

Oshkosh Public Library Board of Trustees

Agenda – March 30, 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	69 - 73
1. Minutes of the Regular Meeting of February 23, 2017		
2. Regular Vouchers Previously Paid – January 2017 \$173,329.14		
3. Regular Vouchers Payable \$236,785.48		
4. Special Fund Vouchers Payable \$26,017.83		
<b><u>New Business</u></b>		
5. <u>Staff guest:</u> Lisa Voss, Head of Library Development, will share information about our plans to promote the value of the library card during National Library Week 2017 (April 9 – 15)	NO	
6. <u>Nominating Committee Report:</u> As per bylaws, the library board officers for 2017-2018 will be elected at the July 27, 2017 regular meeting. The committee has nominated Christine Melms-Simon as President and Bob Biebel as Vice-President. The bylaws assign the role of Secretary to the Library Director.	NO	
<b><u>Informational Items</u></b>	NO	74 - 86
7. Revenues		
8. Expenditures		
9. Library Highlights		
10. Monthly Statistics		
11. Donations		
12. Personnel Changes		
13. Wisconsin State 2018-2019 biennial budget process talking points		
14. IMLS funding supports vital school and public library services to Wisconsin citizens		
<b><u>Library Director's Report</u></b>	NO	
<b><u>Trustee Reports and Comments</u></b>	NO	

**Closed Session**

15. Library Director Performance Evaluation: Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes in order to conduct an evaluation of the Library Director.

NO

**Adjournment**

**Next Meeting Scheduled**: April 27, 2017 at 4:00 p.m.

MINUTES OF THE LIBRARY BOARD  
**Oshkosh Public Library**  
February 25, 2017

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on February 25, 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, Kristy Bradish, Christine Melms-Simon, Stan Mack, Kim Molitor, Denise Parrish, Dave Romond, Amy Sitter and Bill Wingren. Absent was: Bob Biebel. Others present were: Jeff Gilderson-Duwe, Library Director; Lisa Voss, Head of Library Development; Ruth Percey, Head of First Floor Public Services; JoAnn Brewer, Library Assistant II and Julie Schmude, Administrative Coordinator.

**Public Comments:** None

Stan Mack arrived at this time.

**Consent Agenda Items:**

**Regular Meeting Minutes** - of the January 26, 2017 regular meeting of the library board.

**Financial Reports** - December 2016 Regular Funds Vouchers Previously Paid in the amount of \$318,533.82

- January 2017 Regular Funds Vouchers Payable in the amount of \$29,611.66
- January 2017 Special Funds Vouchers Payable in the amount of \$3,489.50
- 2016 annual report to the Wisconsin Department of Public Instruction

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

Motion to approve the 2016 Strategic Plan and the 2017 Action Plan. **Motion:** Bradish; **Second:** Wingren; **Vote:** Unanimous.

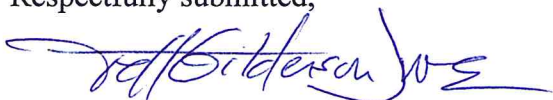
Stan Mack and Lurton Blassingame were appointed to the Nominating Committee for 2017-2018 Library Board officers. Motion to approve the nominating committee. **Motion:** Melms-Simon; **Second:** Sitter; **Vote:** Unanimous.

Amy Sitter left at this time.

Staff Guest, Ruth Percey, introduced herself to the Board and gave a summary of her responsibilities as Head of First Floor Public Services.

Motion to adjourn the regular meeting at 6:38 p.m. **Motion:** Mack; **Second:** Melms-Simon; **Vote:** Unanimous.

Respectfully submitted,



Jeff Gilderson-Duwe, Secretary

Julie Schmude – Recorder

It

**Oshkosh Public Library  
Previously Paid  
January 2017**

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6102 - Regular Pay</u></b>		
Salaries & Wages	<u>128,328.02</u>	128,328.02
<b><u>239-1060-6300 - Fringe Benefits</u></b>		
FICA / Social Security	6,436.46	
Wisconsin Retirement	8,089.45	
Group Health Insurance	20,983.81	
Group Dental Insurance	878.76	
Group Life Insurance	<u>531.66</u>	36,920.14
<b><u>239-1060-6475 - Telephones</u></b>		
City Revolving Charge	<u>138.48</u>	138.48
<b><u>239-1060-6482 - Building &amp; Contents</u></b>		
City Revolving Charge	<u>6,342.50</u>	6,342.50
<b><u>239-1060-6483 - Boiler Insurance</u></b>		
City Revolving Charge	<u>1,600.00</u>	1,600.00
		<u>173,329.14</u>

**Oshkosh Public Library  
Vouchers Payable  
February 2017**

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6102 - Regular Pay</u></b>		
Salaries & Wages	<u>144,445.90</u>	144,445.90
<b><u>239-1060-6300 - Fringe Benefits</u></b>		
FICA / Social Security	10,532.85	
Wisconsin Retirement	9,028.94	
Group Health Insurance	27,978.42	
Group Dental Insurance	1,171.68	
Group Life Insurance	<u>499.51</u>	49,211.40
<b><u>239-1060-6401 - Contractual Services</u></b>		
Copyright Clearance Center	12.00	
T and L Janitorial Services	2,955.59	
Unique Management Services Inc.	510.15	
Winnefox Automated Library Services	<u>186.39</u>	3,664.13
<b><u>239-1060-6411 - Promotional Services</u></b>		
Mark Dvorak	<u>100.00</u>	\$100.00
<b><u>239-1060-6424 - Maintenance Office Equipment</u></b>		
Oshkosh Office Systems	33.25	
Winnefox Automated Library Services	<u>465.46</u>	498.71
<b><u>239-1060-6426 - Maintenance Machinery, Equipment &amp; Structures</u></b>		
Beez Electric, Inc.	397.27	
Gartman Mechanical Services	1,989.05	
KML Specialty Chemicals	<u>75.00</u>	2,461.32
<b><u>239-1060-6432 - Equipment Rental</u></b>		
Great America Financial Services	<u>87.66</u>	87.66
<b><u>239-1060-6437 - Parking Permits</u></b>		
City of Oshkosh	<u>1,050.00</u>	\$1,050.00
<b><u>239-1060-6448 - Special Services</u></b>		
Advanced Disposal	<u>361.00</u>	\$361.00
<b><u>239-1060-6458 - Conference &amp; Training</u></b>		
Winnefox Library System	<u>20.00</u>	20.00
<b><u>239-1060-6458 - Other Employee Training</u></b>		
Rodney's (pc)	<u>379.72</u>	379.72
<b><u>239-1060-6471 - Electricity</u></b>		
Wisconsin Public Service	<u>6,156.84</u>	6,156.84
<b><u>239-1060-6474 - Gas Service</u></b>		
Constellation Energy Services - Natural Gas LLC	<u>1,713.55</u>	1,713.55
<b><u>239-1060-6475 - Telephones</u></b>		
City Revolving Charge	167.76	
Winnefox Library System	<u>18.99</u>	\$186.75



**Oshkosh Public Library  
Vouchers Payable  
February 2017**

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6483 - Comprehensive Liability</u></b>		
City Revolving Charge	330.00	\$330.00
<b><u>239-1060-6505 - Office Supplies</u></b>		
Amazon (pc)	503.42	
Crown Trophy (pc)	10.00	
Custom Vinyl Lettering.net (pc)	67.75	
Target (pc)	10.28	
Winnefox Library System	<u>1,465.45</u>	2,056.90
<b><u>239-1060-6517 - Supplies/Repair Parts</u></b>		
Crown Trophy 39, Inc.	133.25	
Demco	208.89	
ELM USA Inc.	168.95	
Kitz & Pfeil	94.76	
Staples	390.63	
Winnefox Library System	<u>54.01</u>	1,050.49
<b><u>239-1060-6529 - Chemicals</u></b>		
KML Specialty Chemicals	<u>810.24</u>	810.24
<b><u>239-1060-6575 - Library Materials</u></b>		
Amazon (pc)	900.69	
AT&T	168.81	
Baker & Taylor	14,383.47	
Cengage	1,239.76	
Center Point Large Print	221.10	
Good Life	48.00	
Guitar World	24.95	
Ingram	354.46	
Penguin Random House	615.24	
Publishers Weekly	119.00	
Quality Books	2,022.13	
Recorded Books	855.60	
Regent Book Company	15.93	
Scholastic	281.93	
Thomson Reuters	292.84	
Winnefox Library System	<u>126.60</u>	21,670.51
<b><u>239-1060-6576 - Promotional Materials</u></b>		
Amazon (pc)	100.88	
Hobby Lobby (pc)	<u>42.59</u>	143.47
<b><u>239-1060-6589 - Other Materials &amp; Supplies</u></b>		
Amazon (pc)	134.47	
Domino's Pizza (pc)	36.73	
Walmart.com (pc)	54.90	
Winnefox Library System	<u>160.79</u>	386.89
		<u>236,785.48</u>

OSHKOSH PUBLIC LIBRARY  
TRUST FUND EXPENDITURES

February 28, 2017

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-1327 - OPL Collection Improvement Fund - Herman Hoxtel Fund</u></b>		
Baker & Taylor	<u>12.64</u>	12.64
<b><u>239-1060-1327 - OPL Collection Improvement Fund - John F and Helen T Schuster</u></b>		
Center Point Large Print	<u>173.76</u>	173.76
<b><u>239-1060-1327 - OPL Facility Improvement Fund</u></b>		
Hunter Security & Surveillance Systems	<u>25597.76</u>	25597.76
<b><u>239-1060-1327 - OPL Programming Support Fund</u></b>		
Constant Contact (pc)	<u>20.00</u>	20.00
<b><u>239-1060-1327 - OPL Memorial Fund</u></b>		
Baker & Taylor	<u>213.67</u>	213.67
		<u>26,017.83</u>

OSHKOSH PUBLIC LIBRARY  
STATEMENT OF REVENUE

February 2017  
17% of the Year

	ESTIMATED REVENUES	FEBRUARY REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
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	250,274.00	0.00	0.00	0.00%	(250,274.00)
Graphic Design Contractual Revenues	19,000.00	0.00	0.00	0.00%	(19,000.00)
<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	4,588.11	11,740.73	46.96%	(13,259.27)
Collection Service Fees - Collected in-house	7,000.00	384.00	813.12	11.62%	(6,186.88)
Meeting Room Rental Fees	3,000.00	350.00	870.00	29.00%	(2,130.00)
Photocopiers	3,000.00	270.05	529.00	17.63%	(2,471.00)
Other Copies	6,000.00	755.47	3,733.85	62.23%	(2,266.15)
<b>TOTAL FEES &amp; CHARGES</b>	<b>44,000.00</b>	<b>6,347.63</b>	<b>17,686.70</b>	<b>40.20%</b>	<b>(26,313.30)</b>
Trust Fund Revenues	3,500.00	725.96	756.58	21.62%	(2,743.42)
Miscellaneous Revenues	500.00	196.61	711.08	142.22%	211.08
Used Book Sales	15,000.00	1,173.20	3,824.08	25.49%	(11,175.92)
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>19,000.00</b>	<b>2,095.77</b>	<b>5,291.74</b>	<b>27.85%</b>	<b>(13,708.26)</b>
<b>TOTAL EXPECTED REVENUES</b>	<b>932,684.00</b>	<b>4,588.11</b>	<b>19,123.15</b>	<b>2.05%</b>	<b>(913,560.85)</b>
CITY OF OSHKOSH LEVY	2,660,000.00		2,660,000.00	100.00%	0.00



Oshkosh Public Library  
Statement of Expenditures  
February 2017  
17% of the year

	2017	FEBRUARY	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	February 28, 2017
Salaries, Wages, & Benefits					
Salaries & Wages	1,942,100.00	144,445.90	272,773.92	14.05	1,669,326.08
FICA	147,300.00	10,532.85	19,969.31	13.56	127,330.69
Wisconsin Retirement	123,600.00	9,028.94	17,118.39	13.85	106,481.61
Health Insurance	351,000.00	27,978.42	48,962.23	13.95	302,037.77
Dental Insurance	16,300.00	1,171.68	2,050.44	12.58	14,249.56
Life Insurance	6,700.00	499.51	1,031.17	15.39	5,668.83
Income Continuation Insurance	4,300.00	0.00	0.00	0.00	4,300.00
Sub Total Fringe Benefits	649,200.00	49,211.40	89,131.54	13.73	560,068.46
<b>TOTAL PAYROLL</b>	<b>2,591,300.00</b>	<b>193,657.30</b>	<b>361,905.46</b>	<b>13.97</b>	<b>2,229,394.54</b>
Contractual Services	328,500.00	3,664.13	162,799.17	49.56	165,700.83
Auto Allowance	200.00	0.00	0.00	0.00	200.00
Postage & Shipping	3,500.00	0.00	0.00	0.00	3,500.00
Advertising/Marketing	4,000.00	0.00	390.00	9.75	3,610.00
Promotional Services	4,300.00	100.00	100.00	2.33	4,200.00
Maint. Office Equipment	4,500.00	498.71	2,345.36	52.12	2,154.64
Maint. Mach, Equip, Structures	60,000.00	2,461.32	4,800.30	8.00	55,199.70
Equipment Rental	600.00	87.66	262.98	43.83	337.02
Parking Rental	0.00	1,050.00	1,050.00	#DIV/0!	-1,050.00
Special Services	5,100.00	361.00	1,083.00	21.24	4,017.00
Legal Professional Services	0.00	0.00	0.00	#DIV/0!	0.00
Conference & Training	3,500.00	20.00	40.52	1.16	3,459.48
Employee Training	500.00	379.72	379.72	75.94	120.28
Dues	1,500.00	0.00	206.00	13.73	1,294.00
Misc. Contractual Services	0.00	0.00	0.00	#DIV/0!	0.00
Electricity	85,000.00	6,156.84	11,740.01	13.81	73,259.99
Sewer Service	3,500.00	0.00	0.00	0.00	3,500.00
Water Service	4,000.00	0.00	0.00	0.00	4,000.00
Gas Service	31,200.00	1,713.55	1,713.55	5.49	29,486.45
Telephone	5,500.00	186.75	325.23	5.91	5,174.77
Storm Water Utility	2,800.00	0.00	0.00	0.00	2,800.00
Workers Compensation	3,600.00	0.00	0.00	0.00	3,600.00
Building & Contents Insurance	6,300.00	0.00	6,342.50	100.67	-42.50
Comprehensive Liability Ins	1,200.00	330.00	330.00	27.50	870.00
Boiler Insurance	1,200.00	0.00	1,600.00	133.33	-400.00
Licenses and Permits	1,200.00	0.00	0.00	0.00	1,200.00
Office Supplies	30,000.00	2,056.90	2,975.40	9.92	27,024.60
Software	1,000.00	0.00	0.00	0.00	1,000.00
Computer Supplies	300.00	0.00	0.00	0.00	300.00
Gasoline	100.00	0.00	0.00	0.00	100.00
Supplies/Repair Parts	12,000.00	1,050.49	1,643.08	13.69	10,356.92
Janitorial Supplies	3,500.00	0.00	0.00	0.00	3,500.00
Chemicals	500.00	810.24			
Minor Equipment	0.00	0.00	0.00	#DIV/0!	0.00
Library Materials	344,800.00	21,670.51	39,519.15	11.46	305,280.85
Promotional Materials	10,500.00	143.47	143.47	1.37	10,356.53
Other Materials & Supplies	1,000.00	386.89	1,268.46	126.85	-268.46
<b>TOTAL LIBRARY BUDGET</b>	<b>3,556,700.00</b>	<b>236,785.48</b>	<b>602,963.36</b>	<b>16.95</b>	<b>2,953,736.64</b>

## **Oshkosh Public Library Highlights March 2017**

1. OPL held its annual Dr. Seuss Birthday Celebration on March 4, with 365 people attending the event. Families played literacy-themed games, signed a large birthday card, enjoyed birthday cake and made Seuss-themed crafts. A total of 14 volunteers worked alongside staff to make the day a fun experience for families and children.
2. The library held a Customer Appreciation Day on March 9, with refreshments, an amnesty program for long-overdue books, an appearance by Fang, the Wisconsin Timber Rattlers mascot and a two-hour Coffee with a Cop session with officers from the Oshkosh Police Department.
3. An exhibit of winners in the annual Helen Farnsworth Mears Art Contest was up in the library during March, with a public reception held on March 19. Three state legislators from our area – Rep. Gordon Hintz, Rep. Michael Schraa and Sen. Dan Feyen – all attended the reception and selected a piece of artwork to display in their offices at the Capitol over the next year. More than 60 people attended the reception and awards ceremony.
4. Winnefox Library users may now renew items twice, as long as there are enough copies to fill existing holds in the system. This is a convenience feature for readers who need additional time to finish the items they have checked out.
5. The Winnefox Tech Skills Center was launched in March, providing self-paced tutorials for patrons to use to learn computer and digital skills. The resource is now available at [www.oshkoshpubliclibrary.org](http://www.oshkoshpubliclibrary.org). In developing this resource, Winnefox staff made an effort to choose sites that:
  - a. Provide short, self-paced video and text tutorials that teach basic digital skills, such as email and Microsoft Word
  - b. May be used without submitting an email address or creating an account
  - c. Can be accessed from the library, from home, or on the go
  - d. Go beyond the basics by including intermediate and advanced topics
  - e. Are accessible to those who have a hearing loss and to those whose first language is not English
6. Children's & Family Outreach Services has made changes in their non-fiction section that are aimed at improving the browsing experience for OPL customers using this collection. Better signage and props are helping families find the subjects they are looking for and highlighting high interest topics.



MONTHLY REPORT  
Oshkosh Public Library  
February 2017

<b>CIRCULATION</b>	Feb 2017	Feb 2016	% Change	YTD 2017	YTD 2016	% Change
Book-Adult	15,895	17,305	-8%	32,679	35,301	-7%
Book-Juvenile	16,173	17,787	-9%	32,110	33,942	-5%
Book-YA/Teen	1,526	1,675	-9%	3,212	3,486	-8%
CD-Adult	3,091	3,780	-18%	5,898	7,573	-22%
CD-Juvenile	184	307	-40%	384	576	-33%
CD-Book-Adult	1,504	1,811	-17%	3,113	3,733	-17%
CD-Book-Juvenile	229	307	-25%	528	626	-16%
CD-Book-YA/Teen	34	16	113%	61	41	49%
DVD-Adult	13,855	14,476	-4%	27,490	29,195	-6%
DVD-Juvenile	3,664	4,820	-24%	7,311	9,172	-20%
Game-Adult	498	642	-22%	945	1,308	-28%
Game-Juvenile	130	160	-19%	247	321	-23%
Magazine-Adult	1,229	1,216	1%	2,351	2,436	-3%
Magazine-Juvenile	24	72	-67%	42	130	-68%
Magazine-YA/Teen	9	10	-10%	43	23	87%
Other-Adult	161	166	-3%	321	313	3%
Other-Juvenile	56	76	-26%	107	122	-12%
Other-YA/Teen	3	1	200%	8	3	167%
<b>Total Adult</b>	<b>36,233</b>	<b>39,380</b>	<b>-8%</b>	<b>72,797</b>	<b>79,843</b>	<b>-9%</b>
<b>Total Juvenile</b>	<b>20,460</b>	<b>23,529</b>	<b>-13%</b>	<b>40,729</b>	<b>44,889</b>	<b>-9%</b>
<b>Total YA/Teen</b>	<b>1,572</b>	<b>1,718</b>	<b>-8%</b>	<b>3,324</b>	<b>3,569</b>	<b>-7%</b>
<b>SUB TOTAL</b>	<b>58,265</b>	<b>64,627</b>	<b>-10%</b>	<b>116,850</b>	<b>128,301</b>	<b>-9%</b>
<b>E-Books</b>						
OverDrive E-Books	3,528	3,351	5%	7,199	7,105	1%
OverDrive Audiobooks	1,699	1,690	1%	3,695	3,367	10%
Tumblebooks	293	124	136%	508	273	86%
<b>SUB TOTAL</b>	<b>5,520</b>	<b>5,165</b>	<b>7%</b>	<b>11,402</b>	<b>10,745</b>	<b>6%</b>
<b>TOTAL CIRCULATION</b>	<b>63,785</b>	<b>69,792</b>	<b>-9%</b>	<b>128,252</b>	<b>139,046</b>	<b>-8%</b>

<b>PHYSICAL MATERIALS</b>	Feb 2017	Feb 2016	% Change	YTD 2017	YTD 2016	% Change
% AV Materials Circulated	40%	41%	-2%	39%	41%	-4%
% Print Materials Circulated	60%	59%	2%	61%	59%	3%
% Adult Materials Circulated	62%	61%	2%	62%	62%	0%
% Youth Materials Circulated	38%	39%	-3%	38%	38%	0%
Average Circulation Per Hour	239	242.3	-1%	229.4	241.4	-5%

<b>MISCELLANEOUS</b>	Feb 2017	Feb 2016	% Change	YTD 2017	YTD 2016	% Change
Library Facility Traffic	24,216	26,872	-10%	46,536	52,415	-11%
Average Daily Traffic	897	927	-3%	847	889	-5%
Meetings Held	91	91	0%	147	157	-6%
New Card Registrations	194	245	-21%	417	484	-14%
Self-check % of Checkout	47.4%	27.4%	73%	92.2%	56.5%	63%
Volunteer Hours Worked	307	694	-56%	623	1,295	-52%
Teacher Packs	3	5	-40%	13	12	8%

<b>ELECTRONIC RESOURCES</b>	Feb 2017	Feb 2016	% Change	YTD 2017	YTD 2016	% Change
OPL Website Sessions	20,744	23,535	-12%	43,188	48,397	-10.8%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	80	81	-1%	152	174	-12.6%
EBSCO Sessions	166	538	-69%	274	930	-70.5%
HeritageQuest Sessions	68	64	6%	135	131	3.1%
Mango Languages	17	28	-39%	39	47	-17.0%
Mitchell Auto Repair	9	4	125%	18	15	20.0%
NewspaperARCHIVE	387	453	-15%	778	943	-17.5%
Oshkosh Northwestern	52	46	13%	112	85	31.8%
RefUSA	135	65	108%	263	106	148.1%
<b>SUB-TOTAL</b>	<b>914</b>	<b>1,279</b>		<b>1,771</b>	<b>2,431</b>	<b>-27.1%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	26	61	-57%	90	101	-10.9%
City Directories	142	150	-5%	322	270	19.3%
Digital Collections	402	284	42%	760	604	25.8%
Local History Books	54	75	-28%	99	129	-23.3%
Oshkosh Facts, Firsts, and FAQ	6	8	-25%	22	15	46.7%
Oshkosh Newspaper Index	6	7	-14%	15	21	-28.6%
Oshkosh Vital Records Index	572	626	-9%	1,279	1,306	-2.1%
Riverside Cemetary Index	40	39	3%	92	79	16.5%
UWDC - Atlases & Histories	16	43	-63%	52	112	-53.6%
<b>SUB-TOTAL</b>	<b>1,264</b>	<b>1,293</b>		<b>2,731</b>	<b>2,637</b>	<b>3.6%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>22,922</b>	<b>26,107</b>	<b>-12%</b>	<b>47,690</b>	<b>53,465</b>	<b>-10.8%</b>

<b>QUESTIONS ANSWERED</b>	Feb 2017	Feb 2016	% Change	YTD 2017	YTD 2016	% Change
<b>Adult Department</b>						
Reference	6,959	13,841	-50%	17,564	27,478	-36%
<b>Youth Department</b>						
Reference	574	695	-17%	1,173	1,476	-21%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>7,533</b>	<b>14,536</b>	<b>-48%</b>	<b>18,737</b>	<b>28,954</b>	<b>-35%</b>

<b>PROGRAMS</b>	Feb 2017	Feb 2016	% Change	YTD 2017	YTD 2016	% Change
<b>Programs Given</b>						
Adult	14	5	180%	26	10	160%
Teen	8	4	100%	20	9	122%
Youth	32	34	-6%	38	62	-39%
Roving Reader	8	7	14%	22	13	69%
<b>TOTAL</b>	<b>62</b>	<b>50</b>	<b>24%</b>	<b>106</b>	<b>94</b>	<b>13%</b>
<b>Program Attendance</b>						
Adult	140	31	352%	197	119	66%
Teen	72	25	188%	102	49	108%
Youth	1062	1519	-30%	1,273	2,228	-43%
<b>TOTAL</b>	<b>1274</b>	<b>1575</b>	<b>-19%</b>	<b>1,418</b>	<b>2,396</b>	<b>-41%</b>

**PROGRAMS**

**DATE**

**Adult**

Knight Moves Chess Club 2/1/2017  
 Love Dem Packers (theme) 2/2/2017  
 Tech Time 2/2/2017  
 Adult Yoga 2/4/2017  
 Healthy Choices 2/7/2017  
 Coloring w/ Classics 2/7/2017  
 Knight Moves Chess Club 2/8/2017

**PROGRAMS**

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**Adult (cont'd)**

Healthy Choices	2/9/2017
Learning in Retirement: Digital Preservation	2/9/2017
Knight Moves Chess Club	2/15/2017
Introduction to Online Dating (theme)	2/20/2017
Knight Moves Chess Club	2/22/2017
For the Love of Cheeses (theme)	2/23/2017
Mark Dvorak	2/25/2017
Adult DIY Spinning	2/28/2017

**Teen**

Teen Book Club	2/3/2017
Mighty Castle Chess Club	2/3/2017
Mighty Castle Chess Club	2/10/2017
Anti-Valentine's Day Party (theme)	2/15/2017
Teen DIY Slime	2/22/2017
Mighty Castle Chess Club	2/24/2017
Teen DIY Slime	2/24/2017
Merrill/Webster ELL Tours	2/28/2017

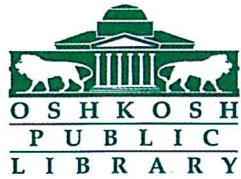
**Youth**

WonderLab 4:30	2/1/2017
WonderLab 6:30	2/1/2017
Miller's Family Day Care Center	2/1/2017
Kid Yoga	2/4/2017
Family Storytimes (2 sessions)	2/6/2017
Read to a Dog	2/6/2017
Roosevelt School Literacy Night	2/6/2017
High Hopes	2/7/2017
WonderLab 4:30	2/8/2017
WonderLab 6:30	2/8/2017
High Hopes (2 sessions)	2/8/2017
Wee Wisdom Day Care (2 classes)	2/8/2017
Jan Brett Family Storytime	2/9/2017
Beginner's Minecraft	2/9/2017
Family Storytimes (2 sessions)	2/13/2017
Read to a Dog	2/13/2017
High Hopes	2/14/2017
Tweens Create	2/14/2017
Helping Hands Day Care	2/14/2017
Faith Are Us In-Home Daycare	2/14/2017
Brick by Brick LEGOS	2/15/2017
High Hopes (2 sessions)	2/15/2017
Up, Up & Away: A MC workshop	2/15/2017
Family Storytime	2/16/2017
Head Start Wilcox Center (5 classes)	2/16/2017
Family Storytimes (2 sessions)	2/20/2017
Read to a Dog	2/20/2017
Movie Matinee	2/20/2017
Arts for Kids - 4-5 yr olds (2 classes)	2/21/2017
High Hopes	2/21/2017
Arts for Kids - 3 Year olds (4 classes)	2/21/2017



**Youth - cont'd**

Visit to Carl Trager 4K (2 sessions)	2/22/2017
High Hopes (2 sessions)	2/22/2017
Miller's Family Day Care Center	2/22/2017
Family Storytime	2/23/2017
Beginner's Minecraft	2/23/2017
Mark Dvorak	2/25/2017
Family Storytimes (2 sessions)	2/27/2017
High Hopes	2/28/2017
Tweens Create	2/28/2017
Valentine Creation Station	2/8/17-2/15/17



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe  
FROM: Libby Terrell  
DATE: March 7, 2017  
SUBJECT: February 2017 Donations

During the month of February 2017, the library received \$1,005.71 in donations. That amount included a \$600.00 donation from the Steven Voss Family in memory of Ken Voss and a \$10.00 donation from Faye Helstrom in memory of Frances Steinhilber.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**To:** Jeff Gilderson-Duwe  
**From:** Libby Terrell  
**Date:** March 7, 2017  
**Re:** February 2017 Personnel Changes

Tricia Moxon was hired as Page in First Floor Public Services effective February 14, 2017.

Candy Dettlaff was hired as Page in Technical Services effective February 20, 2017.

Justin Cole was hired as Graphic Designer/Artist effective February 20, 2017.

*"Connecting People with Information"*

## Wisconsin State 2018-2019 biennial budget process System Funding Elevator Speech talking points

### Opening Line:

- I'm asking you to support funding for the library items in the state budget.
- Then talk about what it means to you and your patrons. How has this service helped someone or made a difference in their life?

### System funding: Governor proposed no increase.

- As director of a small library on a tight budget I am stretched thin trying to provide the best service to our community.
- Winnefox provides support services that make this possible. Most of these services are in the background so the public never sees them.
- Tell the story here—mention something that's especially helpful or a time we made a difference. Try to tie it to direct service to patrons: "Because I got this from Winnefox I was able to do this for my patrons"

### System funding: WLA is asking for modest increase to increase services for workforce development, broadband access, and lifelong learning.

- If you feel comfortable talking about the requested increase please do so. Otherwise just stick to the broader issue of the importance of system services.

### Badgerlink: No increase requested in this budget.

- <https://badgerlink.dpi.wi.gov/> is the collection of online resources: newspapers & magazines, auto repair reference, etc.

### Newsline for the Blind: Slight increase requested to maintain current service levels.

- This service of the National Federation of the Blind gives people who are blind, visually impaired, or who can't handle print, access to 400 magazines and newspapers.
- Access is online or over the phone. The magazine or paper is read to the user.
- <https://nfb.org/audio-newspaper-service>
- State funding makes this available to all Wisconsin residents who need it.

### Library Resource Contracts: Slight increase requested to maintain current service levels.

- These contracts give Wisconsin residents access to specialized collections and services at:
  - The Wisconsin Talking Book and Braille Library
  - The Cooperative Children's Book Center
  - Milwaukee Public Library
  - UW-Madison libraries

## More information

- Budget request priorities  
<http://wla.wisconsinlibraries.org/images/awards/2017%20Budget%20Request%20Priorities.pdf>
- Budget background paper from WLA  
<http://wla.wisconsinlibraries.org/images/awards/2017-2019%20Budget%20Request%20Background.pdf>
- Tips for talking with legislators  
<http://wla.wisconsinlibraries.org/images/awards/2017%20Tips%20for%20Talking%20With%20Legislators.pdf>
- State budget process flow chart  
<http://wla.wisconsinlibraries.org/images/awards/2017%20WI%20State%20Budget%20Flow%20Chart.pdf>





## IMLS FUNDING SUPPORTS VITAL SCHOOL AND PUBLIC LIBRARY SERVICES TO WISCONSIN CITIZENS

The Institute of Museum and Library Services (IMLS) provides Wisconsin with just under \$3 million annually to support all the services below and assist schools and public libraries in meeting the needs of the state's citizens.

### Elimination of the IMLS will impact the following services to state residents:

**State Library Agency Activities** (20.8 Total FTE; 13.45 FTE funded by LSTA, or 65% of total staffing)

- **Statewide Technology and Resource Sharing** (9.6 FTE that manage these services would be eliminated)
  - BadgerLink online database management
    - Contract management, software support, patron authentication, customer service and training of library staff and patrons
  - WISCAT/Interlibrary Loan system management
    - *Note: Interlibrary Loan service is required by state statute*
    - Referral of interlibrary loan requests for patrons of libraries that rely on WISCAT for management of interlibrary loan
    - Contract management, software configuration and troubleshooting, customer service, training for library staff
    - Maintenance and circulation of a state library collection
  - Wisconsin Document Depository Program/Digital Archives system management
- **Basic library development support** (3.85 FTE out of 6.0 FTE)
  - Wisconsin public library jobseeker support web site, in collaboration Wisconsin job centers
  - Online WISELearn educational digital repository used by teachers and parents
  - Legal consultation to public libraries and public library systems on issues like municipal relations, personnel management and training, and statutory requirements of library systems and local libraries
  - Literacy support for families with young children, school age students, and young adults
  - Inclusive services for library patrons of all ages
  - Public library broadband and technology services such as teaching youth and adults computer coding skills
  - Data collection and use including statutorily-required public library and library system annual reports
  - Continuing education for library staff including training new library directors
  - Management of statewide procurement projects like the school ebooks consortium effort
  - Coordination of the Wisconsin LSTA program including all grants to local libraries

- **Coordination and support of statewide bodies responsible for setting high level library policy in Wisconsin such as the Governor's Council on Library and Network Development (COLAND)**

**Software systems (\$595,068 in 2016)**

- WISCAT interlibrary loan software
- Out of state and academic library interlibrary loan software
- BadgerLink user authentication, links and system management software
- Job skills, training, and test preparation online resources for libraries

**Grants to local libraries and library systems (\$815,450 in 2016). Examples of grants to local libraries:**

- Libraries in Waukesha and Jefferson counties receive assistance to offer service to the 88,000 people for whom using the library is limited or difficult
- Libraries in Dane County provide educational/therapeutic programming for 7,000 persons living with dementia and their caregivers, in partnership with the local Aging and Disability Resource Center
- Libraries in Janesville, Rock County assist parents to further their parenting and family skills and provide for early learning engagement of preschoolers
- Libraries in Milwaukee receive funds to provide greater learning resources for students living in poverty
- Libraries in western Wisconsin receive funds to meet the needs of library patrons living in poverty or who are homeless

March 17, 2017

Kurt J. Kiefer, Assistant State Superintendent

Division for Libraries and Technology

Wisconsin Department of Public Instruction

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Madison, WI 53707-7841

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