

M E M O R A N D U M

To: Oshkosh Public Library Board
From: Jeff Gilderson-Duwe
Date: February 20, 2015
Subject: Proposed 2015 trust fund expenditures

The following sections provide thumbnail descriptions of the trust fund projects I am recommending for Library Board support in 2015. I am proposing expenditures of \$95,694 toward a variety of projects. The trust fund expenditure policy approved in June 2014 authorizes me to ask for substantially more to support projects in any single year than was the case previously. Thus, I am requesting expenditures roughly double the typical annual trust fund expenditures before our 2014 reorganization of trust fund assets. Notable projects include the following:

- \$10,904 from the John Hicks Fund to address conservation needs of the Hiker Monument in advance of its being moved to a new site on the Oshkosh Public Museum grounds, and a larger allocation to the Oshkosh Area School District for purchase of books than has been provided in the recent past;
- \$7,200 in support from the OPL Programming Support Fund in sponsorship of the 3rd annual Lakefly Writer's Conference;
- \$20,000 to cover part of the possible costs of replacing the Library's self-service checkout software and hardware;
- \$4,000 for a pilot project to circulate Google Chromebook tablets in-house for customer use of wireless broadband Internet service. This may change our replacement plans for hard-wired desktop computers for customer Internet access;
- \$5,000 from the OPL Collection Improvement Fund for purchase of additional copies of eBooks in the Wisconsin Digital Library collection through the Winnefox Advantage account; and
- \$5,000 from the John and Helen Schuster Fund to purchase Large Print books and audiobooks, as is consistent with the wishes of the donors.

I will be happy to discuss any other proposed projects that you may have questions about during the February 26, 2015 regular board meeting.

1. John Hicks Memorial Trust Fund

Est. 3 Yr. Ending Fund Balance: \$180,742; Est 2014 earnings: \$835; Est school share: \$278

Expenditure policy: Amend for benefit of schools?

Example for 2014: 4.5% for library projects would be \$8,133; 0.5% for school materials would be \$904.

2. Other Trust Fund Project Proposals – By Library Department

a. Administration

<u>Project Proposal</u>	<u>Amt.</u>	<u>Fund</u>
Hiker Monument	Est. \$10,000	Hicks
Oshkosh school library books	\$904	Hicks
Purchase photograph for display in honor of Don Stolley’s service to library board.	\$500	Library Development & Support
Subtotal	\$11,404	

b. Children’s

<u>Project Proposal</u>	<u>Amt.</u>	<u>Fund</u>
Posters for teen area.	\$50	OPL Facility Improvement
Digital photo frame for teen area	\$250	OPL Facility Improvement
Collections: refresh “Golden Oldies” collection.	\$600	OPL Collection Improvement Fund
Furniture: child-sized restaurant booth for imaginative play area	\$2,470	OPL Facility Improvement
Equipment: child-sized dishes, cash register, etc. for imaginative play area	\$300	OPL Facility Improvement
Equipment: bins for new “together time” kits	\$200	OPL Facility Improvement
Equipment: shelving and attachments for interactive, literacy-based displays	\$750	OPL Facility Improvement
Equipment: camera and accessories for creating online stories and literacy-based promotions.	\$745	OPL Memorial -- Spaulding grant
Training workshop for video recording and editing (6 participants)	\$500	OPL Memorial – Heaney ? OR OPL Development & Support Fund
Subtotal	\$5,865	

c. Development

<u>Project Proposal</u>	<u>Amt.</u>	<u>Fund</u>
T-Shirts for summer reading program volunteers.	\$200	OPL Programming Support Fund
Subtotal	\$200	

d. First Floor Public Service

<u>Project Proposal</u>	<u>Amt.</u>	<u>Fund</u>
Sponsor May 2015 Lakefly Writer’s Conference in Oshkosh	\$3,500 est	OPL Programming Support Fund
Promotional billboards for May 2015	\$2,200	OPL Programming

Lakefly Writer's Conference		Support Fund
Keynote speaker May 2015 Lakefly Writer's Conference	\$1,500	OPL Programming Support
Self-Check Software/Hardware Update	\$20,000	OPL Facility Improvement
Subtotal	\$27,200	

e. Reference & Adult Services

<u>Project Proposal</u>	<u>Amt.</u>	<u>Fund</u>
Optical Character Recognition add-on for two (2) ST ViewScan microfilm scanners.	\$1,600	OPL Technology Fund
Pilot project for in-library circulation of Google Chrome Book wi-fi tablets instead of hard-wired desktop computers for public Internet access.	\$4,000	OPL Technology Fund
One Kindle Fire HD and one iPad Air devices for staff current awareness	\$560	OPL Technology Fund
Cell phone charging station for public use	\$250	OPL Facility Improvement Fund
Three (3) Desktop monitor stand with articulating arm.	\$225	OPL Facility Improvement Fund
Display monitor and mount for library promotion on second floor.	\$450	Library Development & Support Fund
Two (2) small book trucks for placement of genealogical materials after use in Waters Building	\$600	OPL Facility Improvement Fund
Subtotal	\$7,685	

f. Technical Services – Acquisitions

<u>Project Proposal</u>	<u>Amt.</u>	<u>Fund</u>
Collections: eBook and eAudiobook expenditures to build the the OverDrive Winnefox Advantage collection.	\$5,000	OPL Collection Improvement Fund
Collections: Purchase replacement local history books on the used book market	\$500	OPL Collection Improvement Fund
Collections: Damaged / lost materials replacement	\$11,000	OPL Memorial – from “lost & paid” revenues
Collections: Small gifts, grants and donations	\$10,000	OPL Memorial
Collections: Purchase books on parapsychology and the occult.	\$1,000	OPL Collection Improvement Fund
Collections: Purchase multiple copies of books for book discussion groups.	\$3,000	OPL Memorial – Marlene Herzing Memorial
Purchase replacement protective	\$1,050	OPL Facility

covers for current popular magazines		Improvement
Subtotal	\$31,550	

3. Restricted Funds

A number of the trust funds under library board control are expended in observation of the wishes of the donor(s). Those funds and their purposes are listed below:

<u>Fund</u>	<u>Amt.</u>	<u>Purpose</u>
Archer, Adelia Fleming Memorial	\$50	Books on the changing South
Choate, Leander Trust	Earnings	Levy relief
Gruenwald, Arthur H.	\$50	Books on Progressivism
Harris, Abby S. Library Trust	Earnings	Levy relief
Hilton, George Library and Museum Trust	Earnings	Levy relief
Hilton, George II Special Library Trust	\$500	Biographies
Hoxtel, Herman L. Library Memorial Trust	\$540	Audiobooks
James, Charlotte F. Trust	\$400	Books on art.
Kelsh, Eileen and William E. Library Memorial Trust	\$100	Books on the New Yorker, automobiles, home repair or personal finance
Kenny, Genevieve B. Trust	\$425	Audiobooks or biographies
Kimberly, Henry Rotary Library Trust	\$50	Books on club interests
Mainwaring, Robert H. and Shirley M.	\$550	Books or periodicals on conservation, environment or outdoor activities.
Rasmussen, Mabel E. Library Trust	\$525	Genealogy materials
Schuster, Helen Fund	\$5000	Large Print Books, Audiobooks
Zellmer, Marguerite	\$100	Books
Zellmer, Steven J.	\$3,500	Genealogy materials
Subtotal	\$11,790	

4. Summary Tables

<u>Category Subtotals</u>	<u>Amt.</u>	
Administration	\$11,404	
Children's	\$5,865	
Development	\$200	
First Floor Public Services	\$27,200	
Reference & Adult Services	\$7,685	
Technical Services – Acquisitions	\$31,550	
Restricted Funds - Collections	\$11,790	
Total:	\$95,694	

<u>Fund Subtotals</u>	<u>Amt.</u>	
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OPL Collection Improvement Fund	\$7,100	0.7% of Dec 2014 Fund Balance
OPL Facility Improvement Fund	\$26,145	2.6% of Dec 2014 Fund Balance
OPL Development & Support Fund	\$1,450	0.3% of Dec 2014 Fund Balance
OPL Technology Fund	\$6,160	2.6% of Dec 2014 Fund Balance
OPL Programming Support Fund	\$7,400	5.45% of Dec 2014 Fund Balance
OPL Memorial – Spaulding	\$745	Approximately \$5,000 remains.
OPL Memorial – Lost & Paid	\$11,000	Pass-through to replace items lost and paid for.
OPL Memorial – Donations & Grants	\$10,000	Pass-through for grants and small donations meant for expenditure in short term.
OPL Memorial – Marlene Herzing	\$3,000	Multiple copies for book discussion group use
Hicks	\$10,904	6 % of estimated 3 yr. avg. year end balance
Restricted Funds - Collections	\$11,790	
Total:	\$95,694	