

**Oshkosh Public Library Board of Trustees**  
**Agenda – October 26, 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	293-299
1. Minutes of the Regular Meeting of September 28, 2017		
2. Regular Vouchers Payable \$254,224.74		
3. Special Fund Vouchers Payable \$1,058.00		
4. Reimbursement of payments for lost materials later found and returned: amount to be communicated at time of board meeting.		
5. 2018 Schedule of Library Facility Closings		
6. 2018 Calendar of Board Meetings		
<b><u>Items Removed From Consent Agenda</u></b>		
<b><u>New Business</u></b>		
7. <u>Friends of the Library Report</u>		
8. <u>Staff Guest:</u> Sandra Toland, Coordinator of Volunteers and of Adult Programming, will share with the board plans for a new library event: <i>Dark Stacks: an evening with Edgar Allan Poe</i> , October 27, 28, and 29.	NO	
9. <u>2018 OPL Budget amendment: Action Requested:</u> Amend the following three budget lines in the 2018 library operating budget: Expenditures for Worker's Compensation Insurance: to \$5,100 from \$4,000; Miscellaneous Revenues: to \$20,100 from \$19,000; Total Library Budget: to \$3,576,300 from \$3,575,200.	YES	300-304
10. <u>Retirement Planning Incentive Program for 2018</u> – Library Director proposes to continue incentive program for advance notification of intention to retire. Memo included in board packet. <b>Action Requested:</b> Decide whether to extend the retirement notification incentive into 2018.	YES	305
<b><u>Informational Items</u></b>	NO	306-314
11. Revenues		
12. Expenditures		
13. Library Highlights - TBD		
14. Monthly Statistics		
15. Donations		

16. Personnel Changes

**Library Director's Report**

17. PBIS Summer sum-up

**Trustee Reports and Comments**

NO

**Future Agenda Items**

**Adjournment**

**Next Meeting Scheduled**

November 30, 2017 at 4 p.m.

MINUTES OF THE LIBRARY BOARD

**Oshkosh Public Library**

September 28, 2017

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on September 28, 2017. The meeting was called to order at 4:00 p.m. by Board President Christine Melms-Simon. The meeting was held in the lower level meeting room at the Oshkosh Public Library. Present were: Bob Biebel, Bill Bracken, Adjunct Board Member Karis Graham, Stan Mack, Kim Molitor, Dave Romond and Amy Sitter. Absent were: Kathy Berminham and Kristy Bradish. Others present were: Jeff Gilderson-Duwe, Library Director; Victoria Vandenberg, Library Assistant Director; Lisa Voss, Head of Library Development; JoAnn Brewer, Library Assistant II; Kim Hoffman, Library Assistant II; Nancy Ebert, Friends of Oshkosh Public Library President and Marcy Cannon, Administrative Specialist.

**Public Comments:** None

Kim Molitor arrived at this time.

**Consent Agenda Items:**

**Meeting Minutes** - of the August 31, 2017 regular meeting of the library board.

- Financial Reports**
- August Regular Vouchers Payable \$218,092.71
  - August Special Funds Vouchers Payable \$815.16
  - August Refunds Processed \$191.50
  - 2017 Trust Fund Spending Plan – Round 3
  - Meeting Room Policy Revisions

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

Nancy Ebert presented the Friends of Oshkosh Public Library Activity Report

Kim Hoffman gave a short presentation of her job position and related responsibilities.

Motion to approve the Revised 2018 Library Budget Proposal. **Motion:** Sitter; **Second:** Mack; **Vote:** Unanimous.

Motion to approve the 2018 Resource Library Agreement. **Motion:** Molitor; **Second:** Sitter; **Vote:** Unanimous.

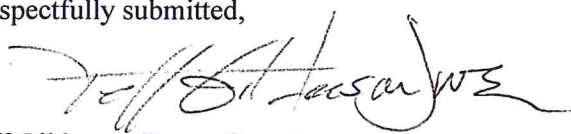
Motion to approve the 2018 Contractual Services Agreement. **Motion:** Sitter; **Second:** Mack; **Vote:** Unanimous.

Motion to approve the library personnel policy revisions that were tabled at the May 25, 2017 meeting. **Motion:** Mack; **Second:** Sitter; **Vote:** Unanimous.

Bill Bracken left the meeting at this time.

Motion to adjourn the regular meeting at 5:00 p.m. **Motion:** Sitter; **Second:** Biebel; **Vote:** Unanimous.

Respectfully submitted,



Jeff Gilderson-Duwe, Secretary

**Oshkosh Public Library  
Vouchers Payable  
September 2017**

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6102 - Regular Pay</u></b>		
Salaries & Wages	<u>137,734.50</u>	137,734.50
<b><u>239-1060-6300 - Fringe Benefits</u></b>		
FICA / Social Security	10,049.14	
Wisconsin Retirement	8,596.11	
Group Health Insurance	26,350.20	
Group Dental Insurance	1,171.68	
Group Life Insurance	<u>504.71</u>	46,671.84
<b><u>239-1060-6401 - Contractual Services</u></b>		
T and L Janitorial Services	2,936.72	
Unique Management Services, Inc.	429.60	
Winnefox Automated Library Services	<u>195.07</u>	3,561.39
<b><u>239-1060-6404 - Postage and Shipping</u></b>		
Winnefox Library System	<u>488.79</u>	488.79
<b><u>239-1060-6411 - Promotional Services</u></b>		
City of Oshkosh	<u>520.00</u>	520.00
<b><u>239-1060-6424 - Maintenance Office Equipment</u></b>		
Oshkosh Office Systems	<u>27.01</u>	27.01
<b><u>239-1060-6426 - Maintenance Machinery, Equipment &amp; Structures</u></b>		
Dan V. Binder Construction, Inc.	2,567.72	
E. D. Chase	177.10	
Gartman Mechanical Services	2,168.25	
M. V. Klinger Painting Co.	7,049.00	
Tyco Simplex Grinnell	<u>1,631.16</u>	13,593.23
<b><u>239-1060-6459 - Other Employee Training</u></b>		
Maggie Mueller	<u>91.49</u>	91.49
<b><u>239-1060-6471 - Electricity</u></b>		
Wisconsin Public Service	<u>9,395.41</u>	\$9,395.41
<b><u>239-1060-6475 - Telephones</u></b>		
City Revolving Charge	166.13	
Pacific Telemanagement Services	<u>50.00</u>	\$216.13
<b><u>239-1060-6483 - Comprehensive Liability</u></b>		
City Revolving Charge	<u>110.00</u>	\$110.00
<b><u>239-1060-6496 - Licenses and Permits</u></b>		
Winnefox Library System	<u>556.00</u>	\$556.00
<b><u>239-1060-6499 - Misc Fixed Charges</u></b>		
Bankcard USA	<u>704.55</u>	\$704.55



**Oshkosh Public Library  
Vouchers Payable  
September 2017**

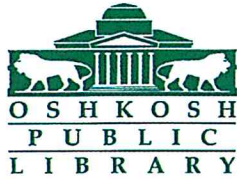
	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6505 - Office Supplies</u></b>		
Amazon (pc)	451.26	
Brodart	27.61	
Demco	494.25	
General Book Covers	566.00	
Hobby Lobby (pc)	13.98	
Quikship (pc)	9.49	
Winnefox Library System	<u>155.96</u>	1,718.55
<b><u>239-1060-6517 - Supplies/Repair Parts</u></b>		
Amazon (pc)	73.92	
Block Iron & Supply Company	102.84	
Kitz & Pfeil	89.63	
Lockmart USA (pc)	121.24	
Neher Electric Supply	1,143.48	
Paypal-Inontimesal (pc)	71.00	
Uline	184.15	
Winnefox Library System	<u>2,382.39</u>	4,168.65
<b><u>239-1060-6550 - Minor Equipment</u></b>		
Systems Furniture	1,783.98	
Winnefox Library System	<u>899.50</u>	\$2,683.48
<b><u>239-1060-6575 - Library Materials</u></b>		
Abdo	452.95	
Amazon (pc)	1104.93	
AV Café	18.95	
Baker & Taylor	15128.90	
Brilliance Publishing	79.98	
Cengage Learning	996.43	
Center Point Large Print	405.66	
Chicago & Northwestern Historical Society	35.00	
Child's World	405.95	
Ebsco	21.18	
Michael Frederick	25.00	
Ingram	1153.38	
Marquette University Memorial Library	65.00	
Midwest Tape	22.99	
Penguin Random House	762.50	
Proquest	7834.31	
Recorded Books	1595.75	
Regent Book Company	43.88	
Rourke Educational Media	210.55	
Thomson Reuters	313.34	
Wisconsin Taxpayers Alliance	<u>21.95</u>	30,698.58
<b><u>239-1060-6576 - Promotional Materials</u></b>		
BookPage	792.00	
DPI	<u>94.71</u>	886.71

Oshkosh Public Library  
Vouchers Payable  
September 2017

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6589 - Other Materials &amp; Supplies</u></b>		
Amazon (pc)	29.76	
Dollar tree (pc)	32.00	
Family Dollar (pc)	47.70	
Festival (pc)	7.76	
Joann Fabrics (pc)	3.12	
Menards (pc)	4.95	
Michaels (pc)	76.49	
Oriental Trading (pc)	9.97	
Party City (pc)	39.96	
Walmart (pc)	37.77	
Winnefox Library System	<u>108.95</u>	\$398.43
		<u>254,224.74</u>

Oshkosh Public Library  
Special Fund Vouchers Payable  
September 2017

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-1327 - OPL Collection Improvement Fund</u></b>		
Cengage Learning	<u>257.51</u>	257.51
<b><u>239-1060-1327 - OPL Collection Improvement Fund - John F. and Helen T. Schuster Fund</u></b>		
Cengage Learning	216.72	
Center Point Large Print	<u>178.56</u>	395.28
<b><u>239-1060-1327 - OPL Programming Support Fund</u></b>		
Baker & Taylor	<u>46.00</u>	46.00
<b><u>239-1060-1327 - OPL Memorial Fund</u></b>		
Baker & Taylor	214.21	
Scholastic Book Clubs (pc)	<u>145.00</u>	359.21
 Total		 <u><u>1058.00</u></u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

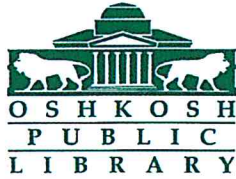
### MEMORANDUM

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 16, 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 6 p.m.
Tuesday, January 1, 2019	New Year's Day





106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

TO: Oshkosh Public Library Board  
 FROM: Jeff Gilderson-Duwe  
 DATE: October 9, 2017  
 SUBJECT: 2018 Calendar of Board Meetings - Proposed

The Oshkosh Public Library Board meetings fall on the last Thursday of the month (which is not always the fourth Thursday) in accordance with the By-Laws. This will accommodate Trustee scheduling conflicts and the timeliness with which we receive financial information. Meetings begin at 4:00 p.m.

The Winnefox Library System Board meetings are scheduled for the last Wednesday of every other month, starting at 4:30 p.m.

Exceptions have been made where noted to avoid scheduling conflicts with holidays and other events.

Oshkosh Public Library	Winnefox Library System
Thursday, January 25, 2018	Wednesday, January 31, 2018
Thursday, February 22, 2018	
Thursday, March 29, 2018	Wednesday, March 28, 2018
Thursday, April 26, 2018	
Thursday, May 31, 2018	Wednesday, May 30, 2018
Thursday, June 28, 2018	
Thursday, July 26, 2018	Wednesday, July 25, 2018
Thursday, August 30, 2018	
Thursday, September 27, 2018	Wednesday, September 26, 2018
Thursday, October 25, 2018	
Thursday, November 29, 2018	Wednesday, November 28, 2018
* Thursday, December 20, 2018*	
Thursday, January 31, 2019	Wednesday, January 30, 2019

\* Denotes meeting moved to avoid conflict with holiday.

## City of Oshkosh, 2018 Proposed Budget and Performance Report

<b>FUND:</b> LIBRARY	<b>FUNCTION:</b> LIBRARY	<b>DEPARTMENT:</b> LIBRARY	<b>ACCOUNT:</b> 239-1060-XXXX-XXXX
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		2015 Expenditures	2016 Expenditures	2017 Appropriation	2017 Year End Estimate	2018 Proposed Budget
		3,370,839	3,306,144	3,556,700	3,531,900	3,576,300

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	2,630,800
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
<b>TOTAL REVENUES:</b>		<b>3,318,320</b>	<b>3,494,930</b>	<b>3,556,700</b>	<b>3,534,700</b>	<b>3,576,300</b>

<b>Current Net Surplus/Deficit:</b>	(52,519)	188,786	0	2,800	0
<b>Ending Fund Balance:</b>	132,155	320,941	320,941	323,741	323,741

**Budget Variances:**

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**Mission Statement:**

To help people find knowledge resources; provide free access to information; preserve local history; and create a vibrant community gathering place.
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**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
<b>Strategy 1: Put a library card in every hand</b>					
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%		
<b>Strategy 2: Be a recognized downtown anchor destination</b>					
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
<b>Strategy 3: Be a provider of "go-to" online resources</b>					
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
<b>Strategy 4: Be a community institution with widespread public and private support</b>					
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](mailto:gilderson-duwe@oshkoshpubliclibrary.org)

**Contact Information:**

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

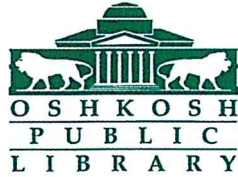
NUMBER	CLASSIFICATION	2015 EXPEND.	2016 EXPEND.	2017 APPROP.	2017 EST.	2018 PROP.
<b>Account-Project</b>						
<b>Payroll - Direct Labor</b>						
6102-00000	Regular Pay	1,834,390	1,798,904	1,942,100	1,889,600	1,967,500
6104-00000	Overtime Pay	0	10,075	0	0	0
<b>TOTAL DIRECT LABOR</b>		<b>1,834,390</b>	<b>1,808,979</b>	<b>1,942,100</b>	<b>1,889,600</b>	<b>1,967,500</b>
<b>Payroll - Indirect Labor</b>						
63xx-00000	Payroll - Indirect Labor	670,558	599,105	649,200	636,400	643,700
<b>TOTAL INDIRECT LABOR</b>		<b>670,558</b>	<b>599,105</b>	<b>649,200</b>	<b>636,400</b>	<b>643,700</b>
<b>Contractual Services</b>						
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
6469-00000	Uncollectible Accounts	0	0	0	600	0
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>372,969</b>	<b>392,140</b>	<b>416,200</b>	<b>449,400</b>	<b>416,900</b>
<b>Utilities</b>						
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
<b>TOTAL UTILITIES</b>		<b>122,493</b>	<b>115,740</b>	<b>132,000</b>	<b>129,500</b>	<b>130,600</b>



NUMBER	CLASSIFICATION	2015 EXPEND.	2016 EXPEND.	2017 APPROP.	2017 EST.	2018 PROP.
<u>Account-Project</u>						
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
6565-00000	Stone/Gravel/Concrete/Asphalt	0	0	0	800	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	413,000	393,100
Debt Service - Gov.						
6721-00000	Interest Expense	0	0	0	100	0
TOTAL LIBRARY		3,370,839	3,306,144	3,556,700	3,531,900	3,576,300
Estimated Revenues		836,220	837,830	932,700	910,700	945,500
TOTAL NET LEVY		2,534,619	2,468,314	2,624,000	2,621,200	2,630,800

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
Pay for Performance				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	3,800
<b>TOTAL PERSONNEL</b>	<b>39.23</b>	<b>39.23</b>	<b>38.65</b>	<b>2,591,300</b>	<b>2,526,000</b>	<b>2,611,200</b>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** October 17, 2017  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Director  
**SUBJECT:** Retirement Planning Incentive Program for 2018

I propose that the library continue to offer an incentive program for employees to give advance notice of their intention to retire. The main benefit of continuing this program is that it will give library administration time to plan for vacancies and recruitment.

I propose to continue to offer a payment of \$1000 per regular full-time employee or a payment of \$500 per regular part-time employee with their final check to employees who:

- are WRS eligible; and
- will have been employed with the Library for at least ten (10) years upon their date of retirement; and
- will or have already given at least eight (8) weeks formal notice to the Library of their intention to retire on an immediate WRS annuity between January 1, 2018 and December 31, 2018.

I believe that this incentive program has been very helpful to library administration since it was instituted in 2011, and I urge the library board to approve its continuation.

*"A Library In Every Life"*  
305



OSHKOSH PUBLIC LIBRARY  
STATEMENT OF REVENUE  
September 2017  
75% of the Year

	ESTIMATED REVENUES	SEPTEMBER REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
Winnebago County	564,621.00	141,155.25	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)
<b>TOTAL GRANTS &amp; AIDS</b>	<b>869,684.00</b>	<b>141,155.25</b>	<b>459,254.75</b>	<b>52.81%</b>	<b>(410,429.25)</b>
Fines	25,000.00	2,231.01	32,662.60	130.65%	7,662.60
Collection Service Fees - Collected in-house	7,000.00	329.16	3,289.04	46.99%	(3,710.96)
Meeting Room Rental Fees	3,000.00	255.00	2,660.00	88.67%	(340.00)
Photocopiers	3,000.00	254.19	2,495.23	83.17%	(504.77)
Other Copies	6,000.00	707.61	9,991.86	166.53%	3,991.86
<b>TOTAL FEES &amp; CHARGES</b>	<b>44,000.00</b>	<b>3,776.97</b>	<b>51,098.73</b>	<b>116.13%</b>	<b>7,098.73</b>
Trust Fund Revenues	3,500.00	142.47	2,596.37	74.18%	(903.63)
Miscellaneous Revenues	500.00	107.39	1,775.06	355.01%	1,275.06
Used Book Sales	15,000.00	789.43	11,708.42	78.06%	(3,291.58)
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>19,000.00</b>	<b>1,039.29</b>	<b>16,079.85</b>	<b>84.63%</b>	<b>(2,920.15)</b>
<b>TOTAL EXPECTED REVENUES</b>	<b>932,684.00</b>	<b>2,231.01</b>	<b>41,792.02</b>	<b>4.48%</b>	<b>(890,891.98)</b>
CITY OF OSHKOSH LEVY	2,624,000.00		2,624,000.00	100.00%	0.00



Oshkosh Public Library  
Statement of Expenditures

September 2017

75% of the year

	2017	SEPTEMBER	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	September 30, 2017
Salaries, Wages, & Benefits					
Salaries & Wages	1,942,100.00	137,734.50	1,353,047.41	69.67	589,052.59
FICA	147,300.00	10,049.14	99,171.99	67.33	48,128.01
Wisconsin Retirement	123,600.00	8,596.11	82,107.97	66.43	41,492.03
Health Insurance	351,000.00	26,350.20	235,041.85	66.96	115,958.15
Dental Insurance	16,300.00	1,171.68	10,167.18	62.38	6,132.82
Life Insurance	6,700.00	504.71	4,409.98	65.82	2,290.02
Income Continuation Insurance	4,300.00	0.00	0.00	0.00	4,300.00
Sub Total Fringe Benefits	649,200.00	46,671.84	430,898.97	66.37	218,301.03
<b>TOTAL PAYROLL</b>	<b>2,591,300.00</b>	<b>184,406.34</b>	<b>1,783,946.38</b>	<b>68.84</b>	<b>807,353.62</b>
Contractual Services	328,500.00	3,561.39	205,789.74	62.65	122,710.26
Auto Allowance	200.00	0.00	0.00	0.00	200.00
Postage & Shipping	3,500.00	488.79	2,170.42	62.01	1,329.58
Advertising/Marketing	4,000.00	0.00	5,874.95	146.87	-1,874.95
Promotional Services	4,300.00	520.00	3,995.00	92.91	305.00
Maint. Office Equipment	4,500.00	27.01	3,224.69	71.66	1,275.31
Maint. Mach, Equip, Structures	60,000.00	13,593.23	59,030.81	98.38	969.19
Maint. Computer	0.00	0.00	125.00	#DIV/0!	-125.00
Equipment Rental	600.00	0.00	788.94	131.49	-188.94
Parking Rental	0.00	0.00	1,050.00	#DIV/0!	-1,050.00
Special Services	5,100.00	0.00	3,249.00	63.71	1,851.00
Legal Professional Services	0.00	0.00	0.00	#DIV/0!	0.00
Conference & Training	3,500.00	0.00	1,236.55	35.33	2,263.45
Employee Training	500.00	91.49	563.23	112.65	-63.23
Dues	1,500.00	0.00	1,125.00	75.00	375.00
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	9,395.41	68,466.36	80.55	16,533.64
Sewer Service	3,500.00	0.00	1,884.89	53.85	1,615.11
Water Service	4,000.00	0.00	2,202.60	55.07	1,797.40
Gas Service	31,200.00	0.00	7,705.88	24.70	23,494.12
Telephone	5,500.00	216.13	1,902.75	34.60	3,597.25
Storm Water Utility	2,800.00	0.00	2,164.92	77.32	635.08
Workers Compensation	3,600.00	0.00	3,600.00	100.00	0.00
Building & Contents Insurance	6,300.00	0.00	6,342.50	100.67	-42.50
Comprehensive Liability Ins	1,200.00	110.00	990.00	82.50	210.00
Boiler Insurance	1,200.00	0.00	1,600.00	133.33	-400.00
Licenses and Permits	1,200.00	556.00	756.00	63.00	444.00
Misc. Fixed Charges	0.00	704.55	704.55	#DIV/0!	-704.55
Office Supplies	30,000.00	1,718.55	23,294.47	77.65	6,705.53
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	4,168.65	9,935.79	82.80	2,064.21
Janitorial Supplies	3,500.00	0.00	1,774.37	50.70	1,725.63
Chemicals	500.00	0.00	810.24	162.05	-310.24
Minor Equipment	0.00	2,683.48	2,683.48	#DIV/0!	-2,683.48
Library Materials	344,800.00	30,698.58	186,067.75	53.96	158,732.25
Promotional Materials	10,500.00	886.71	4,804.65	45.76	5,695.35
Other Materials & Supplies	1,000.00	398.43	2,860.71	286.07	-1,860.71
Interest Expense	0.00	0.00	96.34	#DIV/0!	-96.34
<b>TOTAL LIBRARY BUDGET</b>	<b>3,556,700.00</b>	<b>254,224.74</b>	<b>2,404,341.25</b>	<b>67.60</b>	<b>1,152,358.75</b>

## Oshkosh Public Library Highlights October 2017

1. Friends of Oshkosh Public Library held a fundraising event on Sept. 29 that highlighted intellectual freedom – the right to read and freely share ideas without restriction. **In the Night Library** (a takeoff on Maurice Sendak’s challenged book, *In the Night Kitchen*), featured readings from challenged books, crafts and games with a “freedom of expression” theme and a silent auction. The event drew 37 people and brought in \$400 in donations and silent auction bids. Many thanks to our partners, including Rebel Alliance Theater, the Oshkosh Civility Project and Rocky Rococo, which provided free pizza for the event.
2. OPL’s renovated parking lot is getting quite a reaction from library users. The wider spaces are a welcome change and are generating many positive comments from our library regulars. Over the years – and in our most recent round of strategic planning focus groups – the parking lot was viewed almost universally as a negative aspect of visiting the library. For this reason, it was included in the strategic plan as a tactic for making a visit to the library a convenient, comfortable and fun experience and achieving the goal of making the library a recognized downtown anchor destination.
3. A new event that offered a “human library” experience drew 57 people to the library for a Friday night after-hours event on Oct. 13. Metaphysical Awakenings gave participants the opportunity to sit down and have one-on-one conversations with local people well-versed in palmistry, astrology, reading crystals, reiki, mediumship and different types of healing. The event represented a foray into new subject territory and advanced the idea that the library can connect the community with human resources as well as books.
4. OPL brought in front office staff from the Wisconsin Herd on Oct. 16 to give the public a chance to ask questions and learn more about Oshkosh’s new G League team. *Whitetails: A Conversation with the Wisconsin Herd*, only drew 11 people, but it opened the door to further partnerships with the already popular basketball franchise.
5. Families have been experiencing OPL’s Egyptian Treasure Hunt this month, with 60 people completing the activity so far. The treasure hunt, which teaches about ancient Egypt *and* about using the library, will also be included in the Downtown Oshkosh Scavenger Hunt on Oct. 28.
6. The library’s first grade initiative, ***Sky Heroes: Where Super Readers are Launched***, started in September, with 250 students from four schools participating in the pilot. Many of the first graders already had library cards, but new cards were issued to 91 additional students – putting OPL that much closer to achieving its strategic plan goal: A library card in every hand. Each class has made its initial visit to the library to start Sky Hero “training.” Now they will complete three classroom missions, as well as individual missions at the library, as they “level up” to earn Water, Earth & Sky rewards. All along the way, the students will practice their information-seeking skills and build their confidence in using the library.



MONTHLY REPORT  
Oshkosh Public Library  
September 2017

<b>CIRCULATION</b>	Sep 2017	Sep 2016	% Change	YTD 2017	YTD 2016	% Change
Book-Adult	16,346	16,273	0%	156,415	159,408	-1.9%
Book-Juvenile	15,793	16,396	-4%	158,820	163,579	-2.9%
Book-YA/Teen	1,637	1,826	-10%	17,050	19,315	-11.7%
CD-Adult	2,813	2,656	6%	27,592	30,781	-10.4%
CD-Juvenile	191	251	-24%	2,195	2,221	-1.2%
CD-Book-Adult	1,459	1,709	-15%	14,162	16,476	-14.0%
CD-Book-Juvenile	310	285	9%	2,936	3,168	-7.3%
CD-Book-YA/Teen	35	27	30%	327	314	4.1%
DVD-Adult	11,191	12,917	-13%	118,296	126,230	-6.3%
DVD-Juvenile	3,099	4,277	-28%	34,760	44,826	-22.5%
Game-Adult	368	546	-33%	4,186	5,936	-29.5%
Game-Juvenile	123	119	3%	1,326	1,516	-12.5%
Magazine-Adult	1,020	1,174	-13%	10,521	11,149	-5.6%
Magazine-Juvenile	35	61	-43%	384	556	-30.9%
Magazine-YA/Teen	6	7	-14%	110	92	19.6%
Other-Adult	103	111	-7%	1,185	1,184	0.1%
Other-Juvenile	68	40	70%	680	479	42.0%
Other-YA/Teen	8	2	300%	54	27	100.0%
<b>Total Adult</b>	<b>33,300</b>	<b>35,365</b>	<b>-6%</b>	<b>332,725</b>	<b>350,900</b>	<b>-5.2%</b>
<b>Total Juvenile</b>	<b>19,619</b>	<b>21,429</b>	<b>-8%</b>	<b>201,224</b>	<b>216,343</b>	<b>-7.0%</b>
<b>Total YA/Teen</b>	<b>1,686</b>	<b>1,883</b>	<b>-10%</b>	<b>17,541</b>	<b>20,014</b>	<b>-12.4%</b>
<b>SUB TOTAL</b>	<b>54,605</b>	<b>58,677</b>	<b>-7%</b>	<b>551,490</b>	<b>587,257</b>	<b>-6.1%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	3,366	3,133	7%	32,485	30,710	5.8%
Hoopla E-Books	20	0		55	0	
<b>E-BOOKS SUB TOTAL</b>	<b>3,386</b>	<b>3,133</b>	<b>8%</b>	<b>32,540</b>	<b>30,710</b>	<b>6.0%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	1,935	1,894	2%	17,781	15,955	11.4%
Hoopla Audiobooks	60	0		94	0	
<b>AUDIOBOOKS SUB TOTAL</b>	<b>1,995</b>	<b>1,894</b>	<b>5%</b>	<b>17,875</b>	<b>15,955</b>	<b>12.0%</b>
Tumblebooks	238	368	-35%	1,769	1,270	39.3%
<b>DIGITAL BOOKS SUB TOTAL</b>	<b>2,233</b>	<b>2,262</b>	<b>-1%</b>	<b>19,644</b>	<b>17,225</b>	<b>14.0%</b>
<b>Digital Media</b>						
Hoopla Music	36	0		70	0	
Hoopla Video	38	0		87	0	
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>74</b>	<b>0</b>		<b>157</b>	<b>0</b>	
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>7,688</b>	<b>7,289</b>	<b>5%</b>	<b>70,216</b>	<b>63,890</b>	<b>9.9%</b>
<b>TOTAL CIRCULATION</b>	<b>72,282</b>	<b>65,966</b>	<b>10%</b>	<b>621,706</b>	<b>651,147</b>	<b>-4.5%</b>

<b>PHYSICAL MATERIALS</b>	Sep 2017	Sep 2016	% Change	YTD 2017	YTD 2016	% Change
% AV Materials Circulated	36%	39%	-8%	38%	40%	-5.1%
% Print Materials Circulated	64%	61%	5%	62%	60%	3.2%
% Adult Materials Circulated	64%	60%	6%	63%	63%	0.5%
% Youth Materials Circulated	36%	40%	-9%	36%	37%	-1.0%
Average Circulation Per Hour	220.9	235	-6%	247	256	-3.7%

<b>MISCELLANEOUS</b>	Sep 2017	Sep 2016	% Change	YTD 2017	YTD 2016	% Change
Library Facility Traffic	22,535	11,128	102.5%	222,997	204,787	8.9%
Average Daily Traffic	777	397	95.5%	844	807	4.7%
Meetings Held	89	75	18.7%	715	659	8.5%
New Card Registrations	324	229	41.5%	2,342	2,398	-2.3%
Self-check % of Checkout	47%	49%	-3.8%	48%	41%	16.6%
Volunteer Hours Worked	221	260	-15.0%	2,704	4,216	-35.9%
Teacher Packs	7	7	0.0%	52	45	15.6%

<b>ELECTRONIC RESOURCES</b>	Sep 2017	Sep 2016	% Change	YTD 2017	YTD 2016	% Change
OPL Website Sessions	20,862	22,688	-8%	198,153	210,437	-5.8%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	74			541	582	
EBSCO Sessions	159	180		1,715	2,361	-27.4%
HeritageQuest Sessions	108	86		717	644	11.3%
Mango Languages	51			155	264	
Mitchell Auto Repair	8			66	103	
NewspaperARCHIVE	518			3,449	3,995	
Oshkosh Northwestern	36	42		371	415	-10.6%
RefUSA	68			938	727	
<b>SUB-TOTAL</b>	<b>1,022</b>	<b>987</b>		<b>8,974</b>	<b>9,091</b>	
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	63			519	518	
City Directories	171			1,400	1,460	
Digital Collections	110			3,325	3,033	
Local History Books	45			487	840	
Oshkosh Facts, Firsts, and FAQ	12			90	69	
Oshkosh Newspaper Index	14			106	92	
Oshkosh Vital Records Index	439	531	-17%	5,495	5,398	1.8%
Riverside Cemetery Index	35			388	431	
UWDC - Atlases & Histories	43			291	495	
<b>SUB-TOTAL</b>	<b>932</b>			<b>12,101</b>	<b>12,336</b>	
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>22,816</b>			<b>219,228</b>	<b>231,864</b>	

<b>PUBLIC COMPUTER USE</b>	Sep 2017	Sep 2016	% Change	YTD 2017	YTD 2016	% Change
Wireless Use	23750	24564	-3%	219,170	215872	1.5%
Public Computer Use						
Adult	3,266	3,315	-1%	30399	32441	-6.3%
Youth	726	882	-18%	6187	8917	-30.6%
<b>TOTAL USE</b>	<b>3,992</b>	<b>4,197</b>	<b>-5%</b>	<b>36586</b>	<b>41358</b>	<b>-11.5%</b>

<b>QUESTIONS ANSWERED</b>	Sep 2017	Sep 2016	% Change	YTD 2017	YTD 2016	% Change
Adult Department						
Reference	1,437	11,164	-87%	28,086	115,878	-75.8%
Youth Department						
Reference	0	0		0	0	
	456	558	-18%	4,599	10,601	-56.6%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>1,893</b>	<b>11,722</b>	<b>-84%</b>	<b>32,685</b>	<b>126,479</b>	<b>-74.2%</b>



PROGRAMS	Sep 2017	Sep 2016	% Change	YTD 2017	YTD 2016	% Change
<b>Programs Given</b>						
Adult	12	16	-25%	115	91	26.4%
Teen	4	5	-20%	68	42	61.9%
Youth	31	26	19%	247	232	6.5%
Roving Reader	15	8	88%	104	53	96.2%
<b>TOTAL</b>	<b>62</b>	<b>55</b>	<b>13%</b>	<b>534</b>	<b>418</b>	<b>27.8%</b>

Program Attendance	Sep 2017	Sep 2016	% Change	YTD 2017	YTD 2016	% Change
Adult	279	181	54%	2,056	1,586	30%
Teen	45	83	-46%	1,126	481	134%
Youth	420	663	-37%	9,395	10,557	-11%
<b>TOTAL</b>	<b>744</b>	<b>927</b>	<b>-20%</b>	<b>12,423</b>	<b>12,624</b>	<b>-2%</b>

**PROGRAMS**

**DATE**

**Adult**

Intro to QiGong	9/11/2017
Intro to Meditation	9/12/2017
What's Cooking? Cookbook club	9/13/2017
Write the Constitution	9/17/2017
Civil Discussion About Our Constitution	9/17/2017
How to Keep your Body Happy	9/18/2017
Movie Matinee--Fences	9/18/2017
Slow Roll	9/19/2017
Guided Chakras	9/20/2017
Adult DIY - mandala stones	9/26/2017
Inspiring Hope In The Face of Life-altering Circumstances	9/26/2017
In the Night Library	9/29/2017

**Teen**

Teen Book Club	9/1/2017
Kitten Kuddle	9/13/2017
Teen DIY Fidget Spinners	9/15/2017
Teen Advisory Board	9/26/2017

**Youth**

Read to a Dog	9/11/2017
Family Storytime (2 sessions)	9/11/2017
Rosendale Primary School	9/11/2017
High Hopes (2 sessions)	9/12/2017
Helping Hands Daycare	9/12/2017
Faith Are Us In-Home Family Daycare	9/12/2017
WonderLab	9/13/2017
High Hopes (2 sessions)	9/13/2017
Miller's Family Day Care	9/13/2017
Write the Constitution	9/17/2017
Family Storytime (2 sessions)	9/18/2017
Read to a Dog	9/18/2017
High Hopes (2 sessions)	9/19/2017
Slow Roll	9/19/2017
High Hopes (2 sessions)	9/20/2017

**Youth - Cont'd**

Family Storytime (2 sessions)	9/21/2017
Arts for Kids (4 classes - 3 year olds)	9/21/2017
Beginner's Minecraft	9/21/2017
Smart Starts	9/22/2017
Brick by Brick	9/23/2017
Family Storytime (2 sessions)	9/25/2017
Read to a Dog	9/25/2017
Davis Child Care Center (4 classes)	9/25/2017
Tweens Create - mandala stones	9/26/2017
Arts for Kids (2 classes - 4-5 year olds)	9/26/2017
High Hopes (2 sessions)	9/26/2017
Miller's Family Day Care	9/27/2017
High Hopes (2 sessions)	9/27/2017
Family Storytime (2 sessions)	9/28/2017
In the Night Library	9/29/2017
Farmers Market Interactive Literacy Station	9/10/17-9/27/17



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

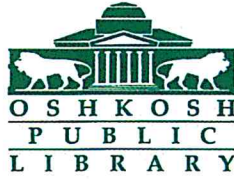
MEMO

TO: Jeff Gilderson-Duwe  
FROM: Libby Terrell  
DATE: October 2, 2017  
SUBJECT: September 2017 Donations

During the month of September 2017, the library received \$331.83 in donations, which includes:

A check in the amount of \$278.38 from the Friends of the Oshkosh Public Library for SRP materials

Patron donations of \$53.45



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**To:** Jeff Gilderson-Duwe  
**From:** Libby Terrell  
**Date:** October 2, 2017  
**Re:** September 2017 Personnel Changes

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

*"Connecting People with Information"*

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