

Oshkosh Public Library Board of Trustees
Agenda – January 26, 2017
Library Lower Level Meeting Room, 106 Washington Avenue

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<u>Call to Order:</u> 4:00 p.m.		
<u>Public Comments</u>		
<u>Consent Agenda:</u>	YES	3 - 4
1. Minutes of the special meeting of December 22, 2016		
2. December 2016 Regular funds vouchers payable totaling \$TBD		
3. January 2017 Regular funds vouchers payable totaling \$TBD		
4. January 2017 Special funds vouchers payable totaling \$TBD		
5. Statement of system effectiveness for 2016 state annual report.		
<u>Old Business</u>		
6. <u>REVISED 2017 Library non-represented staff pay plan:</u> The pay plan approved in November included only pay grades in which the library currently employs personnel. This caused confusion in working with city Finance and HR. The proposed revised 2017 pay plan, included in this month's board packet, matches the city plan in all pay grades and rates.	YES	5 – 6
<u>New Business</u>		
7. <u>Video surveillance system upgrade proposal:</u> The library's video surveillance and recording system is obsolete and functions poorly. Assisted by the City of Oshkosh Information Technology Division and Hunter Security and Surveillance Systems, we have developed a proposal to upgrade this building system. The project description and cost estimate is included in this month's board packet. The upgrade project will improve our ability to view and record activity throughout the building. The estimated cost of the proposed project is \$24,134.47. Funding for this project will be part of the 2017 trust fund expenditure proposal in a later agenda item.	YES	7 - 9
8. <u>2017 trust fund expenditure proposal</u>	YES	10 - 20
9. <u>Oshkosh Public Library 2016/2017 strategic action plan</u>	YES	21 - 26
10. <u>Library Director performance / compensation review:</u> Discuss process for reviewing the Library Director's 2016 performance and 2017 compensation; discuss membership on and meeting schedule for the Director Compensation Committee. Action Requested: Board President appoint members to committee; board decide whether to approve appointments	YES	

Informational Items

NO

27 - 32

11. Revenues (TBD)
12. Expenditures (TBD)
13. Library Highlights
14. Monthly Statistics
15. Donations
16. Personnel Changes

Library Director's Report

NO

17. Staff Guest: Marie Boleman, Head of Children's and Family Outreach Services.

Trustee Reports and Comments

NO

Adjournment

Next Meeting Scheduled

February 23, 2017 at 4 p.m.

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
December 22, 2016

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on December 22, 2016 and was called to order at 7:41 a.m. by Board Vice-President Bob Biebel. The meeting was held in the main entry lobby at the Oshkosh Public Library. Present were: Kathy Bermingham, Bob Biebel, Kristy Bradish, Christine Melms-Simon, Dave Romond and Amy Sitter. Absent were: Lurton Blassingame, Stan Mack, Kim Molitor, Denise Parrish and Bill Wingren. Others present were: Jeff Gilderson-Duwe, Library Director.

Public Comments: None

Consent Agenda Items:

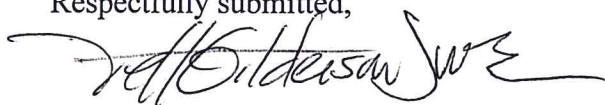
Regular Meeting Minutes - of the December 1, 2016 regular meeting of the library board.

Financial Reports - November 2016 Regular Vouchers Payable in the amount of \$349,734.36
- November 2016 Special Funds Vouchers Payable in the amount of \$386.60

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

Motion to adjourn the regular meeting at 7:43 a.m. **Motion:** Melms-Simon; **Second:** Sitter; **Vote:** Unanimous.

Respectfully submitted,



Jeff Gilderson-Duwe,
Secretary

mc

**Oshkosh Public Library
Vouchers Payable
December 2016**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6401 - Contractual Services</u>		
Serwas Window Cleaning Services, LLC	780.00	
T and L Janitorial Services	3,000.59	
Unique Management Services, Inc.	1,172.45	
Winnefox Automated Library Services	<u>393.51</u>	\$5,346.55
<u>239-1060-6402 - Auto Allowance</u>		
Winnefox Library System	<u>4.86</u>	\$4.86
<u>239-1060-6404 - Postage & Shipping</u>		
Winnefox Library System	<u>778.94</u>	\$778.94
<u>239-1060-6411 - Promotional Services</u>		
Winnefox Library System	<u>350.00</u>	\$350.00
<u>239-1060-6424 - Maintenance Office Equipment</u>		
MBM	391.55	
Oshkosh Office Systems	54.58	
Winnefox Library System	<u>220.00</u>	\$666.13
<u>239-1060-6426 - Maintenance Machinery, Equipment & Structures</u>		
Beez Electric, Inc.	69.80	
Dan V. Binder Construction, Inc.	8,165.00	
Gartman Mechanical Services	1,986.42	
JWC Building Specialties Incorporated	<u>592.83</u>	\$10,814.05
<u>239-1060-6432 - Equipment Rental</u>		
Great America Financial Services	<u>87.66</u>	\$87.66
<u>239-1060-6448 - Special Services</u>		
Advanced Disposal	<u>722.00</u>	\$722.00
<u>239-1060-6471 - Electricity</u>		
Wisconsin Public Service	<u>5,662.82</u>	\$5,662.82
<u>239-1060-6474 - Gas Service</u>		
Constellation	<u>2,222.44</u>	\$2,222.44
<u>239-1060-6475 - Telephones</u>		
Winnefox Library System	<u>36.33</u>	\$36.33
<u>239-1060-6505 - Office Supplies</u>		
Amazon (pc)	455.33	
Demco	286.04	
Kapco	576.00	

**Oshkosh Public Library
Vouchers Payable
December 2016**

	<u>Invoices</u>	<u>Totals</u>
Paper Roll Products	503.72	
Recorded Books, Inc	941.20	
School Outfitters	711.97	
Staples	289.08	
Target (pc)	4.50	
Televend Services, Inc.	73.85	
Winnefox Library System	<u>199.81</u>	\$4,041.50
 <u>239-1060-6517 - Supplies/Repair Parts</u>		
Kitz & Pfeil	200.19	
Semperlite.com (pc)	128.30	
Viking Electric Supply	157.64	
Winnefox Library System	<u>31.75</u>	\$517.88
 <u>239-1060-6550 - Minor Equipment</u>		
Winnefox Automated Library Services	<u>461.31</u>	\$461.31
 <u>239-1060-6575 - Library Materials</u>		
Amazon (pc)	2,190.41	
American Ancestors (pc)	28.52	
Baker & Taylor	20,597.17	
Brilliance Audio	39.99	
Cengage Learning	933.00	
Center Point Large Print	221.10	
Gannett (pc)	294.52	
Genealogical Publishing (pc)	43.45	
Ingram	697.37	
Interstate Books4School	2,495.00	
Live Oak Media	130.68	
Lourdes Academy	55.00	
Map Solutions	825.00	
Microsoft (pc)	36.40	
Music in Motion (pc)	86.90	
Paypal/Joe Shead (pc)	15.00	
Paypal/Sportman's Connection	77.00	
Penguin Random House	643.00	
ProQuest	4,900.00	
Recorded Books	672.80	
Regent Book Company	16.93	
Scholastic Books	608.08	
Thomson Reuters	292.84	
Time-Life (pc)	409.85	
Wall Street Journal (pc)	726.80	
Weston Woods Studios	299.60	
Winnefox Library System	<u>30,500.00</u>	\$67,836.41

**Oshkosh Public Library
Vouchers Payable
December 2016**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6576 - Promotional Materials</u>		
Winnefox Cooperative Technical Services	135.10	
Winnefox Library System	<u>993.29</u>	\$1,128.39
<u>239-1060-6587 - Gift Expenditures</u>		
Oshkosh Convention and Visitor's Bureau	<u>200.00</u>	\$200.00
<u>239-1060-6589 - Other Materials & Supplies</u>		
Amazon (pc)	70.72	
Dominos (pc)	36.69	
DPI	179.84	
Hobby Lobby (pc)	3.98	
JoAnn Fabric (pc)	65.08	
Winnefox Library System	<u>397.25</u>	\$753.56
		<u>\$101,630.83</u>

**Oshkosh Public Library
Vouchers Payable
January 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6401 - Contractual Services</u>		
Winnefox Automated Library Services	<u>155,305.00</u>	155,305.00
<u>239-1060-6424 - Maintenance Office Equipment</u>		
EnvisionWare	1,819.65	
Oshkosh Office Systems	<u>27.00</u>	1,846.65
<u>239-1060-6575 - Library Materials</u>		
Baker & Taylor	743.56	
Central New York Genealogical Society	30.00	
Mango Languages	2,100.00	
ProQuest	<u>3,470.00</u>	6,343.56
		<u>163,495.21</u>

**Oshkosh Public Library
Special Fund Vouchers Payable
December 2016**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-1327 - OPL Collection Improvement Fund - Herman Hoxtel</u> Baker & Taylor	<u>19.22</u>	19.22
<u>239-1060-1327 - OPL Collection Improvement Fund - Eileen & William Kelsh</u> Baker & Taylor	<u>28.00</u>	28.00
<u>239-1060-1327 - OPL Collection Improvement Fund - Mabel Rasmussen</u> Family Roots Publishing Co., Inc	<u>94.53</u>	94.53
<u>239-1060-1327 - OPL Collection Improvement Fund - Helen Schuster</u> Baker & Taylor Center Point Large Print	18.90 <u>173.16</u>	192.06
<u>239-1060-1327 - OPL Collection Improvement Fund - Steve Zellmer</u> Cengage Learning	<u>539.08</u>	539.08
<u>239-1060-1327 - OPL Memorial Fund</u> Winnefox Library System (Lakefly)	<u>326.05</u>	326.05
Total		<u><u>1198.94</u></u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: January 16, 2017
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
RE: Annual Report Statement

Chap. 43 Wis Stats requires we submit an Annual Report to the Division of Libraries, Technology and Community Learning (DLTCL) at DPI. One requirement of that report is that we report on how we perceive the effectiveness of the Winnefox Library System. The following is suggested language from my perspective on Winnefox's performance. Please feel free to suggest any modifications you as Board members would feel appropriate.

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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.

**OSHKOSH PUBLIC LIBRARY PAY PLAN
RATES EFFECTIVE 01/01/2017**

GRADE		87.5%	90%	93%	95%	97.5%	100%	120%
		MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	CONT PT	MAX
N	Hourly	\$ 52.8870	\$ 54.3966	\$ 55.9164	\$ 57.4260	\$ 58.9356	\$ 60.4453	\$ 72.5344
	NO LIBRARY EMPLOYEES IN THIS PAY GRADE							
M	Hourly	\$ 48.0624	\$ 49.4394	\$ 50.8063	\$ 52.1833	\$ 53.5500	\$ 54.9270	\$ 65.9124
	NO LIBRARY EMPLOYEES IN THIS PAY GRADE							
L	Annual	\$ 90,868.18	\$ 93,477.80	\$ 96,066.10	\$ 98,654.40	\$ 101,264.02	\$ 103,852.32	\$ 124,622.78
	Bi-Weekly	\$ 3,494.93	\$ 3,595.30	\$ 3,694.85	\$ 3,794.40	\$ 3,894.77	\$ 3,994.32	\$ 4,793.18
	Hourly	\$ 43.6866	\$ 44.9413	\$ 46.1856	\$ 47.4300	\$ 48.6846	\$ 49.9290	\$ 59.9148
LIBRARY DIRECTOR								
K	Hourly	\$ 39.7188	\$ 40.8510	\$ 41.9832	\$ 43.1256	\$ 44.2578	\$ 45.3900	\$ 54.4680
	NO LIBRARY EMPLOYEES IN THIS PAY GRADE							
J	Hourly	\$ 36.0978	\$ 37.1280	\$ 38.1582	\$ 39.1884	\$ 40.2186	\$ 41.2488	\$ 49.4986
	NO LIBRARY EMPLOYEES IN THIS PAY GRADE							
I	Annual	\$ 68,230.76	\$ 70,182.58	\$ 72,113.08	\$ 74,065.16	\$ 76,016.98	\$ 77,968.80	\$ 91,728.00
	Bi-Weekly	\$ 2,624.26	\$ 2,699.33	\$ 2,773.58	\$ 2,848.66	\$ 2,923.73	\$ 2,998.80	\$ 3,598.56
	Hourly	\$ 32.8033	\$ 33.7416	\$ 34.6698	\$ 35.6083	\$ 36.5466	\$ 37.4850	\$ 44.9820
LIBRARY ASSISTANT DIRECTOR								
H	Annual	\$ 61,993.10	\$ 63,754.08	\$ 65,536.12	\$ 67,297.10	\$ 69,079.40	\$ 70,840.12	\$ 85,012.51
	Bi-Weekly	\$ 2,384.35	\$ 2,452.08	\$ 2,520.62	\$ 2,588.35	\$ 2,656.90	\$ 2,724.62	\$ 3,269.71
	Hourly	\$ 29.8044	\$ 30.6510	\$ 31.5078	\$ 32.3544	\$ 33.2113	\$ 34.0578	\$ 40.8714
MANAGING LIBRARIAN								
G	Annual	\$ 56,349.80	\$ 57,962.06	\$ 59,553.26	\$ 61,165.78	\$ 62,778.04	\$ 64,390.56	\$ 75,753.60
	Bi-Weekly	\$ 2,167.30	\$ 2,229.31	\$ 2,290.51	\$ 2,352.53	\$ 2,414.54	\$ 2,476.56	\$ 2,971.87
	Hourly	\$ 27.0913	\$ 27.8664	\$ 28.6314	\$ 29.4066	\$ 30.1818	\$ 30.9570	\$ 37.1484
LIBRARY DEVELOPMENT MGR								
F	Annual	\$ 51,194.26	\$ 52,658.06	\$ 54,122.12	\$ 55,585.92	\$ 57,049.72	\$ 58,513.78	\$ 68,848.00
	Bi-Weekly	\$ 1,969.01	\$ 2,025.31	\$ 2,081.62	\$ 2,137.92	\$ 2,194.22	\$ 2,250.53	\$ 2,700.96
	Hourly	\$ 24.6126	\$ 25.3164	\$ 26.0203	\$ 26.7240	\$ 27.4278	\$ 28.1316	\$ 33.7620
LIBRARIAN LIBRARY SUPERVISOR								
E	Annual	\$ 46,505.42	\$ 47,842.08	\$ 49,157.42	\$ 50,494.08	\$ 51,809.42	\$ 53,146.08	\$ 62,524.80
	Bi-Weekly	\$ 1,788.67	\$ 1,840.08	\$ 1,890.67	\$ 1,942.08	\$ 1,992.67	\$ 2,044.08	\$ 2,452.90
	Hourly	\$ 22.3584	\$ 23.0010	\$ 23.6334	\$ 24.2760	\$ 24.9084	\$ 25.5510	\$ 30.6612
LIBRARY MAINTENANCE ENGINEER GRAPHIC DESIGNER								

D	Hourly	\$ 20.0226	\$ 20.5938	\$ 21.1650	\$ 21.7362	\$ 22.3074	\$ 22.8786	\$ 27.4543
NO LIBRARY EMPLOYEES IN THIS PAY GRADE								
C	Annual	\$ 36,767.38	\$ 37,828.18	\$ 38,867.66	\$ 39,928.46	\$ 40,968.20	\$ 42,029.00	\$ 49,441.60
	Bi-Weekly	\$ 1,414.13	\$ 1,454.93	\$ 1,494.91	\$ 1,535.71	\$ 1,575.70	\$ 1,616.50	\$ 1,939.63
	Hourly	\$ 17.6766	\$ 18.1866	\$ 18.6864	\$ 19.1964	\$ 19.6962	\$ 20.2063	\$ 24.2454
LIBRARY ASSISTANT II BUILDING MAINTENANCE CUSTODIAN								
B	Annual	\$ 30,614.74	\$ 31,484.44	\$ 32,354.40	\$ 33,245.42	\$ 34,115.38	\$ 34,985.08	\$ 41,163.20
	Bi-Weekly	\$ 1,177.49	\$ 1,210.94	\$ 1,244.40	\$ 1,278.67	\$ 1,312.13	\$ 1,345.58	\$ 1,614.86
	Hourly	\$ 14.7186	\$ 15.1368	\$ 15.5550	\$ 15.9834	\$ 16.4016	\$ 16.8198	\$ 20.1858
LIBRARY ASSISTANT I								
A		\$ 11.5873	\$ 11.9136	\$ 12.2503	\$ 12.5766	\$ 12.9133	\$ 13.2396	\$ 15.8875
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 2017 SALARY WILL BE DETERMINED BY BOARD AFTER PERFORMANCE EVALUATION



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: January 17, 2017
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
SUBJECT: Video Security and Surveillance System

The library currently has two distinct and separate video security and surveillance systems. One system, installed in the 1990s, connects to cameras in the Waters building. The cameras may be monitored from a screen at the Reference Desk on the second floor. The system cycles through the various camera views on a timer and may only be monitored in real time. This system has no recording capability. The second system, installed in 2010 and 2011, has four cameras that cover primary public service areas in the library. These cameras are connected to a DVR unit. Recorded images may only be recovered using the DVR's balky proprietary software. Both systems are out of date and function poorly for our needs.

The attached proposal from Hunter Security and Surveillance is for a project to create a separate, wired network within the library building for seventeen cameras, covering the entryway; busy public service areas; and areas that are more secluded and harder to monitor. Live web-accessible monitoring will be coupled with recording technology. This configuration will be similar to that used by the City of Oshkosh to monitor some buildings and parking areas under its control. We will be able to rely on the city's IT staff for advice on taking full advantage of the capabilities of the new system.

The estimated cost of the project is \$24,134.47. We propose to pay for the project using from the Funds for Library Excellence – Facility Improvement Fund.

"Connecting People with Information"



HUNTER
SECURITY & SURVEILLANCE SYSTEMS LLC

Hunter Security & Surveillance Systems

W7537 Molly Marie Court
Greenville, WI 54942

E-mail: Matthunter@huntersurveillance.com
Web: Huntersurveillance.com
Facebook: [Facebook.com/HunterSurveillance](https://www.facebook.com/HunterSurveillance)

Proposal

Date	Estimate #
12/16/2016	11748

Name / Address
Oshkosh Public Library
Vicki Vandenberg
106 Washington Ave
Oshkosh, WI 54901

PROJECT
SURVEILLANCE SYSTEM

Description	Qty	Rate	Total
**** HEAD-END LOCATION ****			
12TB HARD DRIVE - 2U IP Server, 64 IP Cameras (4 Licenses Included), dual Gb NIC, DVI-I, DVI D, DisplayPort (2 max. simultaneous), DVD, RS-232/485 serial port, Win 7 64 bit or Ubuntu 10.04 linux, keyboard and mouse, exacqVision Professional client and server software pre-installed, 3 year warranty and software updates.	1	4,038.46	4,038.46
SINGLE IP CAMERA LICENSE - PRO	13	108.17769	1,406.31
UPS 750VA 5-BAT/5-SURGE LCD,	2	99.99	199.98
24-PORT PATCH PANEL C5E UNIVERSAL, 19" RACK MOUNT	2	44.99	89.98
1-FT CAT5E PATCH CABLE WHITE	13	0.85	11.05
1-FT CAT5E PATCH CABLE WHITE	3	0.85	2.55
6 SPACE HINGED PANEL WALL MOUNT, ADJUSTABLE DEPTH, 9-15" DEEP	1	88.62	88.62
3 1/2" HIGH UNIVERSAL RACK SHELF	2	34.38	68.76
MISCELLANEOUS ITEMS (WIRE MOLD, CONDUIT, BOXES & COVERS, AND BIRADIAL RINGS)	1	156.00	156.00
**** CAMERA EQUIPMENT ****			
- LOWER LEVEL -			
M3037-PVE, (360/180), 5MP, VANDAL PROOF, IP66 (CAMERA 5 & 8)	2	704.125	1,408.25
CAT5E COUPLER BLACK INSERT	2	3.69	7.38
P3224-LV, HDTV 720P, 3-10MM LENS, ZIP STREAM, MKII (CAMERA 6 & 7)	2	527.875	1,055.75
24 AWG 4 PAIR CAT 5E, 1000' BOX, WHITE	1	86.24	86.24
CAT5 CONNECTOR FOR NETWORKS	4	1.88	7.52
- FIRST FLOOR -			
P3707-PE-360 MULTI-SENSOR CAMERA, ZIP-STREAM (CAMERA 3)	1	704.13	704.13

I look forward to working with you.

Subtotal
Sales Tax (0.0%)
Total

Keeping You Safe and Secure



Hunter Security & Surveillance Systems

W7537 Molly Marie Court
Greenville, WI 54942

E-mail: Matthunter@huntersurveillance.com
Web: Huntersurveillance.com
Facebook: Facebook.com/HunterSurveillance

Proposal

Date	Estimate #
12/16/2016	11748

Name / Address
Oshkosh Public Library
Vicki Vandenberg
106 Washington Ave
Oshkosh, WI 54901

PROJECT
SURVEILLANCE SYSTEM

Description	Qty	Rate	Total
Q3708-PVE 180 DEGREE MULTI SENSOR, 15MP WDR, ZIP-STREAM (CAMERA 1 & 2)	2	1,742.88	3,485.76
AXIS T91B61 WALL MOUNT (CAMERA 1 & 2)	2	87.25	174.50
P3224-LV, HDTV 720P, 3-10MM LENS, ZIP STREAM, MKII (CAMERA 4)	1	527.88	527.88
CAT5 CONNECTOR FOR NETWORKS	4	1.88	7.52
24 AWG 4 PAIR CAT 5E, 1000' BOX, WHITE	1	86.24	86.24
- SECOND FLOOR -			
P3224-LV, HDTV 720P, 3-10MM LENS, ZIP STREAM, MKII (CAMERA 9, 11, 12, 13, 15, 16 & 17)	7	527.87714	3,695.14
M3046-V, 4MP, VANDAL PROOF, WDR, 2.4MM LENS, HDMI (CAMERA 14)	1	325.48	325.48
CAT5E COUPLER BLACK INSERT (CAMERA 14)	1	3.69	3.69
Q3708-PVE 180 DEGREE MULTI SENSOR, 15MP WDR, ZIP-STREAM (CAMERA 10)	1	1,761.63	1,761.63
AXIS T91B61 WALL MOUNT (CAMERA 10)	1	87.25	87.25
CAT5 CONNECTOR FOR NETWORKS	9	1.88	16.92
24 AWG 4 PAIR CAT 5E, 1000' BOX, WHITE	2	86.24	172.48
TRAVEL TIME TO AND FROM EACH OF THE CUSTOMERS LOCATION.	2.5	55.00	137.50
COST TO PULL WIRE IN A COMMERCIAL SIZE BUILDING	20	88.00	1,760.00
INSTALLATION AND PROGRAMMING COST FOR COMMERCIAL JOBS	24	88.00	2,112.00
TRAINING COST FOR COMMERCIAL JOBS	4	88.00	352.00
cost to drive to and from job site	150	0.65	97.50

I look forward to working with you.

Subtotal	\$24,134.47
Sales Tax (0.0%)	\$0.00
Total	\$24,134.47

Keeping You Safe and Secure

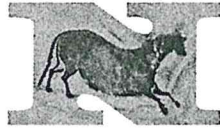
**Trust Funds for Library Excellence
2016 Allocation Proposals -- First Round**

Funds for Library Excellence	Average Asset Value 2014-2016	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation
Convert Oshkosh City Directory Image Files to ResCarta Platform				\$ 1,500
Collection Improvement	\$ 981,545		\$ 49,077	\$ 1,500
Building video security surveillance system				\$ 24,150
Exterior Sign (North side near parking)				\$ 7,000
Facility Improvement	\$ 1,001,534		\$ 50,077	\$ 31,150
Donor Recognition Project				\$ 5,000
Book Bike Project				\$ 4,000
Lakefly Writers Conference 2017				\$ 1,800
Leadership Oshkosh Participation				\$ 1,500
Sponsor Literacy Council Spelling Bee Team				\$ 250
Library Development	\$ 352,692		\$ 17,635	\$ 12,550
Ozobot 2.0 Bit Classroom Kit.				\$ 1,200
Technology	\$ 230,932		\$ 11,547	\$ 1,200
Adult Programming				\$ 1,000
Teen Programming				\$ 890
Children's Programming				\$ 200
Lakefly Writers Conference 2017				\$ 3,350
Programming	\$ 131,076		\$ 6,554	\$ 5,440
Hospitality: Dr Seuss Birthday Party				\$ 600
Malnar Fund	\$ 20,367		\$ 1,018	\$ 600
Neo-Classical Architecture District AV Walking Tour				\$ 1,500
Nichols Fund	\$ 50,736		\$ 2,537	\$ 1,500
Lakefly Writers Conference 2017 (Q4 2016 Printing)				\$ 350
OPL Memorial Fund				\$ 350
Architectural Consultant Fees for Facility Use Planning				\$ 15,000
Stanhilber Fund				\$ 15,000
Restricted Collection Funds				
Archer	\$ 1,615	Changing South	\$ 81	\$ 50
Gruenewald	\$ 2,387	Progressivism	\$ 119	\$ 100
Hilton II	\$ 12,382	Biographies	\$ 619	\$ 600
Hoxtel	\$ 11,944	Audiobooks	\$ 597	\$ 550
Jackson	\$ 1,460	Children's	\$ 73	\$ 50
Kelsh	\$ 2,566	Various NF topics	\$ 128	\$ 100
Kenny	\$ 8,802	Audiobooks, Biographies	\$ 440	\$ 400
Rasmussen, M	\$ 10,321	Genealogy	\$ 516	\$ 500
Rojahn, F&A	\$ 464	Audiobooks	\$ 23	-
Schuster, J&H	\$ 182,397	Large Print, Audiobooks	\$ 9,120	\$ 6,000
Steiger	\$ 6,587	Children's	\$ 329	\$ 300
Zellmer	\$ 79,454	Genealogy	\$ 3,973	\$ 3,500
				\$ 12,150
Total Proposed Trust Fund Expenditures			\$	81,440

2017 Lakefly Writer's Conference Budget

2016	2017	
Actual	Estimated	Revenues
\$3,375	\$3,500	Conference registration fees
\$3,250	\$3,400	Friends of the Oshkosh Public Library (Speaker fees, reception hospitality, door prizes)
\$3,022	\$3,350	Trust Funds for Library Excellence - Library Programming Fund (Registration software, speakers' lodging, printing & shipping, venue & food)
	\$1,800	Trust Funds for Library Excellence - Library Development & Support Fund (Keynote speaker)
\$2,574	\$350	OPL Memorial Fund (Q4 2016 Winnefox Printing)
\$12,221	\$12,400	Total Revenues

2016	2017	
Actual	Estimated	Expenses
		<u>Administration</u>
100	\$100	Registration software (Constant Contact)
1245	\$1,000	Printing & Shipping
<hr/>		
\$1,345	\$1,100	Subtotal
		 <u>Speaker Expenses</u>
\$1,500	\$1,800	Keynote Speaker - Fees and Travel
\$2,000	\$2,000	Speakers' Fees
\$1,584	\$1,600	Speakers' Lodging
<hr/>		
\$5,084	\$5,400	Subtotal
		 <u>Event Expenses</u>
\$4,342	\$4,500	Conference venue & food
\$200	\$200	Awards ceremony / reception
\$1,000	\$1,000	Writing contest prize money
\$250	\$200	Door prizes
<hr/>		
\$5,792	\$5,900	Subtotal
\$12,221	\$12,400	Total Expenses



Northern Micrographics

**Data Conversion to ResCarta
Oshkosh Public Library
By Northern Micrographics**

BASIS

- o Oshkosh Public Library has a collection of scanned City Directories for conversion to ResCarta Standard for ingestion into ResCartaWeb.
 - o Estimated page count is 20,100 contained within 31 books. NM took an average page count from a few city directories to determine the estimated page count.
- o The following steps are required for Converting the existing data:
 - Run data conversion tool
 - Create thumbnails
 - Make the Index
 - Metadata (can be provided by customer)

Extended Pricing

Data Conversion 20,100/images x \$0.02/image = \$402.00

Create Thumbnails..... 20,100/images x \$0.02/image = \$402.00

Create Index 20,100/images x \$0.02/image = \$402.00

Estimated cost\$1,206.00

Metadata (if NM collects)

8 hours labor (15 min per book) \$35.00/hour = \$280.00



CORPORATE
 2400 Holly Road
 Neenah, WI 54956
 Tel: 920.734.1601
 Fax: 920.734.1622

PROPOSAL

Proposal #: 24166
 Proposal Date: 03/16/15
 Customer #: CRM008800
 Page: 1 of 3

CLIENT:	JOB LOCATION:
OSHKOSH PUBLIC LIBRARY 106 WASHINGTON AVE OSHKOSH WI 54901	OSHKOSH PUBLIC LIBRARY 106 WASHINGTON AVE OSHKOSH WI 54901 REQUESTED BY: VICKI VANDENBERG

Appleton Sign Company proposes to do the following for your consideration and approval:

1	QUOTE #8388-ART ARTWORK TIME FOR DESIGN OF FRONT MONUMENT SIGN FOR LIBRARY (THIS OPTION NOT CHOSEN AT THIS TIME. PRICE WOULD BE CREDITED BACK IF CHOSEN IN FUTURE.)	\$315.00	\$315.00
1	QUOTE #8388-I INSTALL NEW SIGN CABINETS, DECORATIVE POLE COVERS AND TOPPER. REFER TO DRWG #8388-R.	\$985.00	\$985.00
1	QUOTE #8388-P SIGNAGE PERMIT(S) AS REQUIRED - PRICE WILL BE ADJUSTED TO REFLECT ACTUAL COST AS ASSESSED BY MUNICIPALITY.	\$0.00	\$0.00
1	QUOTE #8388-R FABRICATE QTY TWO(2) NEW S/F NON LIT SIGN CABINETS TO MOUNT ON EACH SIDE OF EXISTING D/F SIGN. DECORATIVE POLE COVERS AND TOPPER. THE SIGN WILL LIGHT WITH THE TWO EXISTING SPOTLIGHTS.	\$4,768.00	\$4,768.00
TOTAL PROPOSAL AMOUNT:			\$6,068.00

The proposal amount does not include sales tax, permits, obtainment fees, engineering, primary wiring, or final electrical connection unless specifically stated. All signs are wired at 120 volts unless otherwise specified in writing.

PAYMENT TERMS: 50.0% down payment is required, balance due upon installation.

Sign project will be placed into production after receipt of all of the following: 1) signed proposal acceptance, 2) signed drawing approval, 3) down payment, and 4) permit approval. Approximately one week after receipt of these requirements, an estimated completion date will be communicated to the Client.

Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount.

Supplemental permits, if required by municipalities, are not reflected in this proposal. If applicable, and procured for Client by Appleton Sign Company, permit(s) will be billed at cost plus an applicable obtainment/processing fee in addition to the total proposal amount above.

Permit(s) to be obtained by (check one): Client (CLIENT INITIALS _____) OR Appleton Sign Company (CLIENT INITIALS _____)

This proposal does not become effective until signed and dated by Appleton Sign Company and may be withdrawn if not accepted within sixty (60) days. Appleton Sign Company shall also be entitled to withdraw any proposal presented in error if evidence of a typographical, pricing and/or similar error is

-----Original Message-----

From: Sharon Schwartz

Sent: Friday, July 22, 2016 10:18 AM

To: Janice Dibble

Subject: RE: RASD Budget 2017

DIY Programming - \$1000

Library Book Bike - \$4000

Bicycle hooked up to a cart that would go to various locations in the community. It could go to the Farmer's Market, Live at Lunch, various parks in Oshkosh and appear in parades. It would have a mobile hot spot, tablet with Mobile Circ and books that may be relevant to the location.

Strategic Plan: 1.3.1 Tactic: Explore opportunities to increase value by increasing convenience of library services.

Goal: A recognized downtown anchor destination <http://www.wowt.com/home/headlines/Omaha-Public-Library--270088371.html>

<http://ysnews.com/news/2016/07/librarys-bikemobile-brings-books-on-a-bike>

Sharon Schwartz
Digital Services Librarian
Oshkosh Public Library
106 Washington Ave.
Oshkosh, WI 54901
920-236-5205

**YOUR VILLAGE
2017
2018
YOUR DIRECTORY**

WE NEED YOUR NUMBER

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ONLINE EDITION OF THE YELLOW SPRINGS NEWS • The VOICE of the VILLAGE

FROM THE PRINT

What



Yellow Springs head librarian Connie Collett (left) and librarian Krista Lackey stand next to the Greene County

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FF

GI

SE

RI

Library's Bikemobile brings books on a bike

 ysnews.com/news/2016/07/librarys-bikemobile-brings-books-on-a-bike

By Dylan Taylor-Lehman

Famed sci-fi author and prognosticator HG Wells once wrote that “cycle tracks will abound in Utopia,” while Sir Arthur Conan Doyle, author of the Sherlock Holmes stories said that “when hope hardly seems worth having, just mount a bicycle and go out for a spin down the road.”

The Greene County Library System is taking the words of these authors to heart with its new pedal-powered bike library: a bicycle pulling bookshelves will soon be seen all around Greene County.

The mobile library consists of a brand new blue bike pulling a trailer bedecked in library insignia, which features two fold out shelves filled with books. A large neon umbrella shades the literature and draws readers to the cart. The library system recently unveiled its mobile library in Yellow Springs in the 4th of July parade.

According to Yellow Springs head librarian Connie Collett, the book bike is a way to get the library out into the community. While Yellow Springs is “buried in books,” other communities are unfortunately “book deserts,” she said, without ready access to a library or book store. The bike can help reach people who don't often use the library or know much about its services. Eventually, Collett hopes to equip the bike with a laptop and make it a wifi hotspot, so the rider can issue library cards, check books in and out and show people the different functions of the library system.

“We're always trying to convert people into library users,” she said.

The bike library project is thanks to the initiative of Cedarville branch head librarian Susan Jeffries, who saw a similar example at a library convention. The Greene County bike is based on a similar model operated by the Boston Public Library. After some inquiries, Jeffries located the same manufacturer and hired it to make a bike for readers in southwestern Ohio. The bike is also a nod to the many great trails in the area, Jeffries said.

The bike is shared among library branches, with the branches reserving it for different events. Jeffries said her initial idea was to have “storytime in the park”-style events for kids, but she realized that there are so many festivals and fairs in the area that the bike could offer its mobile library services to a wide variety of would-be patrons. The cart was filled with free books during the 4th of July parade, which were duly received by eager readers.

While the bike's summer tour around Yellow Springs and Greene County is still being developed, the mobile library will be stocked for each event, said Collett. Different Yellow Springs and county librarians will have their chance to try out the bike throughout the summer.

While anyone who has moved boxes of books knows that their heft can be a serious matter, she noted that pulling the trailer was easier than observers might think. The bike is geared nice and low, she said.

The primary challenge of riding in the parade was riding at the same speed as people walk, but Collett realized that riding in a generous arc allowed her to maintain momentum while staying alongside her library cohorts. (Jeffries classified the library as no heavier than “pulling a trailer with two toddlers.”)

There was a bit of a learning curve in learning how to attach the trailer and properly open and close the shelves, Collett said, but she was able to practice in the parking lot before riding in the parade, where readers cheered its presence.

"It's nice to be in a community with so much support and appreciation for the library," she said.

The excitement surrounding a mobile library transcends generations. Collett recalled the bookmobiles in Greene County when she was a kid. She said the bookmobile would go past her house on its way to the nearby stop. Her friends would be eagerly waiting for it to go by, upon which they would zoom after it on their bikes and raid its shelves.

"There was a four-book limit," she said. "I'd have to ration reading the books I got so I didn't run out."

While the bike is soon going to be making its rounds among other communities in Greene County, Yellow Springs will have it for a little while longer, Collett said, as the people who transport it are currently on vacation. Given the beautiful weather as of late, Collett mused that maybe she'd ride the bike over to the Gaunt Park pool and give swimmers something to read during their breaks from swimming.

2017 Lakefly Writer's Conference Budget

2016 <u>Actual</u>	2017 <u>Estimated Revenues</u>	
\$3,375	\$3,500	Conference registration fees
\$3,250	\$2,400	Friends of the Oshkosh Public Library (Speaker fees, reception hospitality, door prizes)
\$3,022	\$3,350	Trust Funds for Library Excellence - Library Programming Fund (Registration software, speakers' lodging, printing & shipping, writing contest prizes)
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\$2,574	\$350	OPL Memorial Fund (Q4 2016 Winnefox Printing)
\$12,221	\$12,400	Total Revenues

2016 <u>Actual</u>	2017 <u>Estimated Expenses</u>	
		<u>Administration</u>
100	\$100	Registration software (Constant Contact)
1245	\$1,000	Printing & Shipping
<hr/>		
\$1,345	\$1,100	Subtotal
		<u>Speaker Expenses</u>
\$1,500	\$1,800	Keynote Speaker - Fees and Travel
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\$1,584	\$1,600	Speakers' Lodging
<hr/>		
\$5,084	\$5,400	Subtotal
		<u>Event Expenses</u>
\$4,342	\$4,500	Conference venue & food
\$200	\$200	Awards ceremony / reception
\$1,000	\$1,000	Writing contest prize money
\$250	\$200	Door prizes
<hr/>		
\$5,792	\$5,900	Subtotal
\$12,221	\$12,400	Total Expenses

Introduction

The Oshkosh Public Library wishes to purchase the Ozobot 2.0 Bit Classroom Kit. Ozobots are miniature, smart robots that can roam freely, follow lines, detect colors, and be programmed to complete commands by utilizing certain color combinations. Teens and tweens will learn hands-on about robotics and programming while working on science, technology, engineering and mathematics (STEM) applications. Ozobots teaches them in a fun way so they learn while being engaged and playing.



The Ozobot 2.0 Bit Classroom Kit contains 18 Ozobot Bits and 18 sets of coding markers, three multi-port chargers, a storage container, coding sheets, teacher guides, and many other materials to assist in a successful program. The Classroom Kit retails for \$1,195.00.

Programming

Ozobots will be used by the Children's and YA Departments in several applications. The YA and Children's Departments will host Hour of Code programs for teens and tweens in which Ozobots will be utilized. On occasion, Ozobots will also be used in after-school activities held in the YA area. Additionally, the robots may be incorporated into the existing Wonderlab Wednesday programming hosted by the Children's Department.

These programs align with the Oshkosh Area School District's STEM-focused curriculum, as well as the coding initiative implemented by the Wisconsin Department of Public Instruction (DPI). Partnerships with these two organizations will assist in advertisement and successful programming.

Goals

Four goals will be realized by implementing programming with Ozobots:

1. Teens and tweens will learn and improve their logic, computational thinking, and problem solving skills.
2. The Library will enhance the local schools' STEM-based curriculum.
3. The Library will help the Wisconsin DPI reach its goal of increasing awareness of coding.
4. Programming will encourage visits to the library, which will allow the library to realize its goal of becoming a recognized downtown anchor destination.

Outcome Measurement

The Library will determine the success of the programs with Ozobots in a variety of ways. First, the Library will obtain feedback from program participants. Discussions with the participants will determine if they learned anything from the program and if they enjoyed the activity, as well as any opportunities to develop and grow the programs.

Second, the Library will measure attendance to determine if continued programming is successfully and growing. These statistics will also be used to ascertain if the programming is encouraging visits to the library.

Finally, if partnerships with the local schools are formed, the Library may obtain feedback from teachers to also determine successes and opportunities of the programs.

Washington Ave Historic Walking Tour

Position	Fee (Demo)	Fee (Full)
Main Narrator	150	300
Additional Voice	30	100
Images		
Graphics	150	750
Total	330	1150

Project Leader **Project Duration** **Comments**

Description

Goal: A library card in every hand.

Card registration is the first step to borrowing materials from the library's collections of books, movies and more. It is also required to gain access to the shared collections of eBooks and eAudiobooks, as well as to a variety of high quality subscription-based online resources. Our goal is to get more people to move past the first step to enjoy the many benefits associated with frequent library card use.

Strategy: Increase awareness of the library card's value and ease of use.

Tactic: Develop a new card holder welcome program.

Project: Examine and evaluate current practices.

Project: Conduct a focus group with people who have recently registered in order to understand how to improve their experience.

Tactic: Focus outreach activities on card registration and use.

Project: Develop procedures for on-the-fly card registration at remote locations.

Project: Improve procedures for initiating card registration online.

FFPS Head 2017
Development Head 2017
FFPS Head DONE 2016
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. Early statistics indicate an increase in such registrations compared to the previous 3 years. To date, there has been a 13% increase in these from January-August 2015 through January-August 2016.

Strategy: Engage in marketing, outreach and service development to identified target populations.

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.

2017

1. Focus group meeting set for September 26.

2. Next Steps: Create a list of questions to engage focus group participants; compile and analyze the information gathered from the focus group; establish working advisory group and set next meeting.

CFOS Head Pilot in fall 2017; expand later.

Project: Conduct library card registration drive among first grade students.

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.

Tactic: Make data-driven choices about target-marketing initiatives.

Project: Gather demographic data about area population and card-holders.

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

Director

Project: Analyze card-holder demographics to determine which user groups are underrepresented; choose focus population(s).

Project: Develop and implement targeted marketing initiatives.

2017

Project pending resolution of data gathering project.

Development Head

Strategy: Look for ways to increase the perceived value of being a library cardholder.

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	
<p>Goal: A recognized downtown anchor destination. Downtown Oshkosh is becoming a vibrant, diverse, culturally rich place for residents and non-residents alike. The Library building is already a daily hub of activity, seeing more than 1,000 people visit on a typical day. Our goal is to provide experiences at the library that enrich the lives of visitors and that contribute to the cultural and economic vitality of Downtown Oshkosh.</p> <p>Strategy: Redefine the library as a neighbor who inspires exploration and discovery.</p> <p>Tactic: Become a catalyst for creativity and entrepreneurship.</p>			
Project: Writing: Lakefly 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, that 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; 2. Complete transition of teen programming responsibilities to new staff.
Project: STEAM: Tweens Create programs.	CFOS Head	2016 DONE	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	
<p>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.</p> <p>Project: Create a plan for nurturing a culture of "knowledge sharing"</p>			
	Management Team	2017	

<p>Project: During library programs, share information about other services and events that might interest members of the audience.</p> <p>Tactic: Provide learning opportunities for library employees that will support development of a culture of inspiration and discovery within the organization.</p>	<p>2017</p> <p>Public Services Improvement Team (PSIT)</p>
<p>Project: Create a plan to engage employees in the vision and goals of the strategic plan.</p> <p>2017</p> <p>Director</p>	<p>1. Met with FFPS and CFOS employees in departmental meetings to discuss strategic vision and goals;</p> <p>2. Next steps: Refine the engagement plan, roll out to employees; meet with additional groups of employees to discuss plan.</p> <p>Next step: Dir and Asst Dir meet; look at combining this project with employee engagement plan.</p>
<p>Tactic: Motivate library employees by communicating progress toward achieving the library's strategic goals and vision.</p> <p>Project: Develop a dashboard that can be shared with the staff to raise awareness of active card holder retention and recruitment goals.</p> <p>Strategy: Identify the reasons people come downtown and persuade them to add a visit to the library.</p> <p>Tactic: Work with downtown employers and neighbors to identify partnership opportunities.</p> <p>Project: Explore outreach opportunities to employees working downtown.</p> <p>2017</p> <p>Director</p>	<p>2017</p> <p>Director</p>
<p>Project: Become involved with the River East Neighborhood Association, using the library's own neighborhood to pilot enhanced neighborhood engagement.</p> <p>2017</p> <p>Director / Development Head</p>	<p>1. Took part in first meeting of neighborhood planning process;</p> <p>2. Next: Continue to participate in River East Neighborhood planning activities, as coordinated by city Community Development Dept.</p>
<p>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.</p> <p>2017</p> <p>Director</p>	<p>1. Met with city Assistant Planner Elizabeth Williams to discuss how library might further city neighborhood development goals (27 Apr 2016);</p> <p>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.</p>
<p>Strategy: Create public programming that encourages growth of the "library habit."</p> <p>Tactic: Concentrate library capacity and efforts on a single theme for a month at a time.</p> <p>Project: Establish methods for coordination in-library promotional themes across departments using events like customer appreciation days.</p> <p>Tactic: Expand partnerships to offer programs and broaden promotional reach.</p> <p>2017</p> <p>Development Head / Assistant Director</p>	<p>1. Fall programs underway;</p> <p>2. Recruit students for remaining fall computer literacy programs; conduct final evaluation of programs.</p>

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.
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-striping was included in the city's 2017 parking lot maintenance program; Next Step: Pending budget approval, coordinate Summer 2017 maintenance and re-striping work with city departments
Goal: A provider of trusted "go-to" online resources.			
As a content contributor to the Web, the library strives to offer timely, accurate, and attractive online tools that are also convenient (i.e. usable on a wide range of devices, especially smart phones). Our goal is to leverage our role as trusted custodian of local governmental and historical knowledge to develop online resources that will be popular and useful to residents and visitors.			
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 Tactic: Explore creation of local content for online distribution (e.g., house histories, genealogy, local history).	FFPS Head	2017
Project: Create a self-guided audio-visual walking tour centered on the history and architecture of the 100-200 blocks of Washington Avenue. Tactic: 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. Tactic: Develop opt-in text messaging services to communicate information about the library.	Reader's Services and Technology Reference Librarian	2017
Project: Research similar services in libraries and other organizations.	TS Head	2017
Project: Research similar services in libraries and other organizations.	Development Head	2017
<p>Goal: A community institution with widespread public and private support.</p> <p>The annual Oshkosh Citizen Survey consistently shows a high regard in the community for the importance and the quality of library services. The Friends of the Library recently celebrated fifty years of support. We recognize that the library is well regarded, but it would be unwise to "rest on our laurels." Our goal is to engage more citizens in supporting the library: as volunteers in meaningful community service and as advocates for the value the library provides to the community.</p> <p>Strategy: Create and sustain meaningful engagement opportunities for Friends, volunteers, donors, and advocates.</p> <p>Tactic: Engage the Friends of the Library in support of the vision and strategic plan.</p>	Director	2016 DONE
Project: Assist the Friends in the goal of increasing active membership.	Development Head	2017
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

<p>Project: Achieve better coordination between the library's volunteer program and the Friends of the Library.</p> <p>Strategy: Be an active partner in building community capacity.</p> <p>Tactic: Identify elements of community capacity to which library efforts contribute and use these as the basis for outcome measurement.</p> <p>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.</p> <p>Tactic: Achieve better coordination of community efforts in support of literacy and lifelong learning.</p> <p>Project: Convene a group of people interested in literacy issues in the Oshkosh area.</p>	<p>Development Head</p> <p>Assistant Director</p> <p>Director</p>	<p>2017</p> <p>2016 DONE</p> <p>2017</p>	<p>Job-seeker portal now online at: http://dpi.wi.gov/job-seeker</p>
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OSHKOSH PUBLIC LIBRARY
STATEMENT OF REVENUE
December 2016
100% of the Year

	ESTIMATED REVENUES	NOVEMBER REVENUES	DECEMBER REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
Fines	25,000.00	0.00	0.00	22,534.13	90.14%	(2,465.87)
Collection Service Fees - Collected in-house	6,500.00	0.00	0.00	5,057.93	77.81%	(1,442.07)
Photocopiers	2,500.00	0.00	0.00	2,980.98	119.24%	480.98
Other Copies	12,000.00	0.00	0.00	6,483.59	54.03%	(5,516.41)
TOTAL OPERATING REVENUES	46,000.00	0.00	0.00	37,056.63	80.56%	(8,943.37)
Winnebago County	514,926.00	0.00	0.00	386,194.50	75.00%	(128,731.50)
Calumet County (Act 420 Revenue)	2,678.00	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	17,443.00	100.00%	0.00
Green Lake County (Act 420 Revenue)	1,751.00	0.00	0.00	1,751.00	100.00%	0.00
Waushara County (Act 420 Revenue)	6,770.00	0.00	0.00	6,770.00	100.00%	0.00
Winnefox Library System	57,400.00	0.00	0.00	0.00	0.00%	(57,400.00)
Winnefox Library System-WALS Program	187,700.00	0.00	0.00	1,820.43	0.97%	(185,879.57)
TOTAL CONTRACTUAL REVENUES	788,668.00	0.00	0.00	416,656.93	52.83%	(372,011.07)
Leander Choate Fund	2,200.00	0.93	0.87	8.05	0.37%	(2,191.95)
Abbey Harris Fund	4,500.00	680.03	18.44	2,824.06	62.76%	(1,675.94)
George Hilton Fund	300.00	4.16	4.44	57.39	19.13%	(242.61)
TOTAL TRUST REVENUES	7,000.00	685.12	23.75	2,889.50	41.28%	(4,110.50)
MEETING ROOM REVENUES	3,000.00	0.00	0.00	2,157.50	71.92%	(842.50)
PROCEEDS FROM SALE OF BONDS	0.00	0.00	0.00	0.00	#DIV/0!	0.00
INSURANCE PROCEEDS	0.00	0.00	0.00	0.00	#DIV/0!	0.00
MISCELLANEOUS REVENUES	0.00	0.00	0.00	1,522.81	#DIV/0!	1,522.81
CITY OF OSHKOSH LEVY	2,657,100.00	0.00	0.00	2,657,100.00	100.00%	0.00
TOTAL REVENUES	3,501,768.00	685.12	23.75	3,117,383.37	89.02%	(384,384.63)

Oshkosh Public Library Highlights January 2017

1. OPL's holiday programs were a big draw in December, with music, hands-on crafts and Santa taking center stage. Programs and their attendance included:
 - a. DIY Ornaments for Kids: 121 (three sessions)
 - b. Santa Storytime: 186 (two sessions, with Madrigal singers opening for the evening session)
 - c. Oshkosh Youth Choir concert: 70
 - d. UWO Hand Bell Choir concert: 50
 - e. Noon Year's Eve Party: 69
 - f. Elephant & Piggie Bookabration: 62

2. The library opened its new Used Book Store Dec. 1 and the response has been extremely positive. Customers appreciate being able to shop for used books any time they are in the library; the rapid turnover of inventory keeps the selection fresh; and the open layout and bright color scheme have improved access and enhanced their shopping experience. During the month of December 1,805 books were sold and another 500 were given away in a special BOGO sale between the holidays.

3. OPL has rolled out our PBIS (Positive Behavior Interventions & Supports) effort, including signage throughout the building that outlines our expectations for behavior in the library and a new staff blog where information, challenges and success stories can be shared. Our program is modeled after the initiative launched in the Oshkosh Area School District and is designed to offer consistent messages and expectations for behavior among all library users.

4. The library's volunteer program is growing, with 15 new volunteers added since August to the ranks of individuals who contribute at least one hour of their time each month. In addition to the established volunteer duties, we are tapping into specific talents of volunteers. In January a volunteer who is a registered dietician presented a series on healthy eating; and a volunteer who has an art degree will create the library's entry in a downtown community art project.

MONTHLY REPORT
Oshkosh Public Library
 December 2016

CIRCULATION	Dec 2016	Dec 2015	% Change	YTD 2016	YTD 2015	% Change
Book-Adult	14,872	17,388	-14%	202,703	247,647	-18.1%
Book-Juvenile	12,866	14,334	-10%	209,082	227,125	-7.9%
Book-YA/Teen	1,362	0	#DIV/0!	23,677	0	
CD-Adult	3,414	3,721	-8%	39,540	41,643	-5.1%
CD-Juvenile	191	295	-35%	2,878	3,841	-25.1%
CD-YA/Teen	0	0	#DIV/0!	46	0	
CD-Book-Adult	1,440	1,901	-24%	21,178	26,709	-20.7%
CD-Book-Juvenile	263	259	2%	3,962	3,727	6.3%
CD-Book-YA/Teen	29	0	#DIV/0!	399	0	
DVD-Adult	12,116	13,449	-10%	162,429	182,197	-10.8%
DVD-Juvenile	3,573	4,464	-20%	57,240	62,299	-8.1%
DVD-YA/Teen	26	0	#DIV/0!	320	0	
Game-Adult	446	702	-36%	7,245	12,390	-41.5%
Game-Juvenile	93	163	-43%	1,833	1,666	10.0%
Game-YA/Teen	0	0	#DIV/0!	7	0	
Magazine-Adult	1,056	1,274	-17%	14,850	16,205	-8.4%
Magazine-Juvenile	28	18	56%	714	913	-21.8%
Magazine-YA/Teen	12	0	#DIV/0!	119	0	
Other-Adult	124	12	933%	1,560	238	555.5%
Other-Juvenile	3	8	-63%	614	286	114.7%
Other-YA/Teen	48	0	#DIV/0!	71	0	
Total Adult	33,468	38,447	-13%	449,505	527,029	-14.7%
Total Juvenile	17,017	19,541	-13%	276,323	299,857	-7.8%
Total YA/Teen	1,477	0		24,639	0	
SUB TOTAL	51,962	57,988	-10%	750,467	826,886	-9.2%
E-Books						
OverDrive E-Books	3,323	3,393	-2%	40,468	39,652	2.1%
OverDrive Audiobooks	2,026	1,368	48%	21,835	15,782	38.4%
Tumblebooks	175	0	#DIV/0!	2,007	0	
SUB TOTAL	5,524	4,761	16%	64,310	55,434	16.0%
TOTAL CIRCULATION	57,486	62,749	-8%	814,777	882,320	-7.7%

PHYSICAL MATERIALS	Dec 2016	Dec 2015	% Change	YTD 2016	YTD 2015	% Change
% AV Materials Circulated	42%	43%	-3%	39.9%	40.5%	-2%
% Print Materials Circulated	58%	57%	2%	60.1%	59.5%	1%
% Adult Materials Circulated	67%	66%	1%	63.2%	63.7%	-1%
% Youth Materials Circulated	33%	34%	-3%	36.8%	36.3%	2%
Average Circulation Per Hour	189.7	207	-8%	284	280	1%

MISCELLANEOUS	Dec 2016	Dec 2015	% Change	YTD 2016	YTD 2015	% Change
Library Facility Traffic	21,283	23,609	-9.9%	272,292	316,277	-13.9%
Average Daily Traffic	760	814	-6.6%	9,566	11,205	-14.6%
Meetings Held	59	73	-19.2%	901	825	9.2%
New Card Registrations	143	179	-20.1%	3,030	3,243	-6.6%
Self-check % of Checkout	47%	47%	0.0%	43%	68%	-37.3%
Volunteer Hours Worked	258	566	-54.4%	5,072	7,092	-28.5%
Teacher Packs	6	5	20.0%	67	82	-18.3%

ELECTRONIC RESOURCES	Dec 2016	Dec 2015	% Change	YTD 2016	YTD 2015	% Change
OPL Website Sessions	19,926	24,084	-17%	274,257	331,568	-17.3%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	50			732		
EBSCO Sessions	805	389		3,479	5,897	-41.0%
HeritageQuest Sessions	44	60		729	1,472	-50.5%
Mango Languages	12			338		
Mitchell Auto Repair	10			133		
NewspaperARCHIVE	329			5,045		
Oshkosh Northwestern	46	70		555	878	-36.8%
RefUSA	112			1,000		
SUB-TOTAL	1,408	519		12,011	8,247	
LOCAL DATABASE SESSIONS						
1957 Adress Change	38			635		
City Directories	124			1,887		
Digital Collections	416			4,298		
Local History Books	37			956		
Oshkosh Facts, Firsts, and FAQ	4			92		
Oshkosh Newspaper Index	7			116		
Oshkosh Vital Records Index	393	515	-24%	6,802	7,098	-4.2%
Riverside Cemetary Index	42			566		
UWDC - Atlases & Histories	41			611		
SUB-TOTAL	1,102	515		15,963	7,098	
TOTAL ELECTRONIC RESOURCE SESSIONS	22,436	25,118		302,231	0	

PUBLIC COMPUTER USE	Dec 2016	Dec 2015	% Change	YTD 2016	YTD 2015	% Change
Wireless Use	22470	13829	62%	288,646	147227	96.1%
Public Computer Use						
Adult	3,024	3,690	-18%	42293	48631	-13.0%
Youth	548	911	-40%	10912	11960	-8.8%
TOTAL USE	3,572	4,601	-22%	53205	60591	-12.2%

QUESTIONS ANSWERED	Dec 2016	Dec 2015	% Change	YTD 2016	YTD 2015	% Change
Adult Department						
Reference	9,709	12,036	-19%	148,258	147,770	0.3%
Directional/Rule/Policy	581	702	-17%	8,387	22,061	-62.0%
Knowledge Sharing	429	716	-40%	5,688	8,654	-34.3%
E-mail	8	13	-38%	138	139	-0.7%
Youth Department						
Reference	436	632	-31%	12,186	15,741	-22.6%
Directional/Rule/Policy	339	408	-17%	5,309	5,784	-8.2%
Knowledge Sharing	192	200	-4%	3,086	1,920	60.7%
TOTAL QUESTIONS ANSWERED	11,694	14,707	-20%	183,052	202,069	-9.4%

PROGRAMS	Dec 2016	Dec 2015	% Change	YTD 2016	YTD 2015	% Change
Programs Given						
Adult	9	8	13%	137	67	104.5%
Teen	6	7	-14%	61	37	64.9%
Youth	7	10	-30%	307	313	-1.9%
Roving Reader	16	0	#DIV/0!	101	61	65.6%
TOTAL	38	25	52%	606	478	26.8%

Program Attendance	Dec 2016	Dec 2015	% Change	YTD 2016	YTD 2015	% Change
Adult	147	124	19%	2,222	1,032	115%
Teen	53	121	-56%	649	377	72%
Youth	659	496	33%	13,621	11,282	21%
TOTAL	859	741	16%	16,492	12,691	30%

PROGRAMS**DATE****Adult**

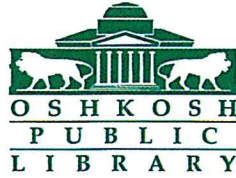
Remembering Pearl Harbor	12/1/2016
Adult Coloring Club	12/6/2016
Meskwaki	12/6/2016
Knight Moves Chess Club	12/7/2016
WinnebagoLand Genealogical Society	12/8/2016
Knight Moves Chess Club	12/14/2016
Movie--Me Before You	12/19/2016
Knight Moves Chess Club	12/21/2016
Knight Moves Chess Club	12/28/2016

Teen

Teen Book Club	12/2/2016
Teen Movie Matinee	12/7/2016
Mighty Castle Chess Club	12/9/2016
Teen DIY Emoji Pillows	12/16/2016
Mighty Castle Chess Club	12/16/2016
Teen Gamerz Night	12/28/2016

Youth

D.I.Y. Ornaments for kids	12/7/2016
Miller's Family Daycare Center	12/7/2016
Faith Are Us In-Home Family Daycare	12/13/2016
Helping Hands Daycare	12/13/2016
Wilcox Center (5 classes)	12/15/2016
D.I.Y. Ornaments for kids	12/17/2016
D.I.Y. Ornaments for kids	12/19/2016
Arts for Kids (3 year olds - 4 classes)	12/20/2016
Arts for Kids (4-5 year olds - 2 classes)	12/20/2016
Miller's Family Daycare Center	12/21/2016
Wee Wisdom Daycare	12/21/2016
Noon Year's Eve Party	12/31/2016
Elephant & Piggie Bookabration	December
Let It Snow Interactive Display	December



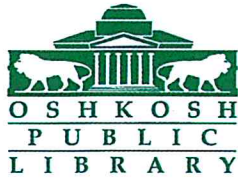
106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe
FROM: Libby Terrell
DATE: January 16, 2017
SUBJECT: December 2016 Donations

During the month of December 2016, the library received the following donations:

12/1/2016	From Most Blessed Sacrament Parish speaker fee (Munroe)	\$ 50.00
12/1/2016	From Dave Tuchscherer in memory of Mary Schrader	\$ 13.80
12/1/2016	From J.L. Wieczorek in memory of Mary Schrader	\$ 5.00
12/21/2016	From Jay & Linda Fierke, M.D. in memory of Walter Zemke	\$ 100.00
12/6/2016	From Lorraine Bowen Survivor's Trust	\$10,000.00
12/21/2016	From Tim & Judith Young	\$ 100.00



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

To: Jeff Gilderson-Duwe
From: Libby Terrell
Date: January 16, 2017
Re: November – December 2016 Personnel Changes

Michelle Kramer resigned as Page in Technical Services as of December 8, 2016.

Char Ziebell was rehired as LA II in Children's and Family Outreach Services.

Melissa Salazar resigned her position of LA II in Children's and Family Outreach Services and was rehired as LA II in First Floor Public Services.

"Connecting People with Information"