	16	7	128.6%
Oshkosh Newspaper Index	9	14	-36%	9	14	-35.7%
Oshkosh Vital Records Index	707	680	4%	707	680	4.0%
Riverside Cemetary Index	52	40	30%	52	40	30.0%
UWDC - Atlases & Histories	36	69	-48%	36	69	-47.8%
<b>SUB-TOTAL</b>	<b>1,467</b>	<b>1,344</b>		<b>1,467</b>	<b>1,344</b>	<b>9.2%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>24,768</b>	<b>27,358</b>		<b>24,768</b>	<b>27,358</b>	<b>-9.5%</b>

<b>QUESTIONS ANSWERED</b>	Jan 2017	Jan 2016	% Change	YTD 2017	YTD 2016	% Change
<b>Adult Department</b>						
Reference	10,605	13,637	-22%	10,605	13,637	-22%
Directional/Rule/Policy	659	695	-5%	659	695	-5%
Knowledge Sharing	286	601	-52%	286	601	-52%
E-mail	23	18	28%	23	18	28%
<b>Youth Department</b>						
Reference	599	781	-23%	599	781	-23%
Directional/Rule/Policy	473	432	9%	473	432	9%
Knowledge Sharing	243	273	-11%	243	273	-11%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>12,888</b>	<b>16,437</b>	<b>-22%</b>	<b>12,888</b>	<b>16,437</b>	<b>-22%</b>

<b>PROGRAMS</b>	Jan 2017	Jan 2016	% Change	YTD 2017	YTD 2016	% Change
<b>Programs Given</b>						
Adult	12	5	140%	12	5	140%
Teen	12	5	140%	12	5	140%
Youth	6	28	-79%	6	28	-79%
Roving Reader	14	6	133%	14	6	133%
<b>TOTAL</b>	<b>44</b>	<b>44</b>	<b>0%</b>	<b>44</b>	<b>44</b>	<b>0%</b>
<b>Program Attendance</b>						
Adult	57	88	-35%	57	88	-35%
Teen	30	24	25%	30	24	25%
Youth	211	709	-70%	211	709	-70%
<b>TOTAL</b>	<b>144</b>	<b>821</b>	<b>-82%</b>	<b>144</b>	<b>821</b>	<b>-82%</b>

**PROGRAMS**

**DATE**

**Adult**

Tech Time - Google

**PROGRAMS**

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**Adult (cont'd)**

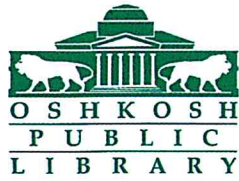
Adult Drop In Yoga (theme)	1/7/2017
Thriving with a nickel food allergy (theme)	1/9/2017
Drop In & Download	1/10/2017
Introduction to Belly Dancing (theme)	1/11/2017
Drop In & Download	1/13/2017
Movie Matinee	1/16/2017
Knight Moves Chess Club	1/18/2017
Healthy Choices~ spices (theme)	1/21/2017
Healthy Choices (theme)	1/24/2017
Knight Moves Chess Club	1/25/2017
Introduction to Belly Dancing (theme)	1/25/2017

**Teen**

Teen Book Club	1/6/2017
Teen Movie Matinee	1/11/2017
Mighty Castle Chess Club	1/20/2017
Teen DIY	1/20/2017
Mighty Castle Chess Club	1/27/2017

**Youth**

Helping Hands Daycare	1/10/2017
Faith Are Us In-Home Family Daycare	1/10/2017
Winter Wonderland Family Storytime	1/16/2017
Wee Wisdom Day Care	1/17/2017
Arts for Kids - 4-5 year olds (2 classes)	1/17/2017
Arts for Kids - 3 year olds (4 classes)	1/17/2017
Wilcox Head Start (5 classes)	1/19/2017
Winter Wonderland Family Storytime	1/23/2017
Winter Wonderland Family Storytime	1/30/2017
Staying Healthy Sharing Activity	1/1-1/31/17
Top of the World Artic Interactive Display	1/6-1/31/17



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe  
FROM: Libby Terrell  
DATE: February 13, 2017  
SUBJECT: January 2017 Donations

During the month of January 2017, the library received \$401.28 in donations.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**To:** Jeff Gilderson-Duwe  
**From:** Libby Terrell  
**Date:** February 13, 2017  
**Re:** January 2017 Personnel Changes

Trevor Reihle-Ludtke resigned as Page in First Floor Public Services.

Rebecca Zoglman resigned as Page in First Floor Public Services.

*"Connecting People with Information"*

## Oshkosh Public Library - OACF Trust Funds Quarterly Report

	Collection Improvement		Facility Improvement		Library Development & Support		Technology		Programming Support	
	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date
	Opening Fund Balance	\$ 1,004,213.61	\$ 965,064.31	\$ 1,005,525.45	\$ 967,979.82	\$ 356,618.73	\$ 339,395.50	\$ 233,367.58	\$ 224,584.97	\$ 132,465.03
<b>Additions to Fund Balance</b>										
Contributions	\$ 300.00	\$ 947.00	\$ -	\$ 100.00	\$ 10,050.00	\$ 24,335.77	\$ 153.00	\$ 263.00	\$ 425.00	\$ 525.00
Unrealized Gains/Losses	\$ (4,384.80)	\$ 33,608.55	\$ (4,390.52)	\$ 33,626.30	\$ (1,557.37)	\$ 11,750.44	\$ (1,018.28)	\$ 7,806.93	\$ (578.39)	\$ 4,372.49
Realized Gains/Losses	\$ (400.68)	\$ (635.32)	\$ (401.20)	\$ (636.15)	\$ (141.98)	\$ (224.78)	\$ (92.56)	\$ (147.11)	\$ (52.85)	\$ (83.88)
Investment Income	\$ 9,539.88	\$ 17,754.81	\$ 9,552.34	\$ 17,779.72	\$ 3,388.23	\$ 6,273.28	\$ 2,218.30	\$ 4,127.57	\$ 1,258.40	\$ 2,343.08
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 5,054.40	\$ 51,675.04	\$ 4,760.62	\$ 50,869.87	\$ 11,738.88	\$ 42,134.71	\$ 1,260.46	\$ 12,050.39	\$ 1,052.16	\$ 7,156.69
<b>Decreases to Fund Balance</b>										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (1,292.27)	\$ (6,530.14)	\$ (1,293.92)	\$ (6,539.72)	\$ (460.61)	\$ (2,298.04)	\$ (300.44)	\$ (1,517.76)	\$ (170.53)	\$ (861.87)
Program Expenses	\$ -	\$ (2,230.97)	\$ -	\$ (3,317.82)	\$ -	\$ (11,335.17)	\$ -	\$ (790.00)	\$ -	\$ (3,500.00)
Other Expenses	\$ -	\$ (2.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (1,292.27)	\$ (8,763.61)	\$ (1,293.92)	\$ (9,857.54)	\$ (460.61)	\$ (13,633.21)	\$ (300.44)	\$ (2,307.76)	\$ (170.53)	\$ (4,361.87)
<b>Net Changes to Fund Balance</b>	\$ 3,762.13	\$ 42,911.43	\$ 3,466.70	\$ 41,012.33	\$ 11,278.27	\$ 28,501.50	\$ 960.02	\$ 9,742.63	\$ 881.63	\$ 2,794.82
<b>Ending Fund Balance</b>	\$ 1,007,975.74	\$ 1,007,975.74	\$ 1,008,992.15	\$ 1,008,992.15	\$ 367,897.00	\$ 367,897.00	\$ 234,327.60	\$ 234,327.60	\$ 133,346.66	\$ 133,346.66

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	Archer		Gruenewald		Hilton II Special		Hoxtel		Jackson	
	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date
	Opening Fund Balance	\$ 1,621.34	\$ 1,555.50	\$ 2,421.64	\$ 2,357.20	\$ 12,430.24	\$ 12,024.32	\$ 12,727.54	\$ 11,405.57	\$ 1,474.93
<b>Additions to Fund Balance</b>										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 933.00	\$ -	\$ -
Unrealized Gains/Losses	\$ (7.11)	\$ 54.31	\$ (10.55)	\$ 80.47	\$ (54.28)	\$ 414.37	\$ (55.57)	\$ 427.30	\$ (6.45)	\$ 49.42
Realized Gains/Losses	\$ (0.65)	\$ (1.03)	\$ (0.97)	\$ (1.54)	\$ (4.96)	\$ (7.86)	\$ (5.08)	\$ (8.02)	\$ (0.58)	\$ (0.93)
Investment Income	\$ 15.41	\$ 28.68	\$ 23.00	\$ 42.82	\$ 118.08	\$ 219.82	\$ 120.91	\$ 222.73	\$ 14.01	\$ 26.08
Transfers to Principal	\$ -	\$ (2.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 7.65	\$ 81.96	\$ 11.48	\$ 121.75	\$ 58.84	\$ 626.33	\$ 60.26	\$ 1,575.01	\$ 6.98	\$ 74.57
<b>Decreases to Fund Balance</b>										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (2.09)	\$ (10.56)	\$ (3.12)	\$ (15.75)	\$ (16.00)	\$ (80.82)	\$ (16.39)	\$ (81.19)	\$ (1.91)	\$ (9.61)
Program Expenses	\$ -	\$ -	\$ -	\$ (33.20)	\$ -	\$ (96.75)	\$ -	\$ (127.98)	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (2.09)	\$ (10.56)	\$ (3.12)	\$ (48.95)	\$ (16.00)	\$ (177.57)	\$ (16.39)	\$ (209.17)	\$ (1.91)	\$ (9.61)
<b>Net Changes to Fund Balance</b>	\$ 5.56	\$ 71.40	\$ 8.36	\$ 72.80	\$ 42.84	\$ 448.76	\$ 43.87	\$ 1,365.84	\$ 5.07	\$ 64.96
<b>Ending Fund Balance</b>	\$ 1,626.90	\$ 1,626.90	\$ 2,430.00	\$ 2,430.00	\$ 12,473.08	\$ 12,473.08	\$ 12,771.41	\$ 12,771.41	\$ 1,480.00	\$ 1,480.00

**Q4 2016**

2/16/2017



**Oshkosh Public Library - OACF Trust Funds Quarterly Report**

	Kelsh		Kenny		Rasmussen, M.		Rojahn, F & A		Schuster, J & H	
	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date
<b>Restricted Collection Funds</b>										
Opening Fund Balance	\$ 2,555.88	\$ 2,497.84	\$ 9,032.36	\$ 8,717.04	\$ 10,007.20	\$ 9,922.80	\$ 468.99	\$ 449.97	\$ 182,245.14	\$ 177,830.28
<b>Additions to Fund Balance</b>										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ (11.14)	\$ 84.68	\$ (39.43)	\$ 301.60	\$ (43.71)	\$ 328.33	\$ (2.07)	\$ 15.68	\$ (795.77)	\$ 6,042.37
Realized Gains/Losses	\$ (1.01)	\$ (1.61)	\$ (3.60)	\$ (5.71)	\$ (4.00)	\$ (6.33)	\$ (0.19)	\$ (0.29)	\$ (72.72)	\$ (115.34)
Investment Income	\$ 24.27	\$ 45.21	\$ 85.81	\$ 159.73	\$ 95.07	\$ 177.03	\$ 4.45	\$ 8.28	\$ 1,731.30	\$ 3,223.31
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 12.12	\$ 128.28	\$ 42.78	\$ 455.62	\$ 47.36	\$ 499.03	\$ 2.19	\$ 23.67	\$ 862.81	\$ 9,150.34
<b>Decreases to Fund Balance</b>										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (3.29)	\$ (16.64)	\$ (11.63)	\$ (58.76)	\$ (12.86)	\$ (65.12)	\$ (0.60)	\$ (3.06)	\$ (234.50)	\$ (1,185.65)
Program Expenses	\$ -	\$ (44.77)	\$ -	\$ (50.39)	\$ -	\$ (315.01)	\$ -	\$ -	\$ -	\$ (2,921.52)
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (3.29)	\$ (61.41)	\$ (11.63)	\$ (109.15)	\$ (12.86)	\$ (380.13)	\$ (0.60)	\$ (3.06)	\$ (234.50)	\$ (4,107.17)
<b>Net Changes to Fund Balance</b>	\$ 8.83	\$ 66.87	\$ 31.15	\$ 346.47	\$ 34.50	\$ 118.90	\$ 1.59	\$ 20.61	\$ 628.31	\$ 5,043.17
<b>Ending Fund Balance</b>	\$ 2,564.71	\$ 2,564.71	\$ 9,063.51	\$ 9,063.51	\$ 10,041.70	\$ 10,041.70	\$ 470.58	\$ 470.58	\$ 182,873.45	\$ 182,873.45

	Steiger		Zellmer	
	Q-4	2016 to Date	Q-4	2016 to Date
<b>Restricted Collection Funds</b>				
Opening Fund Balance	\$ 7,149.94	\$ 6,376.09	\$ 80,287.95	\$ 77,027.59
<b>Additions to Fund Balance</b>				
Contributions	\$ -	\$ 482.00	\$ -	\$ -
Unrealized Gains/Losses	\$ (31.21)	\$ 241.49	\$ (350.56)	\$ 2,690.54
Realized Gains/Losses	\$ (2.86)	\$ (4.51)	\$ (32.04)	\$ (50.79)
Investment Income	\$ 67.93	\$ 125.21	\$ 762.72	\$ 1,419.57
Transfers to Principal	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 33.86	\$ 844.19	\$ 380.12	\$ 4,059.32
<b>Decreases to Fund Balance</b>				
Transfers of Income	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (9.20)	\$ (45.68)	\$ (103.32)	\$ (522.16)
Program Expenses	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (9.20)	\$ (45.68)	\$ (103.32)	\$ (522.16)
<b>Net Changes to Fund Balance</b>	\$ 24.66	\$ 798.51	\$ 276.80	\$ 3,537.16
<b>Ending Fund Balance</b>	\$ 7,174.60	\$ 7,174.60	\$ 80,564.75	\$ 80,564.75

Oshkosh Public Library - OACF Trust Funds Quarterly Report

	AV Trust		Mainar		Nichols	
	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date
Other Restricted Funds						
Opening Fund Balance	\$ 22,179.71	\$ 21,279.02	\$ 20,580.84	\$ 19,745.07	\$ 51,268.02	\$ 49,186.12
Additions to Fund Balance						
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ (96.83)	\$ 743.28	\$ (89.86)	\$ 689.67	\$ (223.85)	\$ 1,718.01
Realized Gains/Losses	\$ (8.85)	\$ (14.02)	\$ (8.22)	\$ (13.01)	\$ (20.46)	\$ (32.44)
Investment Income	\$ 210.69	\$ 392.14	\$ 195.53	\$ 363.91	\$ 487.03	\$ 906.48
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 105.01	\$ 1,121.40	\$ 97.45	\$ 1,040.57	\$ 242.72	\$ 2,592.05
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (28.54)	\$ (144.24)	\$ (26.48)	\$ (133.83)	\$ (65.97)	\$ (333.40)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (28.54)	\$ (144.24)	\$ (26.48)	\$ (133.83)	\$ (65.97)	\$ (333.40)
Net Changes to Fund Balance	\$ 76.47	\$ 977.16	\$ 70.97	\$ 906.74	\$ 176.75	\$ 2,258.65
Ending Fund Balance	\$ 22,256.18	\$ 22,256.18	\$ 20,651.81	\$ 20,651.81	\$ 51,444.77	\$ 51,444.77

	All Unrestricted Funds		All Restricted Funds		All Funds	
	Q-4	2016 to Date	Q-4	2016 to Date	Q-4	2016 to Date
Consolidated Totals						
Opening Fund Balance	\$ 2,732,190.40	\$ 2,627,576.44	\$ 416,451.72	\$ 401,789.45	\$ 3,148,642.12	\$ 3,029,365.89
Additions to Fund Balance						
Contributions	\$ 10,928.00	\$ 26,170.77	\$ -	\$ 1,415.00	\$ 10,928.00	\$ 27,585.77
Unrealized Gains/Losses	\$ (11,929.36)	\$ 91,164.71	\$ (1,818.39)	\$ 13,881.52	\$ (13,747.75)	\$ 105,046.23
Realized Gains/Losses	\$ (1,089.27)	\$ (1,727.24)	\$ (166.19)	\$ (263.43)	\$ (1,255.46)	\$ (1,990.67)
Investment Income	\$ 25,957.15	\$ 48,278.46	\$ 3,956.21	\$ 7,361.00	\$ 29,913.36	\$ 55,639.46
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 23,866.52	\$ 163,886.70	\$ 1,971.63	\$ 22,394.09	\$ 25,838.15	\$ 186,280.79
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (3,517.77)	\$ (17,747.53)	\$ (535.90)	\$ (2,706.47)	\$ (4,053.67)	\$ (20,454.00)
Program Expenses	\$ -	\$ (21,173.96)	\$ -	\$ (3,589.62)	\$ -	\$ (24,763.58)
Other Expenses	\$ -	\$ (2.50)	\$ -	\$ -	\$ -	\$ (2.50)
Total Fund Balance Decreases	\$ (3,517.77)	\$ (38,923.99)	\$ (535.90)	\$ (6,296.09)	\$ (4,053.67)	\$ (45,220.08)
Net Changes to Fund Balance	\$ 20,348.75	\$ 124,962.71	\$ 1,435.73	\$ 16,098.00	\$ 21,784.48	\$ 141,060.71
Ending Fund Balance	\$ 2,752,539.15	\$ 2,752,539.15	\$ 417,887.45	\$ 417,887.45	\$ 3,170,426.60	\$ 3,170,426.60