

Oshkosh Public Library Board of Trustees
Agenda – November 30, 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>		
Friends of the Library Report		
<u>Consent Agenda:</u>	YES	317 - 322
1. Minutes of the Regular Meeting of October 26, 2017		
2. Regular Vouchers Payable – \$ 353,712.38		
3. Special Fund Vouchers Payable - \$ 13,391.00		
4. Reimbursement of payments for lost materials later found and returned: amount to be communicated at time of board meeting.		
5. <u>2018 Library Closings</u> – Proposal to change date of closure for Staff Development Day from February 16, 2018 to February 9, 2018, as the 16 th is a day when Oshkosh schools are closed. School closure days are typically busy ones for the Library and we believe we should stay open that day.		
<u>Old Business</u>		
1. <u>2018 OPL Budget amendment: Action Requested:</u> Amend the following three budget lines in the 2018 library operating budget: Indirect Personnel Expense for Income Continuation Insurance: to \$0 from \$3,800; Total Proposed 2018 Budget: to \$3,572,500 from \$3,576,300; and Net Levy to \$2,627,000 from \$2,630,800.	YES	323 - 327
<u>New Business</u>		
6. <u>Staff Guest:</u> Vicki Vandenberg, Assistant Director, will report to the board on her attendance at the Oshkosh Area Community Foundation’s annual “Investment Insights” event on November 21, 2017.	NO	
7. <u>2018 Trust Fund Allocation Preview and Rollover Proposal:</u> The packet contains a memo from me, listing the likely allocation proposals for discussion and later consideration, and a proposal to approve certain allocations that will allow immediate ordering of library materials.	YES	328 - 329
<u>Informational Items</u>		
8. Revenues	NO	330 - 342
9. Expenditures		
10. Library Highlights		
11. Monthly Statistics		
12. Donations		
13. Personnel Changes		
14. Trust Funds for Library Excellence – Q3 report		
15. Correspondence		

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
October 26, 2017

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on October 26, 2017. The meeting was called to order at 4:03 p.m. by Board President Christine Melms-Simon. The meeting was held in the lower level meeting room at the Oshkosh Public Library. Present were: Kathy Berminham, Bill Bracken, Kristy Bradish, Adjunct Board Member Karis Graham, Kim Molitor, Dave Romond and Amy Sitter. Absent were: Bob Biebel and Stan Mack. Others present were: Jeff Gilderson-Duwe, Library Director; Lisa Voss, Head of Library Development; Sandra Toland, Volunteer Services Coordinator, JoAnn Brewer, Library Assistant II; Sandy Tervonen, Friends of Oshkosh Public Library Vice-President; and Julie Schmude, Administrative Coordinator.

Public Comments: None

Consent Agenda Items:

- Meeting Minutes** - of the September 28, 2017 regular meeting of the library board.
- Financial Reports** - September Regular Vouchers Payable \$254,224.74
 - September Special Funds Vouchers Payable \$1,058.00
 - September Refunds Processed \$156.75
 - 2018 Schedule of Library Facility Closings
 - 2018 Calendar of Board Meetings

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

Sandy Tervonen presented the Friends of Oshkosh Public Library Activity Report

Sandra Toland provided a brief overview of the Library's Dark Stacks "Haunted House" program.

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

Motion to approve the Retirement Planning Incentive Program for 2018. **Motion:** Romond; **Second:** Sitter; **Vote:** Unanimous.

Motion to adjourn the regular meeting at 4:46 p.m. **Motion:** Sitter; **Second:** Bradish; **Vote:** Unanimous.

Respectfully submitted,



Jeff Gilderson-Duwe, Secretary

Julie Schmude - Recorder
lt

**Oshkosh Public Library
Vouchers Payable
October 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6102 - Regular Pay</u>		
Salaries & Wages	136,826.47	136,826.47
<u>239-1060-6300 - Fringe Benefits</u>		
FICA / Social Security	9,979.65	
Wisconsin Retirement	8,533.15	
Group Health Insurance	26,350.20	
Group Dental Insurance	1,171.68	
Group Life Insurance	<u>504.71</u>	46,539.39
<u>239-1060-6401 - Contractual Services</u>		
NMT Corporation	150.00	
T and L Janitorial Services	2,980.59	
Unique Management Services, Inc.	554.90	
Winnefox Automated Library Services	<u>69,975.01</u>	73,660.50
<u>239-1060-6404 - Postage and Shipping</u>		
Winnefox Library System	<u>243.84</u>	243.84
<u>239-1060-6411 - Promotional Services</u>		
Madison Area Herpetological Society	<u>200.00</u>	200.00
<u>239-1060-6424 - Maintenance Office Equipment</u>		
Oshkosh Office Systems	<u>367.02</u>	367.02
<u>239-1060-6426 - Maintenance Machinery, Equipment & Structures</u>		
Gartman Mechanical Services	599.27	
Omni Glass & Paint, Inc.	5,000.00	
Roe Nurseries, Inc.	165.00	
Tyco Simplex Grinnell	<u>908.00</u>	6,672.27
<u>239-1060-6432 - Equipment Rental</u>		
Great America Financial Services	<u>175.32</u>	175.32
<u>239-1060-6448 - Special Services</u>		
Advanced Disposal	743.80	
Amanda Elzbieciak	<u>409.09</u>	1,152.89
<u>239-1060-6458 - Conference and Training</u>		
Justin Cole	315.32	
Lisa Voss	631.04	
Winnefox Library System	<u>737.50</u>	1,683.86
<u>239-1060-6460 - Membership Dues</u>		
Oshkosh Rotary Club	<u>206.00</u>	206.00
<u>239-1060-6471 - Electricity</u>		
Wisconsin Public Service	<u>5,526.47</u>	\$5,526.47

**Oshkosh Public Library
Vouchers Payable
October 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6474 - Sewer Service</u>		
City Revolving Charge	1,095.41	\$1,095.41
<u>239-1060-6474 - Water Service</u>		
City Revolving Charge	1,226.00	\$1,226.00
<u>239-1060-6474 - Gas Service</u>		
Constellation	973.62	\$973.62
<u>239-1060-6475 - Telephones</u>		
City Revolving Charge	247.95	
Pacific Telemanagement Services	25.00	
Winnefox Library System	26.43	\$299.38
<u>239-1060-6474 - Storm Sewer</u>		
City Revolving Charge	1,139.66	\$1,139.66
<u>239-1060-6483 - Comprehensive Liability</u>		
City Revolving Charge	6.00	\$6.00
<u>239-1060-6499 - Misc Fixed Charges</u>		
Bankcard USA	411.99	\$411.99
<u>239-1060-6505 - Office Supplies</u>		
Amazon (pc)	26.64	
Crown Trophy 39, Inc.	19.00	
Demco	662.58	
Elm USA	319.50	
Kaplan	385.91	
Krummholz (pc)	21.00	
Paypal (pc)	9.99	
Recorded Books	684.20	
Staples	885.89	
Winnefox Library System	173.18	3,187.89
<u>239-1060-6517 - Supplies/Repair Parts</u>		
Amazon (pc)	40.74	
Block Iron & Supply Company	54.00	
Kitz & Pfeil	173.54	
Menards	113.50	
Webrops, LLC (pc)	103.59	
Winnefox Library System	1,328.87	1,814.24
<u>239-1060-6550 - Minor Equipment</u>		
Appleton Compressor Service & Supply, Inc.	1,817.00	
Mayline 2go.com	1,645.00	
Winnefox Library System	1,167.94	\$4,629.94

**Oshkosh Public Library
Vouchers Payable
October 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6575 - Library Materials</u>		
Amazon (pc)	1110.24	
Baker & Taylor	14974.10	
Blackstone Audio	141.91	
Brilliance Publishing	149.95	
Cengage	1166.85	
Gannett (pc)	1124.01	
Ingram	672.23	
Midwest Tape	301.21	
Mitchell1	999.00	
Penguin Random	577.50	
Recorded Books	777.13	
Rosen Publishing	787.35	
S & L Delivery	1452.80	
Thomson Reuters	313.34	
Time-Life (pc)	934.70	
Value Line	1900.00	
Winnefox Library System	<u>35091.00</u>	62,473.32
<u>239-1060-6576 - Promotional Materials</u>		
Winnefox Library System	<u>2,501.61</u>	2,501.61
<u>239-1060-6589 - Other Materials & Supplies</u>		
Amazon (pc)	201.77	
Dollar tree (pc)	9.00	
Dominos (pc)	35.45	
Hobby Lobby (pc)	40.17	
Lakeshore	21.99	
Menards (pc)	94.87	
Michaels (pc)	54.68	
Shopko (pc)	50.93	
Walmart (pc)	85.57	
Winnefox Library System	<u>104.86</u>	\$699.29
		<u>353,712.38</u>

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

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-1327 - OPL Collection Improvement Fund</u>		
Baker & Taylor	97.05	
Cengage	258.31	
Center Point Large Print	<u>58.74</u>	414.10
<u>239-1060-1327 - OPL Collection Improvement Fund - George Hilton Fund</u>		
Baker & Taylor	<u>196.20</u>	196.20
<u>239-1060-1327 - OPL Collection Improvement Fund - Herman Hoxtel Fund</u>		
Baker & Taylor	54.99	
Recorded Books	<u>29.99</u>	84.98
<u>239-1060-1327 - OPL Collection Improvement Fund - Genevieve Bridget Kenny Fund</u>		
Baker & Taylor	<u>19.60</u>	19.60
<u>239-1060-1327 - OPL Collection Improvement Fund - Mabel Rasmussen Fund</u>		
Amazon (pc)	11.99	
Baker & Taylor	75.69	
National Genealogical Society (pc)	<u>31.05</u>	118.73
<u>239-1060-1327 - OPL Collection Improvement Fund - John F. and Helen T. Schuster</u>		
Baker & Taylor	17.64	
Cengage	132.75	
Center Point Large Print	<u>177.96</u>	328.35
<u>239-1060-1327 - OPL Collection Improvement Fund - Steven Zellmer Fund</u>		
AHSGR (pc)	<u>157.39</u>	157.39
<u>239-1060-1327 - OPL Programming Support Fund</u>		
Amazon (pc)	9.14	
Dominos (pc)	92.13	
Goodwill (pc)	69.73	
Walmart (pc)	<u>9.37</u>	180.37
<u>239-1060-1327 - OPL Memorial Fund</u>		
Amazon (pc)	19.93	
Baker & Taylor	447.35	
Omni Glass & Paint	<u>11,424.00</u>	11,891.28
Total		<u><u>13,391.00</u></u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
DATE: October 9, 2017
RE: 2018 SCHEDULE OF LIBRARY FACILITY CLOSINGS

The proposed closings are based upon a combination of factors including holidays established in the Library Employee Handbook, days of anticipated low usage, and other special circumstances. This proposed schedule is consistent with those of previous years.

Sunday, December 31, 2017	New Year's Eve - normal closing time of 5 p.m.
Monday, January 1, 2018	New Year's Day
Friday, February 9, 2018	Staff Development Day
Sunday, April 1, 2018	Easter Sunday
Sunday, May 27, 2018	Memorial Day Sunday
Monday, May 28, 2018	Memorial Day Summer Schedule Begins
Wednesday, July 4, 2018	Independence Day
Monday, September 3, 2018	Labor Day Fall Schedule Begins
Thursday, November 22, 2018	Thanksgiving Day
Monday, December 24, 2018	Christmas Eve
Tuesday, December 25, 2018	Christmas Day
Monday, December 31, 2018	New Year's Eve - closing time of 5 p.m.
Tuesday, January 1, 2019	New Year's Day

City of Oshkosh, 2018 Proposed Budget and Performance Report

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

	2015 Expenditures	2016 Expenditures	2017 Appropriation	2017 Year End Estimate	2018 Proposed Budget
	3,370,839	3,306,144	3,556,700	3,530,400	3,572,500

REVENUES	2015 Revenues	2016 Revenues	2017 Appropriation	2017 Year End Estimate	2018 Proposed
Net Levy #4102	2,482,100	2,657,100	2,624,000	2,624,000	2,627,000
Grants & Aids	777,273	794,336	869,700	850,700	881,400
Fees & Charges	51,941	35,750	44,000	40,000	44,000
Miscellaneous	7,006	7,744	19,000	20,000	20,100
Surplus Applied	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL REVENUES:	3,318,320	3,494,930	3,556,700	3,534,700	3,572,500

Current Net Surplus/Deficit:	(52,519)	188,786	0	4,300	0
Ending Fund Balance:	132,155	320,941	320,941	325,241	325,241

Budget Variances:

--	--

Mission Statement:

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

Links to City

Strategic Plan:

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

Significant

Accomplishments:

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

Objectives to be

Accomplished Next Year:

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

Key Performance Measures

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

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

Contact Information:

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

NUMBER	CLASSIFICATION	2015 EXPEND.	2016 EXPEND.	2017 APPROP.	2017 EST.	2018 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,834,390	1,798,904	1,942,100	1,889,600	1,967,500
6104-00000	Overtime Pay	0	10,075	0	0	0
TOTAL DIRECT LABOR		1,834,390	1,808,979	1,942,100	1,889,600	1,967,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	670,558	599,105	649,200	636,400	639,900
TOTAL INDIRECT LABOR		670,558	599,105	649,200	636,400	639,900
Contractual Services						
6401-00000	Contractual Services	294,924	307,240	328,500	328,500	327,400
6402-00000	Auto Allowance	35	109	200	200	200
6404-00000	Postage & Shipping	3,523	3,053	3,500	3,500	3,500
6410-00000	Advertising/Marketing	2,090	2,050	4,000	8,000	8,000
6411-00000	Promotional Services	2,163	5,880	4,300	5,500	7,800
6424-00000	Maintenance Office Equipment	1,676	2,103	4,500	4,500	4,500
6426-00000	Maint Mach/Equip/Bldg/Struct	50,369	53,553	60,000	85,000	53,000
6427-00000	Maintenance Computer	0	125	0	100	0
6432-00000	Equipment Rental	1,115	1,623	600	1,200	1,200
6437-00000	Parking Facility Rental	5,467	4,480	0	1,100	300
6448-00000	Special Services	4,714	4,325	5,100	5,500	5,500
6454-00000	Legal Professional Service	4,263	955	0	0	0
6458-00000	Conference & Training	1,271	4,746	3,500	3,500	3,500
6459-00000	Other Employee Training	12	175	500	500	500
6460-00000	Membership Dues	1,347	1,153	1,500	1,500	1,500
6466-00000	Misc Contractual Services	0	570	0	200	0
TOTAL CONTRACTUAL SERVICES		372,969	392,140	416,200	448,800	416,900
Utilities						
6471-00000	Electricity	90,147	88,017	85,000	85,000	85,000
6472-00000	Sewer Service	3,010	3,560	3,500	3,500	3,800
6473-00000	Water Service	3,988	4,269	4,000	4,000	4,600
6474-00000	Gas Service	17,660	13,701	31,200	31,200	31,200
6475-00000	Telephones	3,938	2,080	5,500	3,000	3,000
6476-00000	Storm Water	3,750	4,113	2,800	2,800	3,000
TOTAL UTILITIES		122,493	115,740	132,000	129,500	130,600

NUMBER	CLASSIFICATION	2015 EXPEND.	2016 EXPEND.	2017 APPROP.	2017 EST.	2018 PROP.
Account-Project						
Sundry Fixed Charges						
6481-00000	Workers Compensation	1,873	1,900	3,600	3,600	5,100
6482-00000	Building & Contents	9,458	19,028	6,300	6,300	15,800
6483-00000	Comprehensive Liability	1,166	1,430	1,200	1,200	1,200
6494-00000	Boiler Insurance	1,296	0	1,200	1,600	1,200
6496-00000	Licenses and Permits	1,011	1,131	1,200	1,200	1,200
TOTAL SUNDRY FIXED CHARGES		14,804	23,489	13,500	13,900	24,500
Materials & Supplies						
6505-00000	Office Supplies	28,626	30,261	30,000	33,000	30,000
6506-00000	Software Supplies	696	546	1,000	1,000	1,000
6509-00000	Computer Supplies	707	750	300	300	300
6514-00000	Gasoline	0	52	100	100	100
6517-00000	Supplies/Repair Parts	9,662	6,278	12,000	12,000	12,000
6527-00000	Janitorial Supplies	3,818	4,029	3,500	3,500	3,500
6529-00000	Chemicals	0	0	500	1,000	500
6537-00000	Safety Equipment	0	93	0	0	0
6550-00000	Minor Equipment	3,556	6,033	0	2,000	0
6557-00000	Medical Supplies	0	32	0	0	0
6575-00000	Other Library Materials	292,231	310,589	344,800	344,800	327,200
6576-00000	Promotional Materials	11,693	2,987	10,500	10,500	9,500
6587-00000	Gift Expenditures	0	280	0	0	0
6589-00000	Other Materials & Supplies	4,636	4,761	1,000	4,000	9,000
TOTAL MATERIALS & SUPPLIES		355,625	366,691	403,700	412,200	393,100
TOTAL LIBRARY		3,370,839	3,306,144	3,556,700	3,530,400	3,572,500
Estimated Revenues		836,220	837,830	932,700	910,700	945,500
TOTAL NET LEVY		2,534,619	2,468,314	2,624,000	2,619,700	2,627,000

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

Position Title	Current Actual Employees	Current Budgeted Employees	2018 Proposed Employees	2017 Budget Approp.	2017 Estimated Expend.	2018 Proposed Budget
Library Director	1.00	1.00	1.00	124,600	127,100	130,300
Assistant Library Director	1.00	1.00	1.00	83,100	83,100	85,600
Library Development Manager	1.00	1.00	1.00	66,500	66,400	68,100
Managing Librarian	4.00	4.00	4.00	284,200	315,000	283,900
Librarian	6.60	6.60	6.85	378,600	316,200	386,100
Library Supervisor	1.00	1.00	1.00	58,500	58,500	60,300
Library Assistant II	13.40	13.40	13.40	583,900	560,600	596,300
Library Assistant I	2.40	2.40	2.40	80,200	80,200	85,700
Library Maintenance Engineer	1.00	1.00	1.00	53,100	53,100	54,700
Graphic Artist	1.00	1.00	1.00	46,500	46,500	49,000
Hourly Emp. & Pages	6.33	6.33	5.50	124,900	124,900	109,000
Custodian I (P.T.) 6102	0.50	0.50	0.50	21,000	21,000	21,500
Extra Hours for Existing Employees				15,000	15,000	15,000
Merit Pool - 1% of PFP Range				22,000	22,000	22,000
Overtime Pay 6104				0	0	0
Social Security 6302				147,300	143,300	150,400
Retirement 6304				123,600	120,000	124,500
Health Insurance 6306				351,000	351,000	343,900
Dental Insurance 6308				16,300	16,100	15,300
Life Insurance 6310				6,700	6,000	5,800
Income Continuation Ins 6312				4,300	0	0
TOTAL PERSONNEL	39.23	39.23	38.65	2,591,300	2,526,000	2,607,400



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: November 21, 2017
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
RE: 2018 Trust Fund Requests – A preview and a rollover proposal

Accompanying this memo is a preview of the projects that I am planning to put forward to the board for consideration for support from Library trust funds. I will most likely submit the first round of trust fund proposals to the board in January.

I offer the preview to allow plenty of time for discussion and questions about the projects.

I also seek board approval to roll some allocations over from 2017 at the same proposed expenditure amounts. These fund allocations are outlined in heavy black line on the preview sheet. These are allocations from restricted collection-oriented funds (e.g., Schuster, etc.) and also funds that pass through the OPL Memorial Fund that are used for replacement of lost items. If the board approves the rollover of these amounts for these funds, we will be able to order any appropriate library items immediately rather than holding the orders until the board considers all of the trust fund allocations together at a later time.

I am seeking a library board motion to approve allocation of the stated amounts to the trust funds listed within the heavy black outline.

"A Library in Every Life"

328

**Trust Funds for Library Excellence
2018 Allocation Preview and Proposed Rollover Amounts**

Funds for Library Excellence	Average Asset Value 2015-2017	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	Round 2 Proposed Allocation
OverDrive eBooks / eAudiobooks (Winnefox Advantage collection)				\$ 15,000	
Teen book club books				\$ 1,000	
Baby book bag books				\$ 3,500	
Collection Improvement	\$ 981,545		\$ 49,077	\$ 19,500	\$ -
William Waters Plaza - donation to re-imagine project				\$ 30,000	
Building video security surveillance system				\$ 11,000	\$ -
Furniture - CFOS bench for upper level				\$ 1,600	\$ -
Facility Improvement	\$ 1,001,534		\$ 50,077	\$ 42,600	\$ -
William Waters Plaza - donation for future monument to architect				\$ 20,000	
Hiker / Schurz monuments conservation treatment				\$ 15,000	
OASD library materials				\$ 925	\$ -
Hicks	\$ 180,869		\$ 9,043	\$ 35,925	\$ -
Book Bike Project				\$ 4,000	\$ -
Lakefly Writer's Conference				\$ 5,000	\$ -
Donor Recognition Project				\$ 5,000	\$ -
Sponsor Literacy Council Spelling Bee Team (up to 8 people)				\$ 360	\$ -
Library Development	\$ 352,692		\$ 17,635	\$ 14,360	\$ -
Lakefly website re-design				\$ 1,000	\$ -
Technology	\$ 230,932		\$ 11,547	\$ 1,000	\$ -
Dark Stacks Gothic Literary Event				\$ 600	
Lakefly Writer's Conference				\$ 5,000	
Programming	\$ 131,076		\$ 6,554	\$ 5,600	\$ -
Reading / storytime program in memor of Mary Malnar				\$ 600	\$ -
Malnar Fund	\$ 20,367		\$ 1,018	\$ 600	\$ -
Used book store decoration / branding				\$ 4,000	
Interactive learning installations (Jackisch Memorial)				\$ 12,000	
Replacements for lost & damaged materials				\$ 12,000	
Memorial				\$ 28,000	
Neo-Classical Architecture District AV Walking Tour				\$ 1,500	\$ -
Nichols Fund	\$ 50,736		\$ 2,537	\$ 1,500	\$ -
Architectural Consultant Fees for Facility Use Planning				\$ 15,000	\$ -
Stanhilber Fund	\$ 332,677		\$ 16,634	\$ 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	\$ 8,000	\$ -
Steiger	\$ 6,587	Children's	\$ 329	\$ 300	\$ -
Zellmer	\$ 79,454	Genealogy	\$ 3,973	\$ 3,500	\$ -
				\$ 14,150	\$ -
Total Proposed Trust Fund Expenditures			\$ 178,235	\$ -	\$ -

OSHKOSH PUBLIC LIBRARY
STATEMENT OF REVENUE

October 2017
83% of the Year

	ESTIMATED REVENUES	OCTOBER REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
Winnebago County	564,621.00	0.00	423,465.75	75.00%	(141,155.25)
Calumet County (Act 420 Revenue)	1,949.00	0.00	1,949.00	100.00%	0.00
Fond du Lac County (Act 420 Revenue)	23,990.00	0.00	23,990.00	100.00%	0.00
Green Lake County (Act 420 Revenue)	1,747.00	0.00	1,747.00	100.00%	0.00
Waushara County (Act 420 Revenue)	8,103.00	0.00	8,103.00	100.00%	0.00
Winnefox Library System	250,274.00	0.00	0.00	0.00%	(250,274.00)
Graphic Design Contractual Revenues	19,000.00	0.00	0.00	0.00%	(19,000.00)
TOTAL GRANTS & AIDS	869,684.00	0.00	459,254.75	52.81%	(410,429.25)
Fines	25,000.00	2,186.54	34,849.14	139.40%	9,849.14
Collection Service Fees - Collected in-house	7,000.00	260.20	3,549.24	50.70%	(3,450.76)
Meeting Room Rental Fees	3,000.00	265.00	2,925.00	97.50%	(75.00)
Photocopiers	3,000.00	265.38	2,760.61	92.02%	(239.39)
Other Copies	6,000.00	767.63	10,759.49	179.32%	4,759.49
TOTAL FEES & CHARGES	44,000.00	3,744.75	54,843.48	124.64%	10,843.48
Trust Fund Revenues	3,500.00	154.09	2,750.46	78.58%	(749.54)
Miscellaneous Revenues	500.00	94.76	1,869.82	373.96%	1,369.82
Used Book Sales	15,000.00	956.14	12,664.56	84.43%	(2,335.44)
TOTAL MISCELLANEOUS REVENUES	19,000.00	1,204.99	17,284.84	90.97%	(1,715.16)
TOTAL EXPECTED REVENUES	932,684.00	2,186.54	43,978.56	4.72%	(888,705.44)
CITY OF OSHKOSH LEVY	2,624,000.00		2,624,000.00	100.00%	0.00

Oshkosh Public Library
Statement of Expenditures
October 2017
83% of the year

	2017	OCTOBER	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	October 31, 2017
Salaries, Wages, & Benefits					
Salaries & Wages	1,942,100.00	136,826.47	1,489,873.88	76.71	452,226.12
FICA	147,300.00	9,979.65	109,151.64	74.10	38,148.36
Wisconsin Retirement	123,600.00	8,533.15	90,641.12	73.33	32,958.88
Health Insurance	351,000.00	26,350.20	261,392.05	74.47	89,607.95
Dental Insurance	16,300.00	1,171.68	11,338.86	69.56	4,961.14
Life Insurance	6,700.00	504.71	4,914.69	73.35	1,785.31
Income Continuation Insurance	4,300.00	0.00	0.00	0.00	4,300.00
Sub Total Fringe Benefits	649,200.00	46,539.39	477,438.36	73.54	171,761.64
TOTAL PAYROLL	2,591,300.00	183,365.86	1,967,312.24	75.92	623,987.76
Contractual Services	328,500.00	73,660.50	279,450.24	85.07	49,049.76
Auto Allowance	200.00	0.00	0.00	0.00	200.00
Postage & Shipping	3,500.00	243.84	2,414.26	68.98	1,085.74
Advertising/Marketing	4,000.00	0.00	5,874.95	146.87	-1,874.95
Promotional Services	4,300.00	200.00	4,195.00	97.56	105.00
Maint. Office Equipment	4,500.00	367.02	3,591.71	79.82	908.29
Maint. Mach, Equip, Structures	60,000.00	6,672.27	65,703.08	109.51	-5,703.08
Maint. Computer	0.00	0.00	125.00	#DIV/0!	-125.00
Equipment Rental	600.00	175.32	964.26	160.71	-364.26
Parking Rental	0.00	0.00	1,050.00	#DIV/0!	-1,050.00
Special Services	5,100.00	1,152.89	4,401.89	86.31	698.11
Legal Professional Services	0.00	0.00	0.00	#DIV/0!	0.00
Conference & Training	3,500.00	1,683.86	2,920.41	83.44	579.59
Employee Training	500.00	0.00	563.23	112.65	-63.23
Dues	1,500.00	206.00	1,331.00	88.73	169.00
Misc. Contractual Services	0.00	0.00	125.00	#DIV/0!	-125.00
Uncollectible Account	0.00	0.00	596.15	#DIV/0!	-596.15
Electricity	85,000.00	5,526.47	73,992.83	87.05	11,007.17
Sewer Service	3,500.00	1,095.41	2,980.30	85.15	519.70
Water Service	4,000.00	1,226.00	3,428.60	85.72	571.40
Gas Service	31,200.00	973.62	9,156.00	29.35	22,044.00
Telephone	5,500.00	299.38	2,202.13	40.04	3,297.87
Storm Water Utility	2,800.00	1,139.66	3,304.58	118.02	-504.58
Workers Compensation	3,600.00	0.00	3,600.00	100.00	0.00
Building & Contents Insurance	6,300.00	0.00	6,342.50	100.67	-42.50
Comprehensive Liability Ins	1,200.00	6.00	996.00	83.00	204.00
Boiler Insurance	1,200.00	0.00	1,600.00	133.33	-400.00
Licenses and Permits	1,200.00	0.00	756.00	63.00	444.00
Misc. Fixed Charges	0.00	411.99	1,116.54	#DIV/0!	-1,116.54
Office Supplies	30,000.00	3,187.89	25,346.59	84.49	4,653.41
Software	1,000.00	0.00	655.43	65.54	344.57
Computer Supplies	300.00	0.00	146.71	48.90	153.29
Gasoline	100.00	0.00	0.00	0.00	100.00
Supplies/Repair Parts	12,000.00	1,814.24	11,750.03	97.92	249.97
Janitorial Supplies	3,500.00	0.00	1,774.37	50.70	1,725.63
Chemicals	500.00	0.00	810.24	162.05	-310.24
Minor Equipment	0.00	4,629.94	7,313.42	#DIV/0!	-7,313.42
Library Materials	344,800.00	62,473.32	248,541.07	72.08	96,258.93
Promotional Materials	10,500.00	2,501.61	7,306.26	69.58	3,193.74
Other Materials & Supplies	1,000.00	699.29	3,560.00	356.00	-2,560.00
Interest Expense	0.00	331 0.00	96.34	#DIV/0!	-96.34
TOTAL LIBRARY BUDGET	3,556,700.00	353,712.38	2,757,394.36	77.53	799,305.64

Oshkosh Public Library Highlights October 2017

1. A spooky new event on Halloween weekend gave visitors a new kind of library experience they won't soon forget. *Dark Stacks: An Evening with Edgar Allan Poe*, brought some of the author's most macabre tales to life as visitors took a guided tour through the library. Over its three-night run, *Dark Stacks* drew 180 people, who were treated to scenes from stories including *The Oval Portrait*, *The Masque of the Red Death* and *The Cask of Amontillado*.

Reaction to *Dark Stacks* was extremely positive and a quick post-event survey indicated that some of the participants were not regular library users: 25 percent had library cards that were not up-to-date and ten did not have library cards. Staff from all departments participated in planning and executing the event and members of the Rebel Alliance Theater, Oshkosh North drama students and library volunteers played major roles in *Dark Stacks*. The Friends of the Library served refreshments and took in more than \$160 in donations.

2. OPL offered an Egyptian Treasure Hunt for families throughout the month of October, with 220 people participating. The event highlighted information about early Egyptians and incorporated different techniques for using the library. The treasure hunt was a featured stop on the Downtown Oshkosh Scavenger Hunt on Oct. 28, with an estimated 90 people participating that day alone.
3. Our Nov. 8 Teen Tech Time event brought 35 teens together to explore virtual reality and experiment with Ozobots – small programmable robots.
4. Library staff presented programs for Learning in Retirement in October and November, with more than 100 members attending programs detailing the rags-to-riches-to-rags story of Baby Doe Tabor, a "Great Books of 2017" program at Evergreen and a "Tech Update" on topics including the new Libby app for downloading books from Overdrive, fake news and our Mango Languages online resource.
5. The music of World War I was brought to life during a Veterans Day weekend event under the Dome. Local high school choirs performed a concert of WWI-era songs, using sheet music that belonged to residents during the war. Complementing the concert was a lecture by UWO's Dr. Julia Chybowski on the role that music played during this era. The event, co-sponsored by the Oshkosh Public Museum and the committee commemorating the Oshkosh Centennial of entry into WW I, drew 70 people to the library.
6. OPL partnered with two local history groups for events in October and November that brought more than 90 people to the library. Thirty-three people attended a program on the history of Butte des Mort, presented by the Butte des Morts Historic Preservation Society and the Winnebagoland Genealogical Society. And more than 60 people attended a program about the history of German-American cooking, presented by the Winnebago Historical & Archaeological Society on Nov. 15.

7. The library has been “yarn-bombed,” adding some cozy color to the towering pillars on 2nd floor. St. Vincent de Paul donated crocheted afghan quilts to create the display, which is modeled after similar efforts seen around the world.
8. The library’s third annual Grinchmas Celebration brought 450 people together under the Dome on Nov. 18, to enjoy hot chocolate, stories, games, crafts and other activities, as part of the Whoville Holiday in Downtown Oshkosh. This year’s event included a new type of photo opp, using an app to insert a Whoville background behind children posing in front of a green screen. The photos have been posted to our web site so that families can download them as keepsakes from the event and community members can vote for their favorites.

MONTHLY REPORT
Oshkosh Public Library
October 2017

CIRCULATION	Oct 2017	Oct 2016	% Change	YTD 2017	YTD 2016	% Change
Book-Adult	15,962	16,582	-4%	172,377	175,990	-2.1%
Book-Juvenile	16,481	17,446	-6%	175,301	181,025	-3.2%
Book-YA/Teen	1,490	1,636	-9%	18,540	20,951	-11.5%
CD-Adult	2,556	2,805	-9%	30,148	33,586	-10.2%
CD-Juvenile	183	259	-29%	2,378	2,480	-4.1%
CD-Book-Adult	1,497	1,720	-13%	15,659	18,196	-13.9%
CD-Book-Juvenile	360	267	35%	3,296	3,435	-4.0%
CD-Book-YA/Teen	31	29	7%	358	343	4.4%
DVD-Adult	11,328	12,604	-10%	129,624	138,834	-6.6%
DVD-Juvenile	2,946	4,483	-34%	37,706	49,309	-23.5%
Game-Adult	338	552	-39%	4,892	6,488	-24.6%
Game-Juvenile	118	132	-11%	1,567	1,648	-4.9%
Magazine-Adult	979	1,357	-28%	11,500	12,506	-8.0%
Magazine-Juvenile	41	69	-41%	425	625	-32.0%
Magazine-YA/Teen	9	11	-18%	119	103	15.5%
Other-Adult	117	108	8%	1,302	1,292	0.8%
Other-Juvenile	70	72	-3%	750	551	36.1%
Other-YA/Teen	3	1	200%	57	28	103.6%
Total Adult	32,777	35,713	-8%	365,502	386,613	-5.5%
Total Juvenile	20,199	22,728	-11%	221,423	239,071	-7.4%
Total YA/Teen	1,533	1,692	-9%	19,074	21,706	-12.1%
SUB TOTAL	54,509	60,133	-9%	605,999	647,390	-6.4%
Digital Book Formats						
OverDrive E-Books	3,341	3,367	-1%	35,826	34,077	5.1%
Hoopla E-Books	27	0	#DIV/0!	82	0	#DIV/0!
E-BOOKS SUB TOTAL	3,368	3,367	0%	35,908	34,077	5.4%
Audiobook Formats						
OverDrive Audiobooks	2,092	1,948	7%	19,873	17,903	11.0%
Hoopla Audiobooks	42	0	#DIV/0!	136	0	#DIV/0!
AUDIOBOOKS SUB TOTAL	2,134	1,948	10%	20,009	17,903	11.8%
Tumblebooks	255	320	-20%	2,024	1,590	27.3%
DIGITAL BOOKS SUB TOTAL	255	320	-20%	2,024	1,590	27.3%
Digital Media						
Hoopla Music	24	0	#DIV/0!	94	0	#DIV/0!
Hoopla Video	37	0	#DIV/0!	124	0	#DIV/0!
DIGITAL MEDIA SUB TOTAL	61	0	#DIV/0!	218	0	#DIV/0!
DIGITAL CONTENT SUB TOTAL	5,818	5,635	3%	58,159	53,570	8.6%
TOTAL CIRCULATION	60,327	65,768	-8%	664,158	700,960	-5.3%

PHYSICAL MATERIALS	Oct 2017	Oct 2016	% Change	YTD 2017	YTD 2016	% Change
% AV Materials Circulated	36%	38%	-7%	38%	40%	-5%
% Print Materials Circulated	64%	62%	4%	62%	60%	3%
% Adult Materials Circulated	63%	59%	6%	63%	63%	1%
% Youth Materials Circulated	37%	41%	-9%	37%	37%	-1%
Average Circulation Per Hour	195.9	216	-9%	235	246	-5%

MISCELLANEOUS	Oct 2017	Oct 2016	% Change	YTD 2017	YTD 2016	% Change
Library Facility Traffic	0	21,060	-100.0%	245,176	225,847	8.6%
Average Daily Traffic	715	679	5.3%	831	794	4.7%
Meetings Held	116	88	31.8%	831	747	11.2%
New Card Registrations	0	269	-100.0%	2,613	2,667	-2.0%
Self-check % of Checkout	47%	46%	0.6%	48%	42%	14.8%
Volunteer Hours Worked	266	266	0.0%	2,970	4,482	-33.7%
Teacher Packs	7	8	-12.5%	59	53	11.3%

ELECTRONIC RESOURCES	Oct 2017	Oct 2016	% Change	YTD 2017	YTD 2016	% Change
OPL Website Sessions	22,114	22,309	-1%	220,267	232,746	-5.4%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	42	62	-32%	657	644	2.0%
EBSCO Sessions	499	128	290%	2,373	2,489	-4.7%
HeritageQuest Sessions	83	26	219%	908	670	35.5%
Mango Languages	21	40	-48%	227	304	-25.3%
Mitchell Auto Repair	51	16	219%	125	119	5.0%
NewspaperARCHIVE	696	362	92%	4,663	4,357	7.0%
Oshkosh Northwestern	62	61	2%	469	476	-1.5%
RefUSA	82	69	19%	1,088	796	36.7%
SUB-TOTAL	1,536	764	101%	10,510	9,091	15.6%
LOCAL DATABASE SESSIONS						
1957 Address Change	71	45	58%	590	563	4.8%
City Directories	176	172	2%	1,576	1,632	-3.4%
Digital Collections	572	511	12%	3,897	3,544	10.0%
Local History Books	54	48	13%	541	888	-39.1%
Oshkosh Facts, Firsts, and FAQ	10	11	-9%	100	80	25.0%
Oshkosh Newspaper Index	17	9	89%	123	101	21.8%
Oshkosh Vital Records Index	582	562	4%	6,077	5,960	2.0%
Riverside Cemetery Index	39	49	-20%	427	480	-11.0%
UWDC - Atlases & Histories	49	35	40%	340	530	-35.8%
SUB-TOTAL	1,570	1,442	9%	13,671	13,778	-0.8%
TOTAL ELECTRONIC RESOURCE SESSIONS	25,220	24,515	3%	244,448	256,379	-4.7%

PUBLIC COMPUTER USE	Oct 2017	Oct 2016	% Change	YTD 2017	YTD 2016	% Change
Wireless Use	24817	25090	-1%	243,987	240962	1.3%
Public Computer Use						
Adult	3,436	3,415	1%	33835	35856	-5.6%
Youth	664	764	-13%	6851	9681	-29.2%
TOTAL USE	4,100	4,179	-2%	40686	45537	-10.7%

QUESTIONS ANSWERED	Oct 2017	Oct 2016	% Change	YTD 2017	YTD 2016	% Change
Adult Department						
Reference	1,586	11,891	-87%	29,672	127,769	-76.8%
Youth Department						
Reference	439	641	-32%	5,038	11,242	-55.2%
TOTAL QUESTIONS ANSWERED	2,025	12,532	-84%	34,710	139,011	-75.0%

PROGRAMS	Oct 2017	Oct 2016	% Change	YTD 2017	YTD 2016	% Change
Programs Given						
Adult	12	14	-14%	127	105	21.0%
Teen	5	8	-38%	73	50	46.0%
Youth	56	52	8%	303	284	6.7%
Roving Reader	17	8	113%	121	61	98.4%
TOTAL	90	82	10%	624	500	24.8%

Program Attendance	Oct 2017	Oct 2016	% Change	YTD 2017	YTD 2016	% Change
Adult	326	199	64%	2,382	1,785	33%
Teen	21	75	-72%	1,147	556	106%
Youth	1124	1208	-7%	10,519	11,765	-11%
TOTAL	1471	1482	-1%	13,894	14,106	-2%

PROGRAMS**DATE****Adult**

OPL 24/7	10/2/2017
LIR - Baby Doe Tabor	10/2/2017
Bored? Games!	10/7/2017
Mens' book club	10/9/2017
Adult Storytime	10/10/2017
What's Cooking Cookbook Club	10/11/2017
Metaphysical Awakenings	10/13/2017
White Tails	10/16/2017
Movie Matinee: La La Land	10/16/2017
Graphic Novel Club	10/19/2017
Dark Stacks	10/27/17-10/29/17

Teen

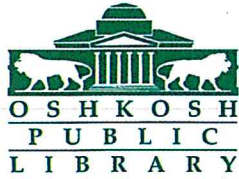
Teen Book Club	10/6/2017
Teen Read Week Scavenger Hunt	10/9/2017
Teen DIY: Creepy Slime	10/20/2017
Teen Advisory Board	10/23/2017

Youth

Family Storytime (2 sessions)	10/2/2017
Webster-Stanley Dewey Decimal Visit	10/2/2017
High Hopes (2 sessions)	10/3/2017
High Hopes (2 sessions)	10/4/2017
Family Storytime (2 sessions)	10/5/2017
WonderLab - Paper Forts 1	10/5/2017
Webster-Stanley Dewey Decimal Visit	10/5/2017
Beginner's Minecraft	10/5/2017
Bored? Games!	10/7/2017
Read to a Dog	10/9/2017
Family Storytime (2 sessions)	10/9/2017
Shelly's Little Angels Daycare	10/9/2017
High Hopes (2 sessions)	10/10/2017
Tweens Create	10/10/2017
Faith Are Us In-Home Family Daycare	10/10/2017

Youth - cont'd

WonderLab - Paper Forts 2	10/11/2017
High Hopes (2 sessions)	10/11/2017
I Hear Music: A Minecraft Workshop	10/11/2017
Wee Wisdom Day Care (2classes)	10/11/2017
Miller's Family Daycare	10/11/2017
Family Storytime (2 sessions)	10/12/2017
Family Storytime (2 sessions)	10/16/2017
Read to a Dog	10/16/2017
Rosendale Primary School	10/16/2017
High Hopes (2 sessions)	10/17/2017
Arts for Kids (2 classes - 4-5 year olds)	10/17/2017
Helping Hands Day Care	10/17/2017
Arts for Kids (4 classes - 3 year olds)	10/17/2017
High Hopes (2 sessions)	10/18/2017
Family Storytime (2 sessions)	10/19/2017
Wilcox Center (4 classes - 3-4 year olds)	10/19/2017
Family Storytime (2 sessions)	10/23/2017
Read to a Dog	10/23/2017
Davis Child Care Center (4 classes)	10/23/2017
High Hopes (2 sessions)	10/24/2017
Tweens Create	10/24/2017
Miller's Family Daycare	10/25/2017
High Hopes (2 sessions)	10/25/2017
Family Storytime (2 sessions)	10/26/2017
Movies and More	10/27/2017
Brick by Brick	10/28/2017
Downtown Scavenger Hunt/Library Part	10/28/2017
Family Storytime (2 sessions)	10/30/2017
High Hopes (2 sessions)	10/31/2017
Egyptian Treasure Hunt	10/17/17-10/31/17



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe

FROM: Libby Terrell

DATE: November 22, 2017

SUBJECT: October 2017 Donations

During the month of October 2017, the library received \$58.69 in donations from miscellaneous patrons.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

To: Jeff Gilderson-Duwe
From: Libby Terrell
Date: November 22, 2017
Re: October 2017 Personnel Changes

There were no staff changes to report in the month of October.

"Connecting People with Information"

Oshkosh Public Library - OACF Trust Funds - Q3 2017 Report

Funds for Library Excellence

	Collection Improvement		Facility Improvement		Library Development & Support		Technology		Programming Support	
	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date
	Opening Fund Balance	\$ 1,068,903.80	\$ 1,007,975.74	\$ 1,069,577.68	\$ 1,008,992.15	\$ 400,050.98	\$ 367,897.00	\$ 248,397.94	\$ 234,327.60	\$ 141,348.17
Additions to Fund Balance										
Contributions	\$ 59,933.28	\$ 60,328.28	\$ -	\$ -	\$ -	\$ 9,855.00	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 45,088.28	\$ 98,459.62	\$ 42,538.47	\$ 95,957.13	\$ 16,482.91	\$ 36,117.00	\$ 10,215.06	\$ 22,620.97	\$ 5,710.71	\$ 12,765.10
Realized Gains/Losses	\$ -	\$ 2,614.33	\$ -	\$ 2,615.98	\$ -	\$ 978.29	\$ -	\$ 607.54	\$ -	\$ 345.71
Investment Income	\$ 3,425.03	\$ 10,026.68	\$ 3,135.06	\$ 9,741.91	\$ 1,224.17	\$ 3,670.29	\$ 758.36	\$ 2,292.73	\$ 422.33	\$ 1,295.39
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 108,446.59	\$ 171,428.91	\$ 45,673.53	\$ 108,315.02	\$ 17,707.08	\$ 50,620.58	\$ 10,973.42	\$ 25,521.24	\$ 6,133.04	\$ 14,406.20
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (1,320.60)	\$ (3,374.86)	\$ (1,223.09)	\$ (3,279.05)	\$ (476.19)	\$ (1,234.86)	\$ (295.05)	\$ (772.53)	\$ (164.55)	\$ (436.20)
Program Expenses	\$ (6,216.64)	\$ (6,216.64)	\$ (47,103.12)	\$ (47,103.12)	\$ (304.20)	\$ (304.20)	\$ (776.77)	\$ (776.77)	\$ (3,529.57)	\$ (3,529.57)
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0.85)	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (7,537.24)	\$ (9,591.50)	\$ (48,326.21)	\$ (50,382.17)	\$ (780.39)	\$ (1,539.91)	\$ (1,071.82)	\$ (1,549.30)	\$ (3,694.12)	\$ (3,965.77)
Net Changes to Fund Balance	\$ 100,909.35	\$ 161,837.41	\$ (2,652.68)	\$ 57,932.85	\$ 16,926.69	\$ 49,080.67	\$ 9,901.60	\$ 23,971.94	\$ 2,438.92	\$ 10,440.43
Ending Fund Balance	\$ 1,169,813.15	\$ 1,169,813.15	\$ 1,066,925.00	\$ 1,066,925.00	\$ 416,977.67	\$ 416,977.67	\$ 258,299.54	\$ 258,299.54	\$ 143,787.09	\$ 143,787.09

340

Restricted Collection Funds

	Archer		Gruenewald		Hilton II Special		Hostel		Jackson	
	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date
	Opening Fund Balance	\$ 1,724.58	\$ 1,626.90	\$ 2,575.91	\$ 2,430.00	\$ 13,222.02	\$ 12,473.08	\$ 14,380.05	\$ 12,771.41	\$ 1,568.88
Additions to Fund Balance										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823.00	\$ -	\$ -
Unrealized Gains/Losses	\$ 71.11	\$ 157.27	\$ 106.20	\$ 234.84	\$ 545.10	\$ 1,205.44	\$ 592.86	\$ 1,283.42	\$ 64.67	\$ 143.05
Realized Gains/Losses	\$ -	\$ 4.21	\$ -	\$ 6.30	\$ -	\$ 32.34	\$ -	\$ 35.15	\$ -	\$ 3.83
Investment Income	\$ 5.27	\$ 15.91	\$ 7.88	\$ 23.81	\$ 40.50	\$ 122.18	\$ 44.04	\$ 130.79	\$ 4.80	\$ 14.49
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 76.38	\$ 177.39	\$ 114.08	\$ 264.95	\$ 585.60	\$ 1,359.96	\$ 636.90	\$ 2,272.36	\$ 69.47	\$ 161.37
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (2.04)	\$ (5.37)	\$ (3.07)	\$ (8.03)	\$ (15.76)	\$ (41.18)	\$ (17.13)	\$ (43.95)	\$ (1.87)	\$ (4.89)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (2.04)	\$ (5.37)	\$ (3.07)	\$ (8.03)	\$ (15.76)	\$ (41.18)	\$ (17.13)	\$ (43.95)	\$ (1.87)	\$ (4.89)
Net Changes to Fund Balance	\$ 74.34	\$ 172.02	\$ 111.01	\$ 256.92	\$ 569.84	\$ 1,318.78	\$ 619.77	\$ 2,228.41	\$ 67.60	\$ 156.48
Ending Fund Balance	\$ 1,798.92	\$ 1,798.92	\$ 2,686.92	\$ 2,686.92	\$ 13,791.86	\$ 13,791.86	\$ 14,999.82	\$ 14,999.82	\$ 1,636.48	\$ 1,636.48

Q3 2017

11/21/2017

Oshkosh Public Library - OACF Trust Funds - Q3 2017 Report

	Kelish		Kenny		Rasmussen, M.		Rojahn, F & A		Schuster, J & H	
	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date
Restricted Collection Funds										
Opening Fund Balance	\$ 2,718.74	\$ 2,564.71	\$ 9,607.74	\$ 9,063.51	\$ 10,644.67	\$ 10,041.70	\$ 498.87	\$ 470.58	\$ 193,854.20	\$ 182,873.45
Additions to Fund Balance										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 112.09	\$ 247.88	\$ 396.09	\$ 875.94	\$ 438.85	\$ 970.50	\$ 20.60	\$ 45.53	\$ 7,604.41	\$ 17,286.22
Realized Gains/Losses	\$ -	\$ 6.65	\$ -	\$ 23.50	\$ -	\$ 26.04	\$ -	\$ 1.22	\$ -	\$ 474.13
Investment Income	\$ 8.32	\$ 25.13	\$ 29.43	\$ 88.78	\$ 32.60	\$ 98.35	\$ 1.51	\$ 4.59	\$ 558.71	\$ 1,756.15
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 120.41	\$ 279.66	\$ 425.52	\$ 988.22	\$ 471.45	\$ 1,094.89	\$ 22.11	\$ 51.34	\$ 8,163.12	\$ 19,516.50
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (3.23)	\$ (8.45)	\$ (11.44)	\$ (29.91)	\$ (12.68)	\$ (33.15)	\$ (0.59)	\$ (1.53)	\$ (218.23)	\$ (590.86)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (11,725.94)
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (3.23)	\$ (8.45)	\$ (11.44)	\$ (29.91)	\$ (12.68)	\$ (33.15)	\$ (0.59)	\$ (1.53)	\$ (11,944.17)	\$ (12,316.80)
Net Changes to Fund Balance	\$ 117.18	\$ 271.21	\$ 414.08	\$ 958.31	\$ 458.77	\$ 1,061.74	\$ 21.52	\$ 49.81	\$ (3,781.05)	\$ 7,199.70
Ending Fund Balance	\$ 2,835.92	\$ 2,835.92	\$ 10,021.82	\$ 10,021.82	\$ 11,103.44	\$ 11,103.44	\$ 520.39	\$ 520.39	\$ 190,073.15	\$ 190,073.15

	Steiger		Zellmer	
	Q-3	2017 to Date	Q-3	2017 to Date
Restricted Collection Funds				
Opening Fund Balance	\$ 8,040.12	\$ 7,174.60	\$ 85,402.29	\$ 80,564.75
Additions to Fund Balance				
Contributions	\$ -	\$ 425.00	\$ -	\$ -
Unrealized Gains/Losses	\$ 331.46	\$ 718.70	\$ 3,483.96	\$ 7,749.25
Realized Gains/Losses	\$ -	\$ 19.66	\$ -	\$ 208.88
Investment Income	\$ 24.63	\$ 73.25	\$ 258.20	\$ 785.73
Transfers to Principal	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 356.09	\$ 1,236.61	\$ 3,742.16	\$ 8,743.86
Decreases to Fund Balance				
Transfers of Income	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (9.58)	\$ (24.58)	\$ (100.52)	\$ (264.68)
Program Expenses	\$ -	\$ -	\$ (4,116.71)	\$ (1,116.71)
Other Expenses	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (9.58)	\$ (24.58)	\$ (1,217.23)	\$ (1,381.39)
Net Changes to Fund Balance	\$ 346.51	\$ 1,212.03	\$ 2,524.93	\$ 7,362.47
Ending Fund Balance	\$ 8,386.63	\$ 8,386.63	\$ 87,927.22	\$ 87,927.22

Oshkosh Public Library - OACF Trust Funds - Q3 2017 Report

	AV Trust		Mainlar		Nichols	
	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date
Other Restricted Funds						
Opening Fund Balance	\$ 23,592.56	\$ 22,256.18	\$ 21,891.87	\$ 20,651.81	\$ 54,533.80	\$ 51,444.77
Additions to Fund Balance						
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 972.67	\$ 2,150.97	\$ 902.54	\$ 1,995.92	\$ 2,248.27	\$ 4,971.90
Realized Gains/Losses	\$ -	\$ 57.69	\$ -	\$ 53.54	\$ -	\$ 133.38
Investment Income	\$ 72.25	\$ 217.98	\$ 67.04	\$ 202.26	\$ 167.00	\$ 503.84
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 1,044.92	\$ 2,426.64	\$ 969.58	\$ 2,251.72	\$ 2,415.27	\$ 5,609.12
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (28.11)	\$ (73.45)	\$ (26.08)	\$ (68.16)	\$ (64.95)	\$ (169.77)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (28.11)	\$ (73.45)	\$ (26.08)	\$ (68.16)	\$ (64.95)	\$ (169.77)
Net Changes to Fund Balance	\$ 1,016.81	\$ 2,353.19	\$ 943.50	\$ 2,183.56	\$ 2,350.32	\$ 5,439.35
Ending Fund Balance	\$ 24,609.37	\$ 24,609.37	\$ 22,835.37	\$ 22,835.37	\$ 56,884.12	\$ 56,884.12

	All Unrestricted Funds		All Restricted Funds		All Funds	
	Q-3	2017 to Date	Q-3	2017 to Date	Q-3	2017 to Date
Opening Fund Balance	\$ 2,928,278.57	\$ 2,752,539.15	\$ 444,256.30	\$ 417,887.45	\$ 3,372,534.87	\$ 3,170,426.60
Additions to Fund Balance						
Contributions	\$ 59,933.28	\$ 70,183.28	\$ -	\$ 1,248.00	\$ 59,933.28	\$ 71,431.28
Unrealized Gains/Losses	\$ 120,035.43	\$ 265,919.82	\$ 17,890.88	\$ 40,036.83	\$ 137,926.31	\$ 305,956.65
Realized Gains/Losses	\$ -	\$ 7,161.85	\$ -	\$ 1,086.52	\$ -	\$ 8,248.37
Investment Income	\$ 8,964.95	\$ 27,027.00	\$ 1,322.18	\$ 4,063.24	\$ 10,287.13	\$ 31,090.24
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 188,933.66	\$ 370,291.95	\$ 19,213.06	\$ 46,434.59	\$ 208,146.72	\$ 416,726.54
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (3,479.48)	\$ (9,097.50)	\$ (515.28)	\$ (1,367.96)	\$ (3,994.76)	\$ (10,465.46)
Program Expenses	\$ (57,930.30)	\$ (57,930.30)	\$ (12,842.65)	\$ (12,842.65)	\$ (70,772.95)	\$ (70,772.95)
Other Expenses	\$ -	\$ (0.85)	\$ -	\$ -	\$ -	\$ (0.85)
Total Fund Balance Decreases	\$ (61,409.78)	\$ (67,028.65)	\$ (13,357.93)	\$ (14,210.61)	\$ (74,767.71)	\$ (81,239.26)
Net Changes to Fund Balance	\$ 127,523.88	\$ 303,263.30	\$ 5,855.13	\$ 32,223.98	\$ 133,379.01	\$ 335,487.28
Ending Fund Balance	\$ 3,055,802.45	\$ 3,055,802.45	\$ 450,111.43	\$ 450,111.43	\$ 3,505,913.88	\$ 3,505,913.88

Public Library System Redesign (PLSR) Project Update November 2017

Library systems in Wisconsin date to 1971, when the system law was passed. Each system has grown and developed differently in response to the needs of its members. Library services and technology have both changed considerably in the past 46 years.

A feeling has grown over the past few years that there needs to be a comprehensive look at how support services are provided to libraries. Levels of service vary considerably around the state and services may not be provided in the most cost-efficient manner. The PLSR project was begun in early 2016 to review system services and suggest changes. A Steering Committee and nine subject area workgroups were appointed.

All the PLSR workgroups gave presentations at the WLA Conference this year. This report summarizes the progress so far and the next steps. You can see the presentations and other materials at <http://www.plsr.info/resources/workgroupswla2017/>.

A persistent theme of the presentations was *equity*. All libraries should receive a similar level of service so that all library users receive great service no matter where they live. There is considerable variation in system services, and the goal is to bring lower-quality services up to the higher standards.

Delivery

Currently, each library system runs its own delivery service. Some own vans and hire drivers while others contract with outside vendors. There is a statewide delivery, headquartered in Madison, which connects the 16 systems and also provides delivery to UW System and Technical College libraries, private college & university libraries, correctional institutions, some K-12 schools, and other state government offices.

The proposed model would replace this with 7 regional “hubs” around the state. The would be located so all libraries in the region would be within about a 100-mile radius of the hub and delivery would be done within an 8 or 9-hour day. Each library would receive delivery 5 days per week.

These hubs would provide delivery to all the libraries in that area, not just the public libraries. Items would be transferred between hubs daily, possibly overnight, with the goal of items reaching their destination the next day.

ILL/ILS

Currently there are over 40 separate ILS systems in Wisconsin. Some are operated by library systems for their members, some are shared between systems (e.g.: OWLS & Nicolet). Twenty-seven are single libraries. Each has a different interface and patrons can't easily search for items in other systems. Patrons near borders must register for and use different library cards.

The workgroup envisions some ILS mergers to create larger service areas. They are not envisioning the same ILS for all public libraries. Instead, the proposed plan would put a “discovery layer” in place that would allow library users to search multiple ILS's and to place holds on items. A Montello patron, for example, could locate an item owned by LaCrosse library, place a hold on it, and have it sent to Montello

where it would be checked out just as an item from a neighboring library would be. A single library card would also be valid in every library in the state.

Interlibrary loan (ILL)—borrowing from and lending to libraries outside the system—is handled differently in different systems. Some, like Winnefox, have a staff person who handles this for member libraries. Others leave it to the libraries to do it themselves.

The proposed model would set up regional ILL centers that would coordinate ILL for all libraries in its area. The service would be very similar to the way Winnefox provides ILL service for its libraries.

CE/Consulting

Traditionally each system planned its own continuing education programs. Over the past few years there has been an increasing amount of cooperation and sharing.

Consulting is another service that has been and continues to be done on a system-by-system basis. Many system staff members have duties in addition to consulting and they may not have had special training in their consulting areas.

The proposed model would set up regional teams to provide CE and consulting on specific topics (administration, HR, building issues, etc). There would also be a statewide portal for library staff to find CE opportunities statewide and for CE and consulting resources to be posted. The portal would also allow directors to track and record CE activities online.

Technology

Currently there is wide variation in how libraries receive technology services and in the quality and cost of those services. Some systems provide technology support while other libraries receive them from the municipality, a staff member, a private computer company, or a volunteer.

The proposed model would set up multiple regional field offices to provide direct technology support for libraries. A statewide office would provide backup for the regional offices. Libraries and front-line support staff would know each other and there would be backup for high-level problems.

Collections

This workgroup has been examining the best way to manage online resources and digital collections in libraries. Online resources include access to magazines, newspapers, music, video, ebooks, learning tools such as Mango Languages, or Gale Courses, and specialized resources, such as Auto Repair and Heritage Quest. Digital collections are locally-produced collections of scanned documents.

These resources are managed differently around the state. Some are purchased and managed by libraries individually while others are managed by systems, the state, or other organizations. Management includes purchasing or licensing, authentication so patrons can access these resources from outside the library, and statistical reporting so libraries know how much these resources are used.

The proposed electronic resources model would centralize purchasing to take advantage of group rates, set up trials and evaluation, promotional materials, and training for library staff and patrons. There would be one portal for users to access both statewide and local resources.

The proposed digital collections model would provide assistance with creating and hosting content, regional scanning centers, and circulating digitization kits for libraries to use.

Resource Libraries

Currently, statute requires that each system have a resource library (usually the largest library in the system). When the system law was written in 1971 resource libraries were necessary because of their large collections, more highly-trained staff, and reference resources. Both library services and technology have changed significantly since then.

This workgroup is developing recommendations for what future roles, if any, the resource libraries will play. There are no definite recommendations at this time because these depend, in part, on recommendations from the other workgroups.

Chapter 43

This workgroup is charged with reviewing statutes relating to system services, funding, and governance. They have not only examined systems in Wisconsin but also how support services are provided to libraries in other states. As the Steering Committee writes their final report this workgroup will develop proposed statutory changes to support the report.

Where do we go from here?

The proposals are just that: the workgroups' ideas of what the best service would look like. Over the next few months they will be collecting comments and writing their final reports. Your comments on these proposals are welcome. There is contact information on the PLSR site <http://www.plsr.info/>.

The final proposals will be sent to the Steering Committee in February, where the Committee will reconcile them. The Committee has also contracted with Russell Consulting to convene three focus groups of about 40 people each to discuss the proposals. The Committee hopes to submit a final PLSR report and recommendations to the Division by May.

The recommendations in the report will not be implemented immediately, and some may never be. It is expected that they will be phased in piecemeal over the next several years.

	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	2017 Totals	Bkstore Opening to date
\$1.00 Books	819	648	781	1006	653	677	652	536	725	617	729	656		7680	8499
\$.50 Books	309.5	151.5	165	193.5	161.5	154.5	198	163	171	114.5	167	180		1819.5	2129
\$.25 Books	57.25	25.75	88.5	87.5	69.5	49	86	175.75	239.75	88.5	69.5	68.25		1048	1105.25
\$.10 Books & Magazines	9	11.7	37.5	31.1	220.06	17.2	11.7	11.6	11.1	9.5	15.4	8.8		385.66	394.66
Other	99.1	28	188.26	377.4	17.1	93	116.1	318.22	110.75	53.5	286.15	88.8		1776.38	1776.38
Bookshelves	230	65	105	160	0	0	0	0	25	0	0	0		355	585
TOTAL \$ SALES	1523.85	929.95	1365.26	1855.5	1121.16	990.7	1063.8	1204.57	1282.6	883	1267.05	1001.85	0	12965.44	14489.29
\$1.00 Books Sold	819	648	781	1006	653	677	652	536	725	617	729	656		7680	8499
\$.50 Books Sold	619	303	330	387	323	309	396	326	342	229	334	360		3639	4258
\$.25 Books Sold	229	103	354	350	278	196	344	703	959	354	278	273		4192	4421
\$.10 Books & Magazines	90	117	375	311	171	172	117	116	111	95	154	88		1827	1917
Other Sold	48	13	22	61	57	38	42	37	22	17	37	27		373	421
Bookshelves Sold	11	3	5	7	0	0	0	0	1	0	0	0		16	27
TOTAL NUMBER SOLD	1816	1187	1867	2122	1482	1392	1551	1718	2160	1312	1532	1404	0	17727	19543