

**Oshkosh Public Library Board of Trustees**  
**Agenda – May 25, 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> 4:00 p.m.</b>		
<b><u>Public Comments</u></b>		
<b><u>Consent Agenda:</u></b>	YES	135 - 139
1. Minutes of the Regular Meeting of April 27, 2017		
2. Regular Vouchers Payable \$240,840.82		
3. Special Fund Vouchers Payable \$2,141.72		
<b><u>New Business</u></b>		
4. <u>Staff Guest</u> -- Walking Tour Pilot Project: Michael McArthur will demonstrate the pilot version of the library's audiovisual walking tour focused on the Washington Avenue neo-classical architecture historic preservation district. (about 20 minutes).	NO	
5. <u>Recognition for Service to Library Board</u> – Lurton Blassingame and Bill Wingren have seen their terms of appointment to the library board end and have declined to be re-appointed. We present resolutions of appreciation to both for their service to the board.	YES	140 - 141
6. <u>Library Policy Revision</u> – We begin a long-term project of examining and revising library policy with proposals to follow City example in revising several sections of the employee handbook. These policies pertain to bullying and harassment, salary administration, a variety of benefits programs, and possession of weapons.	YES	142 - 152
7. <u>2018 library / city budget process</u> – Review the likely milestones in the upcoming budget process and explore opportunities to enhance the library board's participation and the effectiveness of its advocacy.	NO	153 - 154
8. <u>Library Board Finance Committee Appointments</u> – As provided by the by-laws, President appoint three trustees and up to two community members-at-large to Finance Committee.	YES	

AGENDA – cont’d

**Informational Items**

NO

155 - 172

9. Revenues
10. Expenditures
11. Library Highlights
12. Monthly Statistics
13. Donations
14. Personnel Changes
15. Trust Funds for Library Excellence – 2017 Q1 Report
16. 2016 OPL Trust Fund Asset Allocation and Activity Summary
17. 2016 OPL Trust Fund Account Activity Summary
18. 2016 OPL Trust Fund Allocations and Expenditures
19. Letter from Wisconsin Historical Society – Library building listed on National and State Registers of Historic Places.

**Library Director’s Report**

NO

20. RASD personnel roles – Sharon Schwartz has been promoted to the position of Head of Reference and Adult Services on a permanent basis. She has been serving in the role on an Interim basis since the beginning of the year. Michael McArthur is now the Local History and Genealogy Reference Librarian.
21. Report on attendance at the Wisconsin Association of Public Libraries spring conference in Stevens Point, April 27-28.

**Future Agenda Items**

NO

**Trustee Reports and Comments**

NO

**Closed Session**

22. Library Director Performance Evaluation – 2017 Goals: Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to discuss 2017 performance goals of the Library Director.

NO

**Adjournment**

**Next Meeting Scheduled**

June 29, 2017 at 4 p.m.

MINUTES OF THE LIBRARY BOARD  
**Oshkosh Public Library**  
April 27, 2017

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on April 27, 2017 and was called to order at 4:05 p.m. by Board President Kim Molitor. The meeting was held in the lower level meeting room at the Oshkosh Public Library. Present were: Kathy Bermingham, Bob Biebel, Lurton Blassingame, Kristy Bradish, Christine Melms-Simon, Kim Molitor and Amy Sitter. Absent were: Stan Mack, Denise Parrish, Dave Romond and Bill Wingren. Others present were: Vicki Vandenberg, Library Assistant Director; Lisa Voss, Head of Library Development; Rebecca Srubas, Circulation Page Supervisor; and Julie Schmude, Administrative Coordinator.

**Public Comments:** None

**Consent Agenda Items:**

**Regular Meeting Minutes** - of the March 30, 2017 regular meeting of the library board.

**Financial Reports** - March Regular Vouchers Payable \$270,427.93

- March Special Funds Vouchers Payable \$6,412.12

Motion to approve the Consent Agenda. **Motion:** Bermingham; **Second:** Blassingame; **Vote:** Unanimous.

Motion to approve the Director's 2017 Compensation including a move to Pay Grade M with a 2% pay increase retroactive to January 1, 2017. **Motion:** Bradish; **Second:** Sitter; **Vote:** Unanimous.

Staff guest Rebecca Srubas, Circulation Page Supervisor, gave a presentation to the board about her position.

Motion to approve the Carryover Funds Designation of Use. **Motion:** Sitter; **Second:** Blassingame; **Vote:** Unanimous.

Lurton Blassingame requested that he not be reappointed to the library board when his term expires at the end of May, 2017.

Motion to adjourn the regular meeting at 4:40 p.m. **Motion:** Bermingham; **Second:** Sitter; **Vote:** Unanimous.

Respectfully submitted,



Jeff Gilderson-Duwe, Secretary

Julie Schmude – Recorder

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**Oshkosh Public Library  
Vouchers Payable  
April 2017**

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6102 - Regular Pay</u></b>		
Salaries & Wages	<u>157,654.62</u>	157,654.62
<b><u>239-1060-6300 - Fringe Benefits</u></b>		
FICA / Social Security	11,577.94	
Wisconsin Retirement	876.96	
Group Health Insurance	26,350.20	
Group Dental Insurance	1,143.34	
Group Life Insurance	<u>451.03</u>	40,399.47
<b><u>239-1060-6401 - Contractual Services</u></b>		
NMT Corporation	150.00	
T and L Janitorial Services	2,958.59	
Unique Management Services, Inc.	939.75	
Winnefox Library System	<u>200.00</u>	4,248.34
<b><u>239-1060-6404 - Postage &amp; Shipping</u></b>		
UPS	13.15	
Winnefox Library System	<u>227.01</u>	240.16
<b><u>239-1060-6424 - Maintenance Office Equipment</u></b>		
Oshkosh Office Systems	<u>45.65</u>	45.65
<b><u>239-1060-6426 - Maintenance Machinery, Equipment &amp; Structures</u></b>		
Energy Control & Design, Inc	3,228.35	
Kitz & Pfeil	151.88	
Roe Nurseries, Inc.	127.00	
Winnefox Library System	<u>28.28</u>	3,535.51
<b><u>239-1060-6432 - Equipment Rental</u></b>		
Great America Financial Services	<u>87.66</u>	87.66
<b><u>239-1060-6448 - Special Services</u></b>		
Advanced Disposal	<u>361.00</u>	\$361.00
<b><u>239-1060-6458 - Conference &amp; Training</u></b>		
Maggie Mueller	143.38	
Winnefox Library System	<u>15.00</u>	158.38
<b><u>239-1060-6471 - Electricity</u></b>		
Wisconsin Public Service	<u>6,630.49</u>	6,630.49
<b><u>239-1060-6472 - Sewer Service</u></b>		
City Revolving Charge	<u>918.56</u>	\$918.56
<b><u>239-1060-6473 - Water Service</u></b>		
City Revolving Charge	<u>1,097.00</u>	\$1,097.00

**Oshkosh Public Library  
Vouchers Payable  
April 2017**

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-6474 - Gas Service</u></b>		
Constellation Energy Services - Natural Gas LLC	755.10	755.10
<b><u>239-1060-6475 - Telephones</u></b>		
City Revolving Charge	176.07	
Winnefox Library System	<u>22.39</u>	\$198.46
<b><u>239-1060-6476 - Storm Sewer</u></b>		
City Revolving Charge	<u>1,060.19</u>	\$1,060.19
<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>		
State of Wisconsin	<u>50.00</u>	\$50.00
<b><u>239-1060-6505 - Office Supplies</u></b>		
Elm USA Inc.	258.95	
Staples	2,014.63	
Uline	857.75	
Winnefox Cooperative Technical Services	148.97	
Winnefox Library System	<u>1,751.83</u>	5,032.13
<b><u>239-1060-6506 - Software</u></b>		
Winnefox Library System	<u>599.88</u>	599.88
<b><u>239-1060-6509 - Computer Supplies</u></b>		
Winnefox Library System	<u>24.99</u>	24.99
<b><u>239-1060-6517 - Supplies/Repair Parts</u></b>		
Block Iron & Supply Company, Inc.	79.00	
Filters Unlimited	393.86	
Kitz & Pfeil	118.73	
Grainger	749.99	
Winnefox Library System	<u>144.00</u>	1,485.58
<b><u>239-1060-6527 - Janitorial Supplies</u></b>		
Pingry-Caswell	73.77	
Winnefox Library Sytem	<u>23.94</u>	97.71
<b><u>239-1060-6575 - Library Materials</u></b>		
Jim Anderson	15.00	
Baker & Taylor	10616.82	
Cengage	888.56	
Center Point Large Print	275.77	
Family Roots	21.96	
Ingram	513.16	
Midwest Tape	215.10	

**Oshkosh Public Library  
Vouchers Payable  
April 2017**

	<u>Invoices</u>	<u>Totals</u>
New York Times (pc)	717.50	
Penguin Random	335.25	
Quality Books	36.44	
Recorded Books	1080.30	
Regent Book Company	16.93	
Thomson Reuters	313.34	
Time-Life (pc)	<u>99.95</u>	15,146.08
 <b><u>239-1060-6576 - Promotional Materials</u></b>		
Winnefox Library System	610.51	
Winnefox Library System	<u>239.34</u>	849.85
 <b><u>239-1060-6589 - Other Materials &amp; Supplies</u></b>		
Festival Foods (pc)	7.78	
Hobby Lobby (pc)	16.97	
Menards (pc)	<u>29.26</u>	\$54.01
		<u>240,840.82</u>

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

	<u>Invoices</u>	<u>Totals</u>
<b><u>239-1060-1327 - OPL Collection Improvement Fund</u></b>		
NMT Corporation	<u>746.73</u>	746.73
<b><u>239-1060-1327 - OPL Collection Improvement Fund - George Hilton</u></b>		
Baker & Taylor	<u>19.60</u>	19.60
<b><u>239-1060-1327 - OPL Collection Improvement Fund - Herman Hoxtel</u></b>		
Baker & Taylor	19.22	
Midwest Tape	24.99	
Penguin Random House	<u>30.00</u>	74.21
<b><u>239-1060-1327 - OPL Collection Improvement Fund - Genevieve Kenny</u></b>		
Baker & Taylor	<u>24.74</u>	24.74
<b><u>239-1060-1327 - OPL Collection Improvement Fund - Helen Schuster</u></b>		
Center Point Large Print	<u>173.76</u>	173.76
<b><u>239-1060-1327 - OPL Collection Improvement Fund - Steven Zellmer</u></b>		
Family Roots	<u>8.46</u>	8.46
<b><u>239-1060-1327 - OPL Programming Support Fund</u></b>		
Constant Contact (pc)	(6.76)	
Winnefox Library System	<u>236.41</u>	229.65
<b><u>239-1060-1327 - OPL Memorial Fund</u></b>		
Amazon (pc)	175.00	
Baker & Taylor	459.92	
Oriental Trading (pc)	77.12	
Winnefox Library System	<u>152.53</u>	864.57
<b>Total</b>		<u><u>2141.72</u></u>

OSHKOSH PUBLIC LIBRARY  
RESOLUTION OF THE BOARD OF TRUSTEES

May 25, 2017

WHEREAS, Lurton Blassingame has served on the Oshkosh Public Library Board of Trustees since November 1, 2002 with distinction; and

WHEREAS, during Lurton's tenure, the Library has experienced a remarkable period of growth and development and Lurton has often been in the forefront with commitment and support on many of the issues and projects; and

WHEREAS, Lurton made himself available for many meetings and committed as much time as was needed to help realize the fine library facility and service program the community enjoys today;

THEREFORE, BE IT RESOLVED, it is the unanimous "sense of the Board" that we express our appreciation to Lurton Blassingame for his exemplary service to the community as a member of the Board of Trustees of Oshkosh Public Library. The Library is better as a result of his service.

Resolution approved unanimously by the Library Board this 25th day of May, 2017.

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Kim Molitor, President  
Oshkosh Public Library  
Board of Trustees

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Jeff Gilderson-Duwe, Director  
Oshkosh Public Library



OSHKOSH PUBLIC LIBRARY  
RESOLUTION OF THE BOARD OF TRUSTEES

May 25, 2017

WHEREAS, Bill Wingren has served on the Oshkosh Public Library Board of Trustees since January 1, 2011 with distinction; and

WHEREAS, during Bill's tenure, the Library has experienced a remarkable period of growth and development and Bill has often been in the forefront with commitment and support on many of the issues and projects; and

WHEREAS, Bill made himself available for many meetings and committed as much time as was needed to help realize the fine library facility and service program the community enjoys today;

THEREFORE, BE IT RESOLVED, it is the unanimous "sense of the Board" that we express our appreciation to Bill Wingren for his exemplary service to the community as a member of the Board of Trustees of Oshkosh Public Library. The Library is better as a result of his service.

Resolution approved unanimously by the Library Board this 25<sup>th</sup> day of May, 2017.

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Kim Molitor, President  
Oshkosh Public Library  
Board of Trustees

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Jeff Gilderson-Duwe, Director  
Oshkosh Public Library

## 105 ANTI HARASSMENT / BULLYING POLICY

The Oshkosh Public Library and the City of Oshkosh are committed to providing and maintaining a professional work environment that maintains employee equality, dignity, and respect. Harassment, including sexual harassment, bullying, and/or retaliation is strictly prohibited. Harassment and bullying increases hostility, creates an offensive working environment, adversely affects productive working relationships, and ultimately obstructs the vision of a diverse workforce, reflective of the City itself. Employees are entitled to a work atmosphere free from harassment.

Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on Oshkosh Public Library or City of Oshkosh premises and whether or not the incidents occur during working hours.

Behavior that creates a hostile work environment is a serious matter and will not be tolerated. Employees are prohibited from engaging in any conduct that could be construed as harassment, as defined by this policy.

The City Attorney and Equal Employment Opportunity Officer of the City of Oshkosh are resource persons for the Library Director and may be involved in harassment investigation and/or decision-making processes at the request of the Library Director or the library staff charged with responsibility for investigating complaints under this policy.

### 1. Definitions

#### 1. Harassment Defined

##### a. Harassment

~~According to the Equal Rights Division of Wisconsin's Department of Workforce Development, behavior directed toward an employee by a supervisor or co-worker goes beyond being offensive to being illegal harassment when it is directed toward a person because of their race, color, creed, ancestry, national origin, age (40 and up), disability, sex, arrest or conviction record, marital status, sexual orientation or membership in the military reserve. Harassment may include such behaviors as verbal abuse, epithets, and vulgar or derogatory language, display of offensive cartoons or materials, mimicry, lewd or offensive gestures and telling of jokes offensive to the above protected class members. The behavior must be more than isolated incidents or casual comments; it must involve a pattern of abusive and degrading conduct directed against a protected class member that is sufficient to interfere with their work or create an offensive and hostile work environment.~~

- a. According to the (ERD), harassment becomes illegal when an employer, supervisor or co-worker harasses a person because of their race, color, creed, ancestry, national origin, age (40 and up), disability, sex, arrest or conviction record, marital status, sexual orientation or membership in the military reserve. According to the (EEOC), it is unlawful to harass a person (an applicant or employee) because of that person's sex (including pregnancy), national origin, age (40 and older), disability and/or genetic information.

- b. Harassment may include verbal abuse, epithets, and vulgar or derogatory language, display of offensive cartoons or materials, mimicry, lewd or offensive gestures and telling of jokes offensive to the above protected class members. The behavior must be more than isolated incidents or casual comments, it involves a pattern of abusive and degrading conduct directed against a protected class member that is sufficient to interfere with their work or create an offensive and hostile work environment.
- c. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature however and can include offensive remarks about a person’s sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Although the law doesn’t prohibit simple teasing, offhand comments, or isolated incidents, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim’s supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer. Although the above refers to details of sexual harassment, the city will use similar analysis for other forms of harassment.
- d. Prohibition of the Possession or Display of Harassing Materials - Employees are prohibited from possessing, displaying, disseminating, distributing, trading or sharing of any materials, regardless of format; (e.g., electronic, paper, film, video, animated) that constitute harassment on the basis of any characteristic protected by State, Federal or local law. This prohibition extends to all materials which are pornographic and/or demeaning. This includes, but is not limited to, nude, semi-nude or scantily clad images, or images of people simulating acts or exhibit expressions which are intimate, sexual, demeaning or provocative.

## 2. Bullying Defined

- a. Bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by employees) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- b. Bullying also includes forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off Library property, or at any Library-sponsored function.
- c. Bullying is conduct that meets all of the following criteria:
  - i. is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress, and;
  - ii. is directed at one or more employees, and;

- iii. is conveyed through physical, verbal, technological or emotional means, and;
- iv. substantially interferes with an employee's ability to do their job.

~~Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on Oshkosh Public Library or City of Oshkosh premises and whether or not the incidents occur during working hours.~~

~~b. Sexual Harassment~~

~~Sexual harassment is unwanted sexual attention of persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile, or offensive working environment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.~~

~~While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:~~

- ~~i. Promising, directly or indirectly, an employee a reward if the employee complies with a sexually oriented request;~~
- ~~ii. Threatening, directly or indirectly, to retaliate against an employee if the employee refuses to comply with a sexually oriented request;~~
- ~~iii. Denying, directly or indirectly, an employee an employment related opportunity if the employee refuses to comply with a sexually oriented request;~~
- ~~iv. Engaging in sexually suggestive physical contact or touching another employee in a way that is unwelcome;~~
- ~~v. Engaging in indecent exposure;~~
- ~~vi. Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances;~~
- ~~vii. Employees are prohibited from possessing, displaying, storing, disseminating, distributing, trading or sharing of any materials using Library equipment or facilities regardless of format; (e.g., electronic, paper, film, video, animated) that constitute harassment on the basis of any characteristic protected by State, Federal or local law. This prohibition extends to all materials which are pornographic and/or demeaning. This includes, but is not limited to, nude, semi-nude or scantily clad images, or images of people simulating acts or exhibit expressions which are intimate, sexual, demeaning or provocative.~~

~~Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.~~

~~Consensual sexual or romantic relationships between employees are deemed unwise and are strongly discouraged if one employee has supervisory authority over the other employee.~~

~~2. Responsibilities — actions to be taken in the event that an employee believes she or he has been subject to sexual or other harassment as defined above.~~

~~3. Responsibilities~~

~~a. Employee - The employee should:~~

- ~~i. Make their unease and/or disapproval directly and immediately known to the bully or harasser;~~
- ~~ii. Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and~~

iii. Report the incident to a supervisor, the Assistant Director, or the Library Director.

Employees should be aware that making a charge of harassment is a serious matter and that doing so frivolously, recklessly, or with malicious intent is a violation of this policy and is subject to discipline.

b. Supervisors - Supervisors must deal expeditiously and fairly with allegations of bullying or harassment whether or not there has been a written or formal complaint. Supervisors who knowingly allow or tolerate harassment are in violation of this policy and are subject to discipline. Supervisors must:

i. Act promptly to investigate bullying, harassment or inappropriate sexually oriented conduct;

ii. Ensure that bullying, harassment or inappropriate sexually oriented conduct is reported to the Assistant Director or the Library Director.

iii. Take corrective action to prevent prohibited conduct from reoccurring.

In many cases, a supervisor's warning to an alleged bully or harasser, combined with appropriate follow-up supervision and monitoring of the employee's behavior may be sufficient to prevent or stop bullying or harassment.

c. The Assistant Director or the Library Director must:

i. Ensure that both the individual filing the complaint (hereafter referred to as the complainant) and the accused individual (hereafter referred to as the respondent) are aware of the seriousness of a bullying or harassment complaint;

ii. Explain the Library bullying / harassment policy and investigation procedures to the complainant and the respondent;

iii. Explore means of resolving the bullying or harassment complaint;

iv. Refer the complainant and/or the respondent to the City of Oshkosh Employee Assistance Program (EAP) for counseling and referral services, if appropriate;

v. Notify the police if criminal activities are alleged; and

vi. Arrange for an investigation of the alleged harassment and the preparation of a written report to be submitted to a decision-making panel (see below).

d. The City of Oshkosh EEO Officer:

i. Act as a consultant and resource person for Library administrators as they discharge their responsibilities under this policy.

ii. Fulfill the responsibilities of the Library Director under this policy in the event that the Library Director is alleged to have bullied or harassed other Library employees.

3. Complaint

All incidents of bullying or harassment or inappropriate sexually oriented conduct should be reported as provided in the Employee Responsibilities section above. All reported incidents will be investigated. A formal investigation into an alleged violation of this policy can be initiated by an employee filing a written harassment complaint with the Assistant Director or the Library Director.

Complaints should be filed as soon as possible after an incident of alleged harassment. The supervisor, Assistant Director or Library Director will assist the complainant in completing a bullying or harassment complaint. To ensure the prompt and thorough investigation of a bullying or harassment complaint, the complainant should provide as much of the following information as is possible:

- a. The name, department, and position of the person or persons allegedly causing the bullying or harassment;
- b. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses;
- c. The alleged effect of the incident(s) on the complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment;
- d. The names of other employees who might have been subject to the same or similar bullying or harassment;
- e. The steps the complainant has taken to try to stop the bullying or harassment; and
- f. Any other information the complainant believes to be relevant to the bullying or harassment complaint.

4. Investigation - The Assistant Director or the Library Director is responsible for ensuring that an impartial investigation begins within 10 working days after a complaint has been filed. The Library attempts to complete investigations within 15 working days. Except in the most unusual circumstances, investigations must be completed within 30 working days.

In most cases the Assistant Director and the Library Director will conduct the investigation. They may consult with the City of Oshkosh EEO Officer who may be asked to participate in the investigation. An independent outside investigator may be appointed by the Library Director to lead the investigation if necessary to expedite the resolution of a complaint or resolve any potential conflict of interest. In any case, two persons will conduct all interviews with the complainant, respondent and witnesses so that information obtained during the interviews can be corroborated.

The investigator will contact the respondent, inform him or her of the nature of the complaint, solicit the respondent's account of the alleged incident(s), inform the respondent that a report will be prepared, and advise the respondent of his or her right to be represented by legal and/or union counsel.

5. Report -The designated investigator will prepare a written report immediately following the completion of the investigation. Except in the most unusual circumstances, the report must be completed within 15 working days after the completion of the investigation. The report must include:
  - a. a summary of the complaint;
  - b. a summary of the response by the individual charged with bullying or harassment;
  - c. a summary of the statements and evidence obtained during the investigation;
  - d. a summary of prior settlements or substantiated complaints against the respondent;
  - e. a finding of whether a violation of this policy occurred, evidence for the finding, and an evaluation of the severity of the violation;
  - f. an appendix containing the statements of all parties to the complaint and any other documentary evidence obtained in the course of the investigation.

6. Decision-Making Panel

The report will be delivered to members of a decision-making panel, consisting of the Library Director, the respondent's supervisor and the City Attorney or Library counsel. If one of these people is involved in the complaint, the Library Director shall have the right to appoint an individual as a replacement.

After consideration of the report, the panel may agree to one of the following courses of action:

- a. Sustain the complaint, order the bullying or harassment to stop, enforce appropriate sanctions on the respondent, provide for the restoration of any employment benefits the complainant lost because of the harassment and provide any other relief necessary to remedy the situation;
- b. Order further investigation, for a period not to exceed 10 working days and require a supplementary report;
- c. Dismiss the complaint, if it is found to be without merit. If the investigator finds that the complaint was made frivolously, recklessly or with malicious intent, and if the panel agrees, it may choose to recommend disciplinary action against the complainant; or
- d. Order other corrective actions to bring about required changes in employee behavior.

Once the panel has reviewed the report and decided upon a course of action, copies will be provided to both the complainant and the respondent. The Assistant Director or Library Director and a member of the committee will meet with the complainant to explain the decision. The Assistant Director or Library Director and the respondent's supervisor and/or department head will meet with the respondent to explain the decision and any corrective or disciplinary action that will be taken. Copies of the investigative report will be placed in the personnel files of any employees found to be in violation of this policy.



7. Monitoring Compliance - The supervisor is expected to monitor future compliance with this policy in order to guard against any retaliation that may be aimed against the complainant and to prevent further harassment.
8. Discipline - Employees who violate this policy may be subject to disciplinary action, as determined by the decision-making panel.
9. Confidentiality - All inquiries, complaints and investigations are treated as confidentially as possible. However, when the Library becomes aware of the potential of a bullying or harassment situation, it is obligated to follow up on the circumstances, which may require discussion of the information provided.

All information pertaining to a bullying or harassment complaint or investigation is maintained by the library administration in secure files.

All individuals contacted in connection with a complaint will be counseled that any information pertaining to the complaint should be held in confidence.

Although every effort will be made to keep information contained in a formal complaint confidential, it may be necessary to reveal the identity of the complainant to the respondent and witnesses. The library administration will take steps to ensure that the complainant is protected from retaliation during the period of the investigation and after its conclusion.

10. Other Available Procedures - The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of harassment under state or federal law.

## 109 SALARY ADMINISTRATION

4. Pay System - Pay periods are bi-weekly. Hours worked during a pay period are ordinarily paid the following Thursday Friday of the subsequent pay period.
7. Salary Adjustment  
(This section approved October 25, 2012)
  - a. General - The salary schedule shall be reviewed annually to consider overall changes of salaries inside the organization, the labor market and economic conditions. If a general adjustment is given, it may be made either on a straight percentage basis, a flat dollar amount, or a combination of the two. All annual salary adjustments under the pay plans – whether general, individual performance-based or individual steps – shall normally be effective January 1 or pay period #1. To be eligible for an annual salary increase, an employee’s supervisor must have certified that they were meeting or exceeding expectations on the previous year’s annual performance evaluation. When an employee’s salary exceeds their existing pay range maximum the employee’s pay is said to be “red circled”. An employee whose pay is red circled will not be eligible for further base-accumulating pay increases until his/her salary is within the salary range for their current position.
  - m. Market Survey Implementation Guidelines – The following implementation guidelines will be applied to approved studies:
    - (i) If an employee’s current rate of pay is between a step in the new range, then the employee will be placed at the step that provides an increase.
    - (ii) If an employee’s current rate of pay is between the Control Point of the new range and the Maximum rate of the range, then no increase is required.
    - (iii) If an employee’s current rate of pay is “red-circled” and would be higher than the Maximum rate of the new range, then the employee would continue to be “red-circled”.

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## 201 CREDIT UNION

~~City employees their spouses and their children are eligible to participate in the Oshkosh Central Credit Union. The Credit Union is located at 240 Algoma Blvd. which is adjacent to City Hall and at 1100 West 20<sup>th</sup> Avenue, Oshkosh.~~

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## 201 / 202 ROTH IRA / DEFERRED COMPENSATION

~~Under this these program programs, an employee may designate a portion of his/her income to be deposited into a special investment account for use in retirement future years. The These program programs offers offer certain tax advantages to participants. Further information is available through the Assistant Director City Benefits Office.~~

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## **207 DENTAL, HEALTH, & VISION INSURANCE**

If ~~The~~ the Library shall ~~pay a set~~ contributes an amount per month toward the premium of the ~~group health plans.~~; This this amount is based on eligibility and shall be set and modified from time to time by the Library Board, advised by the Library Director. Specific benefits provided by this plan are explained in the Master Plan Document(s) which may be obtained in the City of Oshkosh Benefits Office. Premiums are collected one month in advance of effective coverage, through payroll deductions.

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## **209 INCOME CONTINUATION INSURANCE (ICI)**

ICI is an income replacement plan that replaces up to seventy-five (75) percent of an employee's gross salary (to a maximum of \$4,000 per month) if the employee is unable to work because of non work related sickness or injury. The plan is not a guarantee of employment. The plan provides replacement income for disabilities that are considered short term in nature, as well as those that may last for extended periods after employees exhaust all accrued paid leave time. The City will pay the premium for the 180 day elimination (waiting) period. Employees may select a shorter elimination (waiting) period of 30, 60, 90, or 120 days. If employees desire a shorter elimination period, they are required to pay the necessary additional premium.

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## **212 LIFE INSURANCE**

1. Enrollment - Employees should enroll for group life insurance immediately ~~after completing six months of service with the City.~~ Failure to do so will require the employee to apply for life insurance through medical evidence of insurability.
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## **215 SECTION 125-FLEXIBLE BENEFIT PLAN**

The Flexible Benefit Plan is a program that was enacted by Congress in 1978 and is open to regular City employees. The plan allows employees to pay for certain expenses using pre-tax dollars. Employees deduct monies from their paycheck before federal, state, Social Security and Medicare taxes are calculated. The monies are withheld from each paycheck in equal installments and reimbursed once an employee shows proof that the service was rendered. This plan allows ~~three~~ two separate categories of expenses to be claimed up to annual maximums. The categories are: ~~Independent Premium Feature,~~ Dependent Care Reimbursement, and Medical Reimbursement.

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## **312 WEAPONS**

For the purposes of this policy, weapon shall mean without limitation because of enumeration: any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any electric weapon as defined in Sec. 941.295(4), Wis. Stats.; any instrument which expels a missile or other object by the expansion of compressed air

or other gas, by spring or any other means; cross-knuckles, blackjack, billy club; any knife which has a blade three inches or longer, or a blade which may be drawn without the necessity of contact with the blade itself, martial arts type weapons such as, without limitation because of enumeration, throwing stars, Tonfa, Nunchaku, fighting chains; pepper spray, mace, tear gas; or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

Regardless of whether an employee possesses a concealed carry weapon license or is otherwise allowed by law to possess a weapon, employees may not possess any weapon on Library or city property or in any other location when the employee is in the course of employment. An employee may not possess any weapon in any Library- or city-owned or leased vehicle. This policy shall not apply to law enforcement officers or fire personnel who are required to handle weapons in accordance with their policies related to transporting patients with weapons. This policy shall not prohibit an employee from carrying a concealed weapon or ammunition or from storing a weapon in the employee's own motor vehicle, whether that vehicle is used in the course of employment or whether the vehicle is driven or parked on Library or City property.

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106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** May 17, 2017  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Jeff Gilderson-Duwe  
**SUBJECT:** 2018 Budget Preparation Calendar

Although the city Finance Director has not yet released a calendar for the 2018 budget process, past years' experience allow us to make educated estimates as to the major milestones and deadlines. Here are my current estimates of the library budget preparation process, placed in context with likely major milestones of the city's calendar:

### June

?? Library Board Finance Committee explores major challenges, proposals and initiatives with the Library Director. The committee advises the Library Director in developing the first draft of the 2018 library budget.

### July

01 – 20 Library Director and management team develop first draft of 2018 library budget.

27 Discuss 2018 budget draft at regular library board meeting.

### August

01 – 11 Develop detailed 2018 library operating budget; deliver to city Finance Dept. by approximately August 11

### September

Approx.. City Manager reviews proposed budgets with city department heads.  
4 – 23

28 Detailed 2018 operating budget proposal to library board for consideration.

Sept 30 – Budget refinement / revisions  
Oct 2

### October

Approx.10 Preliminary budget delivered to Council

Approx Council budget workshops  
16-27

*"Connecting People<sup>153</sup> with Information"*

November

- 7 Council budget hearing
- 21 Council approval of 2018 budget and 2018 – 2019 capital improvement plan

**OSHKOSH PUBLIC LIBRARY  
STATEMENT OF REVENUE**

April 2017  
33% of the Year

	<b>ESTIMATED REVENUES</b>	<b>APRIL REVENUES</b>	<b>REVENUES TO DATE</b>	<b>% of ANNUAL EST. TOTAL</b>	<b>REVENUE EXCESS (DEFICIENCY)</b>
Winnebago County	564,621.00	0.00	141,155.25	25.00%	(423,465.75)
Calumet County (Act 420 Revenue)	1,949.00	1,949.00	1,949.00	100.00%	0.00
Fond du Lac County (Act 420 Revenue)	23,990.00	23,990.00	23,990.00	100.00%	0.00
Green Lake County (Act 420 Revenue)	1,747.00	1,747.00	1,747.00	100.00%	0.00
Waushara County (Act 420 Revenue)	8,103.00	8,103.00	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>35,789.00</b>	<b>176,944.25</b>	<b>20.35%</b>	<b>(692,739.75)</b>
Fines	25,000.00	2,688.02	17,725.04	70.90%	(7,274.96)
Collection Service Fees - Collected in-house	7,000.00	105.00	1,379.12	19.70%	(5,620.88)
Meeting Room Rental Fees	3,000.00	255.00	1,370.00	45.67%	(1,630.00)
Photocopiers	3,000.00	275.37	1,129.89	37.66%	(1,870.11)
Other Copies	6,000.00	988.00	5,824.09	97.07%	(175.91)
<b>TOTAL FEES &amp; CHARGES</b>	<b>44,000.00</b>	<b>4,311.39</b>	<b>27,428.14</b>	<b>62.34%</b>	<b>(16,571.86)</b>
Trust Fund Revenues	3,500.00	17.70	782.25	22.35%	(2,717.75)
Miscellaneous Revenues	500.00	244.04	1,209.86	241.97%	709.86
Used Book Sales	15,000.00	994.39	6,487.42	43.25%	(8,512.58)
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>19,000.00</b>	<b>1,256.13</b>	<b>8,479.53</b>	<b>44.63%</b>	<b>(10,520.47)</b>
<b>TOTAL EXPECTED REVENUES</b>	<b>932,684.00</b>	<b>4,435.02</b>	<b>26,854.46</b>	<b>2.88%</b>	<b>(905,829.54)</b>
CITY OF OSHKOSH LEVY	2,660,000.00		2,660,000.00	100.00%	0.00

**Oshkosh Public Library  
Statement of Expenditures**

**April 2017**

**33% of the year**

	<b>2017 BUDGET</b>	<b>APRIL EXPENSES</b>	<b>NET EXPENSES TO DATE</b>	<b>% OF ANNUAL BUDGET</b>	<b>UNEXPENDED BALANCE April 30, 2017</b>
Salaries, Wages, & Benefits					
Salaries & Wages	1,942,100.00	157,654.62	599,083.62	30.85	1,343,016.38
FICA	147,300.00	11,577.94	43,908.13	29.81	103,391.87
Wisconsin Retirement	123,600.00	876.96	27,187.47	22.00	96,412.53
Health Insurance	351,000.00	26,350.20	103,581.97	29.51	247,418.03
Dental Insurance	16,300.00	1,143.34	4,393.80	26.96	11,906.20
Life Insurance	6,700.00	451.03	1,987.35	29.66	4,712.65
Income Continuation Insurance	4,300.00	0.00	0.00	0.00	4,300.00
Sub Total Fringe Benefits	649,200.00	40,399.47	181,058.72	27.89	468,141.28
<b>TOTAL PAYROLL</b>	<b>2,591,300.00</b>	<b>198,054.09</b>	<b>780,142.34</b>	<b>30.11</b>	<b>1,811,157.66</b>
Contractual Services	328,500.00	4,248.34	185,798.77	56.56	142,701.23
Auto Allowance	200.00	0.00	0.00	0.00	200.00
Postage & Shipping	3,500.00	240.16	859.46	24.56	2,640.54
Advertising/Marketing	4,000.00	0.00	1,600.00	40.00	2,400.00
Promotional Services	4,300.00	0.00	100.00	2.33	4,200.00
Maint. Office Equipment	4,500.00	45.65	2,391.01	53.13	2,108.99
Maint. Mach, Equip, Structures	60,000.00	3,535.51	9,356.53	15.59	50,643.47
Equipment Rental	600.00	87.66	438.30	73.05	161.70
Parking Rental	0.00	0.00	1,050.00	#DIV/0!	-1,050.00
Special Services	5,100.00	361.00	1,805.00	35.39	3,295.00
Legal Professional Services	0.00	0.00	0.00	#DIV/0!	0.00
Conference & Training	3,500.00	158.38	814.72	23.28	2,685.28
Employee Training	500.00	0.00	379.72	75.94	120.28
Dues	1,500.00	0.00	649.00	43.27	851.00
Misc. Contractual Services	0.00	0.00	125.00	#DIV/0!	-125.00
Electricity	85,000.00	6,630.49	23,791.57	27.99	61,208.43
Sewer Service	3,500.00	918.56	918.56	26.24	2,581.44
Water Service	4,000.00	1,097.00	1,097.00	27.43	2,903.00
Gas Service	31,200.00	755.10	4,051.48	12.99	27,148.52
Telephone	5,500.00	198.46	673.72	12.25	4,826.28
Storm Water Utility	2,800.00	1,060.19	1,060.19	37.86	1,739.81
Workers Compensation	3,600.00	0.00	0.00	0.00	3,600.00
Building & Contents Insurance	6,300.00	0.00	6,342.50	100.67	-42.50
Comprehensive Liability Ins	1,200.00	110.00	550.00	45.83	650.00
Boiler Insurance	1,200.00	0.00	1,600.00	133.33	-400.00
Licenses and Permits	1,200.00	50.00	50.00	4.17	1,150.00
Office Supplies	30,000.00	5,032.13	7,483.05	24.94	22,516.95
Software	1,000.00	599.88	623.98	62.40	376.02
Computer Supplies	300.00	24.99	102.91	34.30	197.09
Gasoline	100.00	0.00	0.00	0.00	100.00
Supplies/Repair Parts	12,000.00	1,485.58	4,017.94	33.48	7,982.06
Janitorial Supplies	3,500.00	97.71	97.71	2.79	3,402.29
Chemicals	500.00	0.00	810.24	162.05	-310.24
Minor Equipment	0.00	0.00	0.00	#DIV/0!	0.00
Library Materials	344,800.00	15,146.08	71,919.44	20.86	272,880.56
Promotional Materials	10,500.00	849.85	1,211.02	11.53	9,288.98
Other Materials & Supplies	1,000.00	54.01	1,621.62	162.16	-621.62
<b>TOTAL LIBRARY BUDGET</b>	<b>3,556,700.00</b>	<b>240,840.82</b>	<b>1,113,532.78</b>	<b>31.31</b>	<b>2,443,167.22</b>



## Oshkosh Public Library Highlights May 2017

1. The 2017 Create-A-Book Contest for third, fourth and fifth graders concluded on May 2 when winners were announced at an award ceremony under the Dome. At the event, 75 students, proud family members and teachers were treated to readings and a slideshow of the first place winners from each grade. These books are posted on the library's website along with a full list of all awards.
2. The Children's & Family Outreach Department has 27 sessions scheduled (at this printing) to promote this year's Summer Reading Program, including class visits to the library and staff visits to schools. Signup for the program begins May 30, with the Drop In & Read Kickoff scheduled for Tues., June 6, from 2 to 6 p.m. The library is again partnering with Go Transit to offer free bus rides to the library for children who show their library card. Kids and teens can also earn Be Fine Free coupons for reading 20 minutes at the library.
3. You could say there was care on multiple levels when community volunteers visited the library during the April 21 Day of Caring. Volunteers, including a group from US Bank, did a spring spruce-up of the library grounds; prepped summer reading materials, cleaned shelves and window blinds around the building and cleaned some of the toys in the lower level.
4. The library participated in the community art event, *100 Days: The Creatives Respond*, on April 29. *What's left Are the Poets* included poetry readings and mediated discussion under the Dome, with 49 people attending. A community volunteer facilitated the discussion, using the tenets of the Oshkosh Civility Project to help ensure respectful and inclusive conversation. The event is being considered as a model for future issue-oriented community discussions at OPL.
5. Propel, the young professionals organization of the Oshkosh Chamber of Commerce, held its first-ever Speaker Crawl at the library on April 28 during Young Professionals Week. More than 35 people attended the event, which featured local speakers from local businesses and community organizations.
6. It was another successful year for the Lakefly Writer's Conference, with a record 96 people attending. According to organizer and OPL librarian Ruth Percy, practical and inspiring topics, engaging speakers and enthusiastic participants made the event a positive and energizing experience. Ruth will offer a full report to the board in the coming months.
7. Winnebago County Parks staff showcased the many ways to walk, ride, roll and hike in Winnebago County during their May 17 program, *Get Moving Oshkosh & Winnebago County*. . Seventeen people attended the program, which highlighted area trails and paths, as well as opportunities for active transportation, connecting routes to destinations and efforts to make local roadways safer for biking and walking.

MONTHLY REPORT  
Oshkosh Public Library  
April 2017

<b>CIRCULATION</b>	Apr 2017	Apr 2016	% Change	YTD 2017	YTD 2016	% Change
Book-Adult	16,889	17,347	-3%	67,724	71,188	-5%
Book-Juvenile	16,746	17,134	-2%	67,724	69,874	-3%
Book-YA/Teen	1,769	1,998	-11%	6,738	7,449	-10%
CD-Adult	3,100	3,681	-16%	12,564	15,145	-17%
CD-Juvenile	339	260	30%	966	1,059	-9%
CD-Book-Adult	1,622	1,975	-18%	6,468	7,653	-15%
CD-Book-Juvenile	284	344	-17%	1,212	1,430	-15%
CD-Book-YA/Teen	51	49	4%	152	145	5%
DVD-Adult	13,645	14,486	-6%	55,665	58,728	-5%
DVD-Juvenile	4,077	4,947	-18%	15,446	19,460	-21%
Game-Adult	468	570	-18%	2,005	2,523	-21%
Game-Juvenile	167	133	26%	632	634	0%
Magazine-Adult	1,087	1,258	-14%	4,698	4,929	-5%
Magazine-Juvenile	43	35	23%	136	198	-31%
Magazine-YA/Teen	18	3	500%	71	49	45%
Other-Adult	108	114	-5%	531	642	-17%
Other-Juvenile	93	67	39%	253	258	-2%
Other-YA/Teen	5	1	400%	21	11	91%
<b>Total Adult</b>	<b>36,919</b>	<b>39,374</b>	<b>-6%</b>	<b>149,655</b>	<b>160,714</b>	<b>-7%</b>
<b>Total Juvenile</b>	<b>21,749</b>	<b>22,920</b>	<b>-5%</b>	<b>86,369</b>	<b>92,913</b>	<b>-7%</b>
<b>Total YA/Teen</b>	<b>1,843</b>	<b>2,108</b>	<b>-13%</b>	<b>6,982</b>	<b>7,748</b>	<b>-10%</b>
<b>SUB TOTAL</b>	<b>60,511</b>	<b>64,402</b>	<b>-6%</b>	<b>243,006</b>	<b>261,375</b>	<b>-7%</b>
<b>E-Books</b>						
OverDrive E-Books	3,567	3,464	3%	14,532	14,089	3%
OverDrive Audiobooks	2,004	1,708	17%	7,552	6,994	8%
Tumblebooks	161	89	81%	749	448	67%
<b>SUB TOTAL</b>	<b>5,732</b>	<b>5,261</b>	<b>9%</b>	<b>22,833</b>	<b>21,531</b>	<b>6%</b>
<b>TOTAL CIRCULATION</b>	<b>66,243</b>	<b>69,663</b>	<b>-5%</b>	<b>265,839</b>	<b>282,906</b>	<b>-6%</b>

<b>PHYSICAL MATERIALS</b>	Apr 2017	Apr 2016	% Change	YTD 2017	YTD 2016	% Change
% AV Materials Circulated	39%	41%	-4%	39%	41%	-4%
% Print Materials Circulated	61%	59%	3%	61%	59%	3%
% Adult Materials Circulated	61%	61%	0%	62%	62%	0%
% Youth Materials Circulated	39%	39%	1%	38%	38%	0%
Average Circulation Per Hour	233.3	237.8	-2%	230.0	240.4	-4%

<b>MISCELLANEOUS</b>	Apr 2017	Apr 2016	% Change	YTD 2017	YTD 2016	% Change
Library Facility Traffic	23,734	25,817	-8%	98,401	103,310	-5%
Average Daily Traffic	818	861	-5%	855	869	-2%
Meetings Held	91	89	2%	351	344	2%
New Card Registrations	225	211	7%	899	958	-6%
Self-check % of Checkout	48.3%	42.8%	13%	47.2%	42.5%	11%
Volunteer Hours Worked	322	624	-48%	1,278	2,589	-51%
Teacher Packs	3	10	-70%	27	27	0%

<b>ELECTRONIC RESOURCES</b>	Apr 2017	Apr 2016	% Change	YTD 2017	YTD 2016	% Change
OPL Website Sessions	22,363	24,036	-7%	88,874	96,939	-8.3%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Ancestry	60	105	-43%	310	321	-3.4%
EBSCO Sessions	498	326	53%	1,318	1,589	-17.1%
HeritageQuest Sessions	114	82	39%	336	281	19.6%
Mango Languages	6	17	-65%	51	84	-39.3%
Mitchell Auto Repair	3	18	-83%	29	38	-23.7%
NewspaperARCHIVE	522	505	3%	1,739	1,980	-12.2%
Oshkosh Northwestern	54	49	10%	218	181	20.4%
RefUSA	108	99	9%	449	320	40.3%
<b>SUB-TOTAL</b>	<b>1,365</b>	<b>1,201</b>		<b>4,450</b>	<b>4,794</b>	<b>-7.2%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	53	91	-42%	195	244	-20.1%
City Directories	160	211	-24%	638	673	-5.2%
Digital Collections	388	354	10%	1,264	1,241	1.9%
Local History Books	61	131	-53%	207	350	-40.9%
Oshkosh Facts, Firsts, and FAQ	2	12	-83%	34	29	17.2%
Oshkosh Newspaper Index	12	11	9%	34	45	-24.4%
Oshkosh Vital Records Index	644	650	-1%	2,717	2,609	4.1%
Riverside Cemetery Index	41	43	-5%	179	153	17.0%
UWDC - Atlases & Histories	15	64	-77%	87	221	-60.6%
<b>SUB-TOTAL</b>	<b>1,376</b>	<b>1,567</b>		<b>5,355</b>	<b>5,565</b>	<b>-3.8%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>25,104</b>	<b>26,804</b>	<b>-6%</b>	<b>98,679</b>	<b>107,298</b>	<b>-8.0%</b>

<b>QUESTIONS ANSWERED</b>	Apr 2017	Apr 2016	% Change	YTD 2017	YTD 2016	% Change
<b>Adult Department</b>						
Reference	1,419	13,316	-89%	20,959	54,750	-62%
<b>Youth Department</b>						
Reference	365	768	-52%	1,985	3,149	-37%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>1,784</b>	<b>14,084</b>	<b>-87%</b>	<b>22,944</b>	<b>57,899</b>	<b>-60%</b>

<b>PROGRAMS</b>	Apr 2017	Apr 2016	% Change	YTD 2017	YTD 2016	% Change
<b>Programs Given</b>						
Adult	20	10	100%	64	30	113%
Teen	4	6	-33%	33	20	65%
Youth	35	25	40%	126	133	-5%
Roving Reader	20	8	150%	53	31	71%
<b>TOTAL</b>	<b>79</b>	<b>49</b>	<b>61%</b>	<b>276</b>	<b>214</b>	<b>29%</b>
<b>Program Attendance</b>						
Adult	264	147	80%	691	397	74%
Teen	22	29	-24%	177	109	62%
Youth	902	838	8%	3,777	4,168	-9%
<b>TOTAL</b>	<b>1188</b>	<b>1014</b>	<b>17%</b>	<b>4,491</b>	<b>4,674</b>	<b>-4%</b>

**PROGRAMS**

**DATE**

**Adult**

Yoga for adults	4/1/2017
Bird Watching for Everyone (last month theme)	4/2/2017
World War I	4/4/2017
Knight Moves Chess Club	4/5/2017
Financial Literacy @OPL (theme)	4/6/2017
Edmund Fitzgerald (WHSAS)	4/6/2017
Tech Time	4/6/2017

**PROGRAMS**

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**Adult (cont'd)**

Poet Laureate Karla Hudson	4/10/2017
Genealogical Society	4/13/2017
5 Secrets to Starting a Business (Theme)	4/13/2017
Movie Matinee	4/17/2017
Navigating College Financial Aid (theme)	4/18/2017
Knight Moves Chess Club	4/19/2017
Adult DIY Sting Art	4/25/2017
Financial Literacy @OPL (theme)	4/26/2017
Knight Moves Chess Club	4/26/2017
Passive Programs (chess, puzzle, coloring)	4/30/2017

**Teen**

World War I	4/4/2017
Teen Book Club	4/7/2017
Movie Matinee	4/17/2017
Fantastic Beasts Viewing Party	4/19/2017
Teen DIY Earth Day Bags	4/21/2017

**Youth**

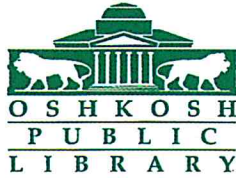
Yoga for Kids	4/1/2017
Bird Watching for Everyone (last month theme)	4/2/2017
Read to a Dog	4/3/2017
Family Storytimes (2 sessions)	4/3/2017
High Hopes	4/4/2017
High Hopes (2 sessions)	4/5/2017
WonderLab 4:30	4/5/2017
WonderLab 6:30	4/5/2017
Family Storytime	4/6/2017
Beginner's Minecraft	4/6/2017
Jan Brett The Umbrella	4/8/2017
Artfest Reception	4/9/2017
Family Storytimes (2 sessions)	4/10/2017
Read to a Dog	4/10/2017
Rosendale Primary School	4/10/2017
Tweens Create: Slime	4/11/2017
High Hopes	4/11/2017
Kids Are Us In-Home Family Daycare	4/11/2017
Helping Hands Day Care	4/11/2017
High Hopes (2 sessions)	4/12/2017
Fired Up! A MC Workshop	4/12/2017
Wonderlab Volcanoes (2 sessions)	4/12/2017
Wee Wisdom Day Care - 6 classes	4/12/2017
Miller Family Day Care	4/12/2017
Jan Brett The Umbrella Storytime	4/13/2017
UWO Children's Center Family Day	4/13/2017
Read to a Dog	4/17/2017
Arts for Kids (2 classes - 4-5 year olds)	4/18/2017
Arts for Kids (4 classes - 3 year olds)	4/18/2017
Financial Treasure Hunt	4/19/2017
Brick by Brick	4/19/2017
Financial Treasure Hunt	4/19/2017
Jeff McMullen 10 am	4/20/2017

**PROGRAMS**

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**Youth Cont'd**

Jeff McMullen 6 pm	4/20/2017
Financial Treasure Hunt	4/22/2017
Miller Family Day Care	4/26/2017
Davis Child Care Center (3 classes)	4/26/2017
Behind the Scenes Library Tour	4/27/2017
Passive Programs (chess, puzzle, coloring)	4/30/2017
Money Interactive Literacy Display	4/1/17-4/30/17

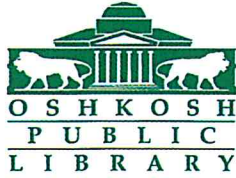


106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe  
FROM: Libby Terrell  
DATE: May 17, 2017  
SUBJECT: April 2017 Donations

During the month of April 2017, the library received \$559.91 in donations.



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**To:** Jeff Gilderson-Duwe  
**From:** Libby Terrell  
**Date:** May 17, 2017  
**Re:** April 2017 Personnel Changes

There were no personnel changes in April to report.

*"Connecting People with Information"*

163

**Oshkosh Public Library - OACF Trust Funds 2017 Q1 Report**

**Funds for Library Excellence**

	Collection Improvement		Facility Improvement		Library Development & Support		Technology		Programming Support	
	March	2017 to Date	March	2017 to Date	March	2017 to Date	March	2017 to Date	March	2017 to Date
	<b>Opening Fund Balance</b>	\$ 1,039,606.34	\$ 1,007,975.74	\$ 1,040,655.10	\$ 1,008,992.15	\$ 379,427.13	\$ 367,897.00	\$ 241,680.99	\$ 234,327.60	\$ 137,525.95
<b>Additions to Fund Balance</b>										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 1,138.99	\$ 33,075.04	\$ 1,140.17	\$ 33,108.86	\$ 415.69	\$ 12,057.32	\$ 264.78	\$ 7,689.17	\$ 150.67	\$ 4,370.37
Realized Gains/Losses	\$ 15.10	\$ 15.10	\$ 15.11	\$ 15.11	\$ 5.51	\$ 5.51	\$ 3.51	\$ 3.51	\$ 2.00	\$ 2.00
Investment Income	\$ 2,286.54	\$ 2,584.19	\$ 2,288.85	\$ 2,586.81	\$ 834.53	\$ 943.02	\$ 531.56	\$ 600.76	\$ 302.48	\$ 341.80
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 3,440.63	\$ 35,674.33	\$ 3,444.13	\$ 35,710.78	\$ 1,255.73	\$ 13,005.85	\$ 799.85	\$ 8,293.44	\$ 455.15	\$ 4,714.17
<b>Decreases to Fund Balance</b>										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (447.69)	\$ (1,050.79)	\$ (448.14)	\$ (1,051.84)	\$ (163.39)	\$ (383.38)	\$ (104.07)	\$ (244.27)	\$ (59.22)	\$ (138.95)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (447.69)	\$ (1,050.79)	\$ (448.14)	\$ (1,051.84)	\$ (163.39)	\$ (383.38)	\$ (104.07)	\$ (244.27)	\$ (59.22)	\$ (138.95)
<b>Net Changes to Fund Balance</b>	\$ 2,992.94	\$ 34,623.54	\$ 2,995.99	\$ 34,658.94	\$ 1,092.34	\$ 12,622.47	\$ 695.78	\$ 8,049.17	\$ 395.93	\$ 4,575.22
<b>Ending Fund Balance</b>	\$ 1,042,599.28	\$ 1,042,599.28	\$ 1,043,651.09	\$ 1,043,651.09	\$ 380,519.47	\$ 380,519.47	\$ 242,376.77	\$ 242,376.77	\$ 137,921.88	\$ 137,921.88

164

**Restricted Collection Funds**

	Archer		Gruenewald		Hilton II Special		Hoxtel		Jackson	
	March	2017 to Date	March	2017 to Date	March	2017 to Date	March	2017 to Date	March	2017 to Date
	<b>Opening Fund Balance</b>	\$ 1,677.96	\$ 1,626.90	\$ 2,506.26	\$ 2,430.00	\$ 12,864.49	\$ 12,473.08	\$ 13,172.18	\$ 12,771.41	\$ 1,526.45
<b>Additions to Fund Balance</b>										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 1.82	\$ 53.38	\$ 2.73	\$ 79.73	\$ 14.09	\$ 409.28	\$ 14.45	\$ 419.10	\$ 1.68	\$ 48.57
Realized Gains/Losses	\$ 0.02	\$ 0.02	\$ 0.04	\$ 0.04	\$ 0.19	\$ 0.19	\$ 0.19	\$ 0.19	\$ 0.02	\$ 0.02
Investment Income	\$ 3.69	\$ 4.17	\$ 5.52	\$ 6.24	\$ 28.30	\$ 31.98	\$ 28.97	\$ 32.74	\$ 3.35	\$ 3.79
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 5.53	\$ 57.57	\$ 8.29	\$ 86.01	\$ 42.58	\$ 441.45	\$ 43.61	\$ 452.03	\$ 5.05	\$ 52.38
<b>Decreases to Fund Balance</b>										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (0.72)	\$ (1.70)	\$ (1.08)	\$ (2.54)	\$ (5.54)	\$ (13.00)	\$ (5.68)	\$ (13.33)	\$ (0.66)	\$ (1.54)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (0.72)	\$ (1.70)	\$ (1.08)	\$ (2.54)	\$ (5.54)	\$ (13.00)	\$ (5.68)	\$ (13.33)	\$ (0.66)	\$ (1.54)
<b>Net Changes to Fund Balance</b>	\$ 4.81	\$ 55.87	\$ 7.21	\$ 83.47	\$ 37.04	\$ 428.45	\$ 37.93	\$ 438.70	\$ 4.39	\$ 50.84
<b>Ending Fund Balance</b>	\$ 1,682.77	\$ 1,682.77	\$ 2,513.47	\$ 2,513.47	\$ 12,901.53	\$ 12,901.53	\$ 13,210.11	\$ 13,210.11	\$ 1,530.84	\$ 1,530.84

**Q1 2017**

5/8/2017



Oshkosh Public Library - OACF Trust Funds 2017 Q1 Report

	Kelsh		Kenny		Rasmussen, M.		Rojahn, F & A		Schuster, J & H	
	March	2017 to Date	March	2017 to Date	March	2017 to Date	March	2017 to Date	March	2017 to Date
<b>Restricted Collection Funds</b>										
<b>Opening Fund Balance</b>	\$ 2,645.20	\$ 2,564.71	\$ 9,347.94	\$ 9,063.51	\$ 10,356.82	\$ 10,041.70	\$ 485.34	\$ 470.58	\$ 188,612.15	\$ 182,873.45
<b>Additions to Fund Balance</b>										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 2.90	\$ 84.16	\$ 10.24	\$ 297.41	\$ 11.34	\$ 329.51	\$ 0.54	\$ 15.44	\$ 206.65	\$ 6,000.76
Realized Gains/Losses	\$ 0.04	\$ 0.04	\$ 0.14	\$ 0.14	\$ 0.15	\$ 0.15	\$ 0.01	\$ 0.01	\$ 2.74	\$ 2.74
Investment Income	\$ 5.82	\$ 6.58	\$ 20.56	\$ 23.24	\$ 22.78	\$ 25.75	\$ 1.07	\$ 1.21	\$ 414.84	\$ 468.84
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 8.76	\$ 90.78	\$ 30.94	\$ 320.79	\$ 34.27	\$ 355.41	\$ 1.62	\$ 16.66	\$ 624.23	\$ 6,472.34
<b>Decreases to Fund Balance</b>										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (1.13)	\$ (2.66)	\$ (4.03)	\$ (9.45)	\$ (4.46)	\$ (10.48)	\$ (0.20)	\$ (0.48)	\$ (81.22)	\$ (190.63)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (1.13)	\$ (2.66)	\$ (4.03)	\$ (9.45)	\$ (4.46)	\$ (10.48)	\$ (0.20)	\$ (0.48)	\$ (81.22)	\$ (190.63)
<b>Net Changes to Fund Balance</b>	\$ 7.63	\$ 88.12	\$ 26.91	\$ 311.34	\$ 29.81	\$ 344.93	\$ 1.42	\$ 16.18	\$ 543.01	\$ 6,281.71
<b>Ending Fund Balance</b>	\$ 2,652.83	\$ 2,652.83	\$ 9,374.85	\$ 9,374.85	\$ 10,386.63	\$ 10,386.63	\$ 486.76	\$ 486.76	\$ 189,155.16	\$ 189,155.16

105

	Steiger		Zellmer	
	March	2017 to Date	March	2017 to Date
<b>Restricted Collection Funds</b>				
<b>Opening Fund Balance</b>	\$ 7,999.75	\$ 7,174.60	\$ 83,092.93	\$ 80,564.75
<b>Additions to Fund Balance</b>				
Contributions	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 8.12	\$ 235.42	\$ 91.01	\$ 2,643.60
Realized Gains/Losses	\$ 0.11	\$ 0.11	\$ 1.21	\$ 1.21
Investment Income	\$ 16.28	\$ 18.41	\$ 182.76	\$ 206.55
Transfers to Principal	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 24.51	\$ 253.94	\$ 274.98	\$ 2,851.36
<b>Decreases to Fund Balance</b>				
Transfers of Income	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (3.19)	\$ (7.47)	\$ (35.78)	\$ (83.98)
Program Expenses	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (3.19)	\$ (7.47)	\$ (35.78)	\$ (83.98)
<b>Net Changes to Fund Balance</b>	\$ 21.32	\$ 246.47	\$ 239.20	\$ 2,767.38
<b>Ending Fund Balance</b>	\$ 7,421.07	\$ 7,421.07	\$ 83,332.13	\$ 83,332.13

Oshkosh Public Library - OACF Trust Funds 2017 Q1 Report

	AV Trust		Malnar		Nichols	
	March	2017 to Date	March	2017 to Date	March	2017 to Date
	\$	22,954.60	\$ 22,256.18	\$ 21,299.88	\$ 20,651.81	\$ 53,059.14
<b>Opening Fund Balance</b>						
<b>Additions to Fund Balance</b>						
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 25.15	\$ 730.31	\$ 23.34	\$ 677.66	\$ 58.13	\$ 1,688.09
Realized Gains/Losses	\$ 0.33	\$ 0.33	\$ 0.31	\$ 0.31	\$ 0.77	\$ 0.77
Investment Income	\$ 50.49	\$ 57.06	\$ 46.85	\$ 52.95	\$ 116.70	\$ 131.89
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 75.97	\$ 787.70	\$ 70.50	\$ 730.92	\$ 175.60	\$ 1,820.75
<b>Decreases to Fund Balance</b>						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (9.89)	\$ (23.20)	\$ (9.17)	\$ (21.52)	\$ (22.85)	\$ (53.63)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (9.89)	\$ (23.20)	\$ (9.17)	\$ (21.52)	\$ (22.85)	\$ (53.63)
<b>Net Changes to Fund Balance</b>	\$ 66.08	\$ 764.50	\$ 61.33	\$ 709.40	\$ 152.75	\$ 1,767.12
<b>Ending Fund Balance</b>	\$ 23,020.68	\$ 23,020.68	\$ 21,361.21	\$ 21,361.21	\$ 53,211.89	\$ 53,211.89

16

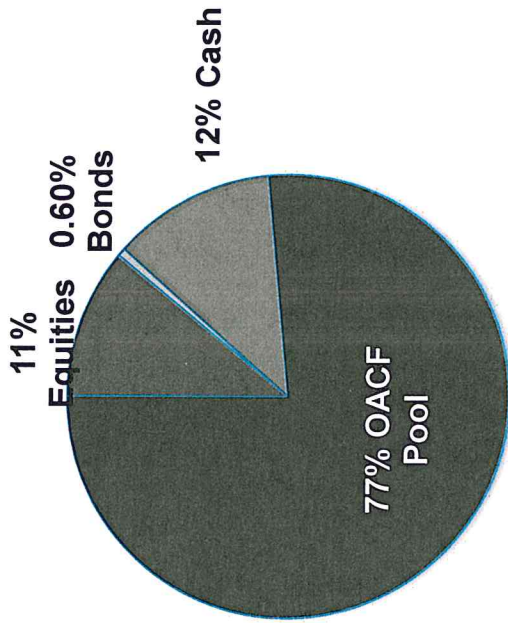
	All Unrestricted Funds		All Restricted Funds		All Funds	
	March	2017 to Date	March	2017 to Date	March	2017 to Date
	\$	2,838,895.51	\$ 2,752,539.15	\$ 431,001.09	\$ 417,887.45	\$ 3,269,896.60
<b>Opening Fund Balance</b>						
<b>Additions to Fund Balance</b>						
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 3,110.30	\$ 90,300.76	\$ 472.19	\$ 13,712.42	\$ 3,582.49	\$ 104,013.18
Realized Gains/Losses	\$ 41.23	\$ 41.23	\$ 6.27	\$ 6.27	\$ 47.50	\$ 47.50
Investment Income	\$ 6,243.96	\$ 7,056.58	\$ 947.98	\$ 1,071.40	\$ 7,191.94	\$ 8,127.98
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Increases</b>	\$ 9,395.49	\$ 97,398.57	\$ 1,426.44	\$ 14,790.09	\$ 10,821.93	\$ 112,188.66
<b>Decreases to Fund Balance</b>						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (1,222.51)	\$ (2,869.23)	\$ (185.60)	\$ (435.61)	\$ (1,408.11)	\$ (3,304.84)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance Decreases</b>	\$ (1,222.51)	\$ (2,869.23)	\$ (185.60)	\$ (435.61)	\$ (1,408.11)	\$ (3,304.84)
<b>Net Changes to Fund Balance</b>	\$ 8,172.98	\$ 94,529.34	\$ 1,240.84	\$ 14,354.48	\$ 9,413.82	\$ 108,883.82
<b>Ending Fund Balance</b>	\$ 2,847,068.49	\$ 2,847,068.49	\$ 432,241.93	\$ 432,241.93	\$ 3,279,310.42	\$ 3,279,310.42

Q1 2017



# Oshkosh Public Library Trust Fund Report - 2016

## Portfolio Composition as of 12/31/2016



## Account Activity Summary

	2016
Beginning Market Value with Accrued Income	3,837,903
Contributions	73,236
Withdrawals	128,965
Net Flows	-55,729
Earned Income	70,431
Gains/Losses	251,823
Total Earnings	322,254
Ending Market Value with Accrued Income	4,104,428

Name of Fund & Restrictions	Beginning Fund Balance	2016 Contributions	2016 Withdrawals	2016 Net Flows	2016 Earned Income	2016 Gains/Losses	2016 Total Earnings	Ending Fund Balance
<b>Malnar, Mary Children's Program Trust</b> To support Children's Programming at OPL Sub-fund of the OPL Programming Fund at OACF	\$ 19,745.07	\$ -	\$ (133.83)	\$ (133.83)	\$ 363.91	\$ 676.66	\$ 1,040.57	\$ 20,651.81
<b>Nichols, John V. Digital Library Trust</b> "...collect, store and make available digital information, especially as it pertains to the community of Oshkosh." Sub-fund of the OPL Technology Fund at OACF	\$ 49,186.12	\$ -	\$ (333.40)	\$ (333.40)	\$ 906.48	\$ 1,685.57	\$ 2,592.05	\$ 51,444.77
<b>Oshkosh Public Library Memorial Fund</b> Part of OPL Memorial Trust Fund used to hold revenues paid for lost items, donations and memorial gifts.	\$ 64,587.95	\$ 45,650.72	\$ (42,583.19)	\$ 3,067.53	\$ 2,046.84	\$ -	\$ 2,046.84	\$ 69,702.32
<b>Oshkosh Public Library Collection Improvement Fund</b> Part of OACF Trust Funds for Library Excellence	\$ 965,064.31	\$ 947.00	\$ (14,737.48)	\$ (13,790.48)	\$ 17,754.81	\$ 32,973.23	\$ 50,728.04	\$ 1,002,001.87
<b>Oshkosh Public Library Development &amp; Support Fund</b> Part of OACF Trust Funds for Library Excellence	\$ 339,395.50	\$ 24,335.77	\$ (13,633.21)	\$ 10,702.56	\$ 6,273.28	\$ 11,525.66	\$ 17,798.94	\$ 367,897.00
<b>Oshkosh Public Library Facility Improvement Fund</b> Part of OACF Trust Funds for Library Excellence	\$ 967,979.82	\$ 100.00	\$ (28,035.43)	\$ (27,935.43)	\$ 17,779.72	\$ 32,990.15	\$ 50,769.87	\$ 990,814.26
<b>Oshkosh Public Library Programming Fund</b> Part of OACF Trust Funds for Library Excellence	\$ 130,551.84	\$ 525.00	\$ (7,736.13)	\$ (7,211.13)	\$ 2,343.08	\$ 4,288.61	\$ 6,631.69	\$ 129,972.40
<b>Oshkosh Public Library Technology Fund</b> Part of OACF Trust Funds for Library Excellence	\$ 224,584.97	\$ 263.00	\$ (3,084.53)	\$ (2,821.53)	\$ 4,127.57	\$ 7,659.82	\$ 11,787.39	\$ 233,550.83
<b>Rasmussen, Mabel E. Library Trust</b> "...to be used for genealogy books and materials."	\$ 31,948.86	\$ -	\$ (886.07)	\$ (886.07)	\$ 177.03	\$ 2,094.82	\$ 2,271.85	\$ 33,334.64
<b>Rojahn, Frank &amp; Anna Trust</b> "...purchase of circulating books on tape, circulating books or reference"	\$ 8,229.99	\$ -	\$ (3.06)	\$ (3.06)	\$ 8.28	\$ 447.60	\$ 455.88	\$ 8,682.81
<b>Schuster, Helen Fund</b> Purchase of large print and audio books Part of OPL Memorial Trust Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 177,830.28	\$ -	\$ (11,464.81)	\$ (11,464.81)	\$ 3,223.31	\$ 5,927.03	\$ 9,150.34	\$ 175,515.81
<b>Stanhilber, Julia L. Library &amp; Parks Trust</b> "...used by the City in the support and maintenance of the public library.. 1/2 to the Library, 1/2 to the parks."	\$ 301,392.39	\$ -	\$ -	\$ -	\$ 6,271.18	\$ 67,014.85	\$ 73,286.03	\$ 374,678.42
<b>Steiger, William A. Memorial</b> Children's materials Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 6,376.09	\$ 482.00	\$ (45.68)	\$ 436.32	\$ 125.21	\$ 236.98	\$ 362.19	\$ 7,174.60
<b>Zellmer, Marguerite E.</b> "...for the sole use of its public library for the purchase of books..."	\$ 24,498.41	\$ -	\$ -	\$ -	\$ -	\$ 340.48	\$ 340.48	\$ 24,838.89
<b>Zellmer, Steven J.</b> "...to be used for genealogy materials for German Speaking peoples." Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 77,027.59	\$ -	\$ (1,482.57)	\$ (1,482.57)	\$ 1,419.57	\$ 2,639.75	\$ 4,059.32	\$ 79,604.34
<b>TOTALS</b>	\$ 3,837,903.09	\$ 73,236.49	\$ (128,965.48)	\$ (55,728.99)	\$ 70,431.10	\$ 251,823.03	\$ 321,777.06	\$ 4,104,727.96

2016 OPL Trust Fund Account Activity Summary

Name of Fund & Restrictions	1/1/2016	2016				2016		12/31/2016
	Beginning Fund Balance	Contributions	Withdrawals	Net Flows	Earned Income	Gains/Losses	2016 Total Earnings	Ending Fund Balance
<b>Archer, Adelia Fleming Memorial</b> Books on the changing south. Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 1,555.50	\$ -	\$ (10.56)	\$ (10.56)	\$ 28.68	\$ 53.28	\$ 81.96	\$ 1,626.90
<b>AV Trust</b> Maintenance and purchase of AV equipment. Sub-fund of the OPL Technology Fund at OACF	\$ 21,279.02	\$ -	\$ (144.24)	\$ (144.24)	\$ 392.14	\$ 729.26	\$ 1,121.40	\$ 22,256.18
<b>Choate, Leander Trust</b> One of three trust funds whose earnings offset city levy	\$ 37,517.83	\$ -	\$ (8.05)	\$ (8.05)	\$ 8.05	\$ 23,417.09	\$ 23,425.14	\$ 60,934.92
<b>Davies, Amy Library Trust</b> "...to the City of Oshkosh Public Library."	\$ 5,437.66	\$ -	\$ -	\$ -	\$ -	\$ 477.07	\$ 477.07	\$ 5,914.73
<b>Gruenwald, Arthur H. Trust</b> "...books relating to the progressive movement in politics in the U.S. and Wisconsin." Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 2,357.20	\$ -	\$ (48.95)	\$ (48.95)	\$ 42.82	\$ 78.93	\$ 121.75	\$ 2,430.00
<b>Harris, Abby S. Library Trust</b> One of three trust funds whose earnings offset city levy	\$ 158,760.53	\$ -	\$ (2,827.48)	\$ (2,827.48)	\$ 5,423.90	\$ 53,885.39	\$ 59,309.29	\$ 215,242.34
<b>Hicks, John Memorial Trust</b> One of three trust funds whose earnings offset city levy	\$ 181,123.83	\$ -	\$ (876.56)	\$ (876.56)	\$ 984.31	\$ 1,411.50	\$ 2,395.81	\$ 182,643.08
<b>Hilton, George I Library &amp; Museum Trust</b> One of three trust funds whose earnings offset city levy	\$ 4,401.52	\$ -	\$ (57.36)	\$ (57.36)	\$ 57.36	\$ 13.06	\$ 70.42	\$ 4,414.58
<b>Hilton, George II Special Library Trust</b> "...purchase of biographies of men and women." Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 13,035.32	\$ -	\$ (257.65)	\$ (257.65)	\$ 219.82	\$ 409.51	\$ 629.33	\$ 13,407.00
<b>Hoxtel, Herman L. Library Memorial Trust</b> "...educational tape cassette service." Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 11,405.57	\$ 933.00	\$ (314.49)	\$ 618.51	\$ 222.73	\$ 419.28	\$ 642.01	\$ 12,666.09
<b>Jackson, Gertrude Memorial</b> Children's materials Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 1,415.04	\$ -	\$ (9.61)	\$ (9.61)	\$ 26.08	\$ 48.49	\$ 74.57	\$ 1,480.00
<b>Kelsh, Eileen D. &amp; William E. Library Memorial Trust</b> Books on the New Yorker, automobiles, home repair or personal finance Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 2,497.84	\$ -	\$ (141.99)	\$ (141.99)	\$ 45.21	\$ 83.07	\$ 128.28	\$ 2,484.13
<b>Kenny, Genevieve B. Trust</b> "...purchase of circulating books on tape, and biographies." Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 8,717.04	\$ -	\$ (109.15)	\$ (109.15)	\$ 159.73	\$ 295.89	\$ 455.62	\$ 9,063.51

Name of Fund & Restrictions	2016 Allocations	2016 Allocations Expended / Encumbered	2016 Allocation Surplus / Deficit	2016 Allocation Purpose
<b>Archer, Adelia Fleming Memorial</b> Books on the changing south. Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 50.00	\$ -	\$ 50.00	Books on the changing South
<b>AV Trust</b> Maintenance and purchase of AV equipment. Sub-fund of the OPL Technology Fund at OACF	\$ -	\$ -	\$ -	
<b>Choate, Leander Trust</b> One of three trust funds whose earnings offset city levy	\$ 2,200.00	\$ 8.05	\$ 2,191.95	Levy relief
<b>Davies, Amy Library Trust</b> "...to the City of Oshkosh Public Library."	\$ -	\$ -	\$ -	
<b>Gruenwald, Arthur H. Trust</b> "...books relating to the progressive movement in politics in the U.S. and Wisconsin." Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 100.00	\$ 42.70	\$ 57.30	Books on progressivism
<b>Harris, Abby S. Library Trust</b> One of three trust funds whose earnings offset city levy	\$ 4,500.00	\$ 2,827.48	\$ 1,672.52	Levy relief
<b>Hicks, John Memorial Trust</b>  "...purchase and erection of statues, busts and monuments...repair of suc ...[and] purchase of books, pictures, [maps] and...art...in the schools of the City of Oshkosh.	\$ 905.76 \$ 10,000.00	\$ 876.56 \$ -	\$ 29.20 \$ 10,000.00	Oshkosh School Library Materials Hiker Monument
<b>Hilton, George I Library &amp; Museum Trust</b> One of three trust funds whose earnings offset city levy	\$ 300.00	\$ 57.36	\$ 242.64	Levy relief
<b>Hilton, George II Special Library Trust</b> "...purchase of biographies of men and women." Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 600.00	\$ 80.08	\$ 519.92	Biographies
<b>Hoxtel, Herman L. Library Memorial Trust</b> "...educational tape cassette service..." Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 600.00	\$ 105.32	\$ 494.68	Audiobooks
<b>Jackson, Gertrude Memorial</b> Children's materials Sub-fund of the OPL Collection Improvement Fund at OACF		\$ -	\$ -	
<b>Kelsh, Eileen D. &amp; William E. Library Memorial Trust</b> Books on the New Yorker, automobiles, home repair or personal finance Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 100.00	\$ 65.49	\$ 34.51	Books
<b>Kenny, Genevieve B. Trust</b> "...purchase of circulating books on tape, and biographies." Sub-fund of the OPL Collection Improvement Fund at OACF	\$ 400.00	\$ -	\$ 400.00	Audiobooks or Biographies
<b>Malnar, Mary Children's Program Trust</b> To support Children's Programming at OPL Sub-fund of the OPL Programming Fund at OACF	\$ -	\$ -	\$ -	
<b>Nichols, John V. Digital Library Trust</b> "...collect, store and make available digital information, especially as it pertains to the community of Oshkosh..." Sub-fund of the OPL Technology Fund at OACF	\$ -	\$ -	\$ -	
<b>Oshkosh Public Library Memorial Fund</b> Part of OPL Memorial Trust Fund used to hold revenues paid for lost items, donations and memorial gifts.	\$ 11,000.00 \$ 10,000.00 \$ 10,000.00 \$ 300.00 \$ 935.00 \$ 4,535.23	\$ 8,148.35 \$ 5,689.01 \$ 11,058.00 \$ 73.72 \$ 827.06 \$ 4,535.23	\$ 2,851.65 \$ 4,310.99 \$ (1,058.00) \$ 226.28 \$ 107.94 \$ -	Library materials replacement Donations, memorials and grants OACF grant for landscaping Children's Literacy Initiatives (Spaulding) Book club collection (Herzing) Lakefly Writer's Conference

Name of Fund & Restrictions	2016 Allocations	Allocations Expended / Encumbered	2016 Allocation Surplus / Deficit	2016 Allocation Purpose
<b>Oshkosh Public Library Collection Improvement Fund</b>				
Part of OACF Trust Funds for Library Excellence	\$ 10,000.00	\$ 4,518.52	\$ 5,481.48	Classics
	\$ 5,000.00	\$ 1,455.35	\$ 3,544.65	Replacements
<b>Oshkosh Public Library Development &amp; Support Fund</b>				
Part of OACF Trust Funds for Library Excellence	\$ 2,500.00	\$ -	\$ 2,500.00	Plan Support - 1st Graders
	\$ 1,000.00	\$ -	\$ 1,000.00	WLA Legislative Initiatives
	\$ 1,500.00	\$ -	\$ 1,500.00	Leadership Oshkosh
<b>Oshkosh Public Library Facility Improvement Fund</b>				
Part of OACF Trust Funds for Library Excellence	\$ 625.00	\$ -	\$ 625.00	Signage - Children's
	\$ 5,500.00	\$ 4,367.89	\$ 1,132.11	Furniture
	\$ 15,000.00	\$ 13,810.00	\$ 1,190.00	Landscaping
<b>Oshkosh Public Library Programming Fund</b>				
Part of OACF Trust Funds for Library Excellence	\$ 1,100.00	\$ 332.01	\$ 767.99	WAPL Reception Program
	\$ 3,000.00	\$ 3,042.24	\$ (42.24)	Lakefly Writer's Conference
<b>Oshkosh Public Library Technology Fund</b>				
Part of OACF Trust Funds for Library Excellence	\$ 400.00	\$ 467.84	\$ (67.84)	iPad Air for Children's
	\$ 460.00	\$ 211.03	\$ 248.97	Chromebox for Reference
	\$ 120.00	\$ 97.90	\$ 22.10	Makey Makeys for Children's
<b>Rasmussen, Mabel E. Library Trust</b>				
"...to be used for genealogy books and materials."	\$ 500.00	\$ 505.94	\$ (5.94)	Genealogy materials
<b>Rojahn, Frank &amp; Anna Trust</b>				
"...purchase of circulating books on tape, circulating books or reference materials."		\$ -		
<b>Schuster, Helen Fund</b>				
Purchase of large print and audio books	\$ 9,000.00	\$ 7,357.64	\$ 1,642.36	Large print books; Audiobooks
Part of OPL Memorial Trust				
Sub-fund of the OPL Collection Improvement Fund at OACF				
<b>Stanhilber, Julia L. Library &amp; Parks Trust</b>				
"...used by the City in the support and maintenance of the public library..."	\$ -	\$ -	\$ -	
1/2 to the Library, 1/2 to the parks."	\$ -	\$ -	\$ -	
<b>Steiger, William A. Memorial</b>				
Children's materials	\$ 300.00	\$ -	\$ 300.00	Children's Materials
Sub-fund of the OPL Collection Improvement Fund at OACF				
<b>Zellmer, Marguerite E.</b>				
"...for the sole use of its public library for the purchase of books..."		\$ -	\$ -	Books
<b>Zellmer, Steven J.</b>				
"...to be used for genealogy materials for German Speaking peoples."	\$ 3,500.00	\$ 960.41	\$ 2,539.59	German Genealogy
Sub-fund of the OPL Collection Improvement Fund at OACF				
<b>TOTALS</b>	\$ 111,495.76	\$ 66,985.95	\$ 44,509.81	



WISCONSIN  
HISTORICAL  
SOCIETY

April 24, 2017

Oshkosh Public Library  
c/o Director Jeff Gilderson-Duew  
106 Washington Avenue  
Oshkosh, WI 54901

Dear Mr. Gilderson-Duew:

We are pleased to announce that the property you own in the *Washington Avenue Neoclassical District bounded by the 100 and 200 blocks of Washington Avenue in Oshkosh, Winnebago County, Wisconsin* was listed in the National Register and State Register of Historic Places by the Secretary of the Interior on April 10, 2017.

Properties listed in the National Register and State Register receive the protections and benefits of this program. For more information see our website at [www.wisconsinhistory.org](http://www.wisconsinhistory.org). They are protected from encroachment by federally licensed or assisted projects. Moreover, they are eligible for federal matching grants for restoration, when funds are available.

If you have any questions about the National Register and State Register program in Wisconsin, please call or write to Peggy Veregin, National Register Coordinator at the State Historic Preservation Office, 608/264-6501.

Sincerely,

Daina Penkiunas  
Deputy State Historic Preservation Officer