

Oshkosh Public Library Board of Trustees
Agenda – September 28, 2017
Library Lower Level Meeting Room, 106 Washington Avenue

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<u>Call to Order:</u> 4:00 p.m.		
<u>Public Comments</u>		
<u>Introductions</u>		
<u>Consent Agenda:</u>	YES	252 - 260
1. Minutes of the Regular Meeting of August 31, 2017		
2. Regular Vouchers Payable \$218,092.71		
3. Special Fund Vouchers Payable \$815.16		
4. Reimbursement of payments for lost materials later found and returned: amount to be communicated at time of board meeting. – (TBD)		
5. <u>2017 Trust Fund Spending Plan – Round 3:</u> Proposal is to use \$6,400 from the OACF Technology Trust fund to purchase six laptops for the Technology Learning Lab. They will replace 6-year-old desktop PCs.		
6. <u>Meeting room policy revision:</u> minor revisions.		
 <u>Items Removed From Consent Agenda</u>		
<u>New Business</u>		
7. <u>Friends of the Library Activity Report</u>	NO	
8. <u>Staff Guest:</u> Kim Hoffman, Library Assistant II in the First Floor Public Services Department will introduce herself and talk about her work for the library.	NO	
9. <u>2018 Library Budget Proposal</u> – Revised after consultation with the city manager and city finance director.	YES	261 - 266
10. <u>2018 Resource Library Agreement</u> – Annual agreement with Winnefox Library System	YES	267
11. <u>2018 Contractual Services Agreement</u> – Annual agreement with Winnefox Library System	YES	268 - 271
12. <u>Tabled library personnel policy revisions</u> – Proposed revisions to Section 207 (Dental, Health, and Vision Insurance) and Section 212 (Life Insurance) were tabled at the 25 May 2017 meeting. Submitting for further consideration.	YES	272 - 273

Informational Items

NO

274 - 290

- 13. Revenues
- 14. Expenditures
- 15. Library Highlights
- 16. Monthly Statistics
- 17. Donations
- 18. Personnel Changes
- 19. OPL Strategic Plan Update
- 20. Trust Funds for Library Excellence Q2 Report

Library Director's Report

NO

- 21. 2018 Budget Workshop with City Council – Monday, October 30, 2017, approximately 2:30 – 3:30 p.m.
- 22. Parking lot re-surfacing project to begin October 9, 2017
- 23. In the Night Library – September 29, 2017, 6-9 pm, Banned Books Week Friends Fundraiser

Future Agenda Items

NO

Trustee Reports and Comments

NO

Adjournment

Next Meeting Scheduled

October 26, 2017 at 4 p.m.

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
August 31, 2017

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on August 31, 2017. The meeting was called to order at 4:00 p.m. by Board Vice-President Bob Biebel. The meeting was held in the lower level meeting room at the Oshkosh Public Library. Present were: Kathy Bermingham, Bob Biebel, Bill Bracken, Kristy Bradish, Stan Mack, Dave Romond and Amy Sitter. Absent were: Christine Melms-Simon and Kim Molitor. Others present were: Jeff Gilderson-Duwe, Library Director; Lisa Voss, Head of Library Development; JoAnn Brewer, Library Assistant II; Ann Schafer; Alexa Naudziunas; Steven Wiley and Julie Schmude, Administrative Coordinator.

Public Comments: None

Consent Agenda Items:

Meeting Minutes - of the July 27, 2017 regular meeting of the library board.

Financial Reports - July Regular Vouchers Payable \$235,053.26

- July Special Funds Vouchers Payable \$19,734.79

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

Alexa Naudziunas of the City of Oshkosh Community Planning Department reviewed plans for “re-imagining” the William Waters Plaza.

Stan Mack arrived at this time.

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

Stan Mack recused himself from the meeting at this time.

Motion to approve a new five-year agreement between Oshkosh Public Library and the Winnebago County Literacy Council . **Motion:** Romond; **Second:** Bermingham; **Vote:** Unanimous.

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

Respectfully submitted,



Jeff Gilderson-Duwe, Secretary

Julie Schmude - Recorder

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**Oshkosh Public Library
Vouchers Payable
August 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6102 - Regular Pay</u>		
Salaries & Wages	<u>135,026.90</u>	135,026.90
<u>239-1060-6300 - Fringe Benefits</u>		
FICA / Social Security	9,845.38	
Wisconsin Retirement	8,424.05	
Group Health Insurance	26,024.64	
Group Dental Insurance	1,171.68	
Group Life Insurance	<u>504.71</u>	45,970.46
<u>239-1060-6401 - Contractual Services</u>		
T and L Janitorial Services	2,930.00	
Unique Management Services, Inc.	599.65	
WILS	<u>50.00</u>	3,579.65
<u>239-1060-6410 - Advertising/Marketing</u>		
Facebook (pc)	<u>20.95</u>	20.95
<u>239-1060-6411 - Promotional Services</u>		
Laura Crighton	<u>300.00</u>	300.00
<u>239-1060-6426 - Maintenance Machinery, Equipment & Structures</u>		
Agnesian Health Shoppe (pc)	289.88	
E. D. Chase	407.91	
Gartman Mechanical Services	1,052.98	
Jackson Glass, Inc.	<u>239.00</u>	1,989.77
<u>239-1060-6432 - Equipment Rental</u>		
Great America Financial Services	<u>87.66</u>	87.66
<u>239-1060-6448 - Special Services</u>		
Advanced Disposal	<u>361.00</u>	361.00
<u>239-1060-6459 - Other Employee Training</u>		
Sandra Toland	<u>92.02</u>	92.02
<u>239-1060-6469 - Uncollectible Accounts</u>		
Wisconsin Department of Revenue	<u>596.15</u>	596.15
<u>239-1060-6471 - Electricity</u>		
Wisconsin Public Service	<u>9,015.97</u>	\$9,015.97
<u>239-1060-6475 - Telephones</u>		
City Revolving Charge	<u>274.15</u>	\$274.15
<u>239-1060-6483 - Comprehensive Liability</u>		
City Revolving Charge	<u>110.00</u>	\$110.00

**Oshkosh Public Library
Vouchers Payable
August 2017**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6505 - Office Supplies</u>		
Crown Trophy	12.00	
Demco	214.96	
Dollar Tree (pc)	10.00	
EduCare (pc)	20.16	
Family Dollar (pc)	5.00	
Hobby Lobby (pc)	5.98	
Michaels (pc)	66.27	
Paper Roll Products	1,007.44	
Party City (pc)	17.92	
Staples	<u>168.18</u>	1,527.91
<u>239-1060-6509 - Computer Supplies</u>		
Amazon (pc)	<u>14.99</u>	\$14.99
<u>239-1060-6517 - Supplies/Repair Parts</u>		
Kitz & Pfeil	<u>37.88</u>	37.88
<u>239-1060-6527 - Janitorial Supplies</u>		
City Revolving Charge	<u>427.68</u>	\$427.68
<u>239-1060-6575 - Library Materials</u>		
Amazon (pc)	1,147.59	
AT&T	50.87	
Baker & Taylor	12,344.16	
Brilliance Publishing	39.99	
Cengage	582.65	
Center Point Large Print	311.73	
Houchen Bindery	257.92	
Ingram	566.13	
Lerner	705.64	
Milwaukee Magazine	36.00	
Penguin Random House	172.50	
Recorded Books	1,228.40	
Thomson Reuters	<u>313.34</u>	17,756.92
<u>239-1060-6576 - Promotional Materials</u>		
DPI	<u>441.63</u>	441.63
<u>239-1060-6589 - Other Materials & Supplies</u>		
Amazon (pc)	283.80	
Insectlore.com (pc)	23.90	
Oriental Trading (pc)	<u>56.98</u>	\$364.68
<u>239-1060-6571 - Interest Expense</u>		
Wisconsin Department of Revenue	<u>96.34</u>	\$96.34
		<u>218,092.71</u>

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

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-1327 - OPL Collection Improvement Fund</u>		
Baker & Taylor	198.72	
Cengage	<u>25.59</u>	224.31
<u>239-1060-1327 - OPL Collection Improvement Fund - George Hilton</u>		
Baker & Taylor	<u>45.43</u>	45.43
<u>239-1060-1327 - OPL Collection Improvement Fund - Herman Hoxtel</u>		
Baker & Taylor	<u>27.48</u>	27.48
<u>239-1060-1327 - OPL Collection Improvement Fund - Kelsh</u>		
Baker & Taylor	<u>15.09</u>	15.09
<hr/>		
<u>239-1060-1327 - OPL Collection Improvement Fund - Helen Schuster</u>		
Center Point Large Print	<u>178.56</u>	178.56
<u>239-1060-1327 - OPL Memorial Fund</u>		
Baker & Taylor	249.99	
Domino's (pc)	<u>74.30</u>	324.29
Total		<u>815.16</u>

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**Trust Funds for Library Excellence
2017 Allocation Proposals -- Second Round**

Funds for Library Excellence	Average Asset Value 2014-2016	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	Round 2 Proposed Allocation	Round 3 Proposed Allocation
Purchase additional current bestsellers for Deposit Collections					\$ 5,000	\$ -
Convert Oshkosh City Directory Image Files to ResCarta Platform				\$ 1,500	\$ -	\$ -
Collection Improvement	\$ 981,545		\$ 49,077	\$ 1,500	\$ 5,000	\$ -
Building video security surveillance system				\$ 24,150	\$ -	\$ -
Exterior Sign (North side near parking)				\$ 7,000	\$ -	\$ -
Facility Improvement	\$ 1,001,534		\$ 50,077	\$ 31,150	\$ -	\$ -
Donor Recognition Project				\$ 5,000	\$ -	\$ -
Book Bike Project				\$ 4,000	\$ -	\$ -
Lakefly Writers Conference				\$ 2,800	\$ -	\$ -
Leadership Oshkosh Participation				\$ 1,500	\$ -	\$ -
Sponsor Literacy Council Spelling Bee Team				\$ 250	\$ -	\$ -
Library Development	\$ 352,692		\$ 17,635	\$ 13,550	\$ -	\$ -
Ozobot 2.0 Bit Classroom Kit.				\$ 1,200	\$ -	\$ -
(6) Laptops for Technology Learning Lab					\$ -	\$ 6,400
Technology	\$ 230,932		\$ 11,547	\$ 1,200	\$ -	\$ 6,400
Prizes: Adult SRP				\$ 500	\$ -	\$ -
Hospitality: Movies at the Library				\$ 200	\$ -	\$ -
Hospitality: May Gallery Walk refreshments				\$ 60	\$ -	\$ -
Hospitality: NaNoWriMo Programs				\$ 200	\$ -	\$ -
Hospitality: Write Now! Program series				\$ 40	\$ -	\$ -
Hospitality: Lakefly authors' reception				\$ 100	\$ -	\$ -
Adult Programming				\$ 1,100	\$ -	\$ -
Hospitality: Chess Club				\$ 120	\$ -	\$ -
Hospitality: Game Night Program				\$ 120	\$ -	\$ -
Board & Card Games				\$ 100	\$ -	\$ -
Teen Programming TBD				\$ 300	\$ -	\$ -
Hospitality: Teen Halloween Program				\$ 150	\$ -	\$ -
Hospitality: Teen Read Week				\$ 100	\$ -	\$ -
Teen Programming				\$ 890	\$ -	\$ -
Prizes: LEGO Design contest				\$ 200	\$ -	\$ -
Children's Programming				\$ 200	\$ -	\$ -
Lakefly Writers Conference 2016				\$ 3,350	\$ -	\$ -
Programming	\$ 131,076		\$ 6,554	\$ 5,540	\$ -	\$ -
Hospitality: Dr Seuss Birthday Party				\$ 600	\$ -	\$ -
Malnar Fund	\$ 20,367		\$ 1,018	\$ 600	\$ -	\$ -
Neo-Classical Architecture District AV Walking Tour				\$ 1,500	\$ -	\$ -
Nichols Fund	\$ 50,736		\$ 2,537	\$ 1,500	\$ -	\$ -
Architectural Consultant Fees for Facility Use Planning				\$ 15,000	\$ -	\$ -
Stanhilber Fund				\$ 15,000	\$ -	\$ -
Restricted Collection Funds						
Archer	\$ 1,615	Changing South	\$ 81	\$ 50	\$ -	\$ -
Gruenewald	\$ 2,387	Progressivism	\$ 119	\$ 100	\$ -	\$ -
Hilton II	\$ 12,382	Biographies	\$ 619	\$ 600	\$ -	\$ -
Hoxtel	\$ 11,944	Audiobooks	\$ 597	\$ 550	\$ -	\$ -
Jackson	\$ 1,460	Children's	\$ 73	\$ 50	\$ -	\$ -
Kelsh	\$ 2,566	Various NF topics	\$ 128	\$ 100	\$ -	\$ -
Kenny	\$ 8,802	Audiobooks, Biographies	\$ 440	\$ 400	\$ -	\$ -
Rassmussen, M	\$ 10,321	Genealogy	\$ 516	\$ 500	\$ -	\$ -
Rojahn, F&A	\$ 464	Audiobooks	\$ 23	\$ -	\$ -	\$ -
Schuster, J&H	\$ 182,397	Large Print, Audiobooks	\$ 9,120	\$ 6,000	\$ -	\$ -
Steiger	\$ 6,587	Children's	\$ 329	\$ 300	\$ -	\$ -
Zellmer	\$ 79,454	Genealogy	\$ 3,973	\$ 3,500	\$ -	\$ -
				\$ 12,150	\$ -	\$ -
Total Proposed Trust Fund Expenditures				\$ 82,190	\$ 5,000	\$ 6,400

MEETING ROOM POLICY

Purpose:

Meeting rooms are for use by the library. In keeping with the vision of the library to be a vital community place to find help on the lifelong path to knowledge, meeting rooms will be made available to the public under the terms and conditions of this policy when they are not needed for library purposes.

Facilities:

Meeting Room A (lower level)
 Meeting Room B (lower level)
 Conference Room (lower level)
 Waters Building

Sale of Products or Services:

Events involving the sale, advertising, solicitation or promotion of commercial products or services are prohibited. Only library affiliated ~~sponsored~~ meetings or programs may involve sale of items, fund raising activities, or solicitation of donations.

Fees:

One hour minimum rental is required. The fee structure is as follows:

First hour: \$15.00 per room (\$30.00 if Rooms A & B are booked together)

Each additional half hour: \$5.00 per room

Rental of the Great Hall: \$300.00 per hour, one-hour minimum

- Exceeding scheduled time of event: \$150.00 per 30 minutes.
- Setup that exceeds one hour of library staff time: \$25.00 per 30 minutes.
- \$100.00 non-refundable deposit required.

Hours of Availability:

Meetings may be scheduled from 9:00 a.m. Monday-Saturday (1:00 p.m. on Sunday) on days the library is open. ~~Meetings must be scheduled during hours that the library is open, and~~ All meetings must end at least 30 minutes before the library closes. No public access is possible beyond scheduled library hours.

MEETING ROOM POLICY

Reservations:

To reserve the meeting room, a representative of the reserving group, business, or organization must fill out an application and make payment. Staff in the administrative office are the only staff authorized to schedule meetings in these rooms. Sales tax will be charged if applicable.

Priority and Bumping:

In all cases, the library's use of the meeting rooms will be given first priority. To that effect, the library reserves the right to cancel a reservation by the general public with one month's notice whenever the room is needed for library purposes. If the library cancels a reservation by the general public, an attempt will be made to find an alternate location in the library for the meeting.

Cancellations:

The Library Administrative Office must be notified at least two full business days in advance if any event or use is canceled. Lack of notification will result in payment of fees for that meetings(s). In the event of inclement weather, fees will be refunded only if the library closes.

Equipment:

Refer to the Meeting Room Application Form for a list of available equipment.

Telephone/Internet Service:

No telephone land lines are available in the library, although wireless internet access is available.

Parking:

~~The parking lot adjacent to the Library is the property of the City of Oshkosh. All day permits for this lot may be purchased at the First Floor Customer Service Desk of the Oshkosh Public Library.~~

Rules:

- ~~• Alcohol is not permitted.~~
- ~~• Smoking or use of tobacco products is not permitted.~~
- Events which may interfere with the regular operation of the library are prohibited.
- Any breakage or damage to the library building or property shall be paid for by the organization using the facility. The person reserving the meeting room will be held accountable.
- The meeting rooms must be left in a neat and orderly condition.

- Storage of supplies or equipment belonging to users of the rooms is not permitted.
- Nothing may be attached to walls, ceilings, doors or furniture of any of the rooms.
- Attendance at meetings may not exceed the posted room capacities.
- Food and drink is allowed. No cooking.

Failure to comply with these rules will result in termination of the violator's meeting room privileges.

Disclaimer:

The library assumes no responsibility or liability for accidents, injury, or loss of individual property in the Oshkosh Public Library.

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. In any public announcement, the user may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.

Written By:	Julie Schmude
Approved By:	Library Board
Amended/Modified:	
Date:	5/27/10

City of Oshkosh, 2018 Proposed Budget and Performance Report

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

	2015 Expenditures	2016 Expenditures	2017 Appropriation	2017 Year End Estimate	2018 Proposed Budget
	3,370,839	3,306,144	3,556,700	3,530,400	3,575,200

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	19,000
Surplus Applied	0	0	0	0	0
Transfers	0	0	0	0	0
TOTAL REVENUES:	3,318,320	3,494,930	3,556,700	3,534,700	3,575,200

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

Budget Variances:

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

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

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

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

Key Performance Measures

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

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

Contact Information:

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

NUMBER	CLASSIFICATION	2015 EXPEND.	2016 EXPEND.	2017 APPROP.	2017 EST.	2018 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,834,390	1,798,904	1,942,100	1,889,600	1,967,500
6104-00000	Overtime Pay	0	10,075	0	0	0
TOTAL DIRECT LABOR		1,834,390	1,808,979	1,942,100	1,889,600	1,967,500
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	670,558	599,105	649,200	636,400	643,700
TOTAL INDIRECT LABOR		670,558	599,105	649,200	636,400	643,700
Contractual Services						
6401-00000	Contractual Services	294,924	307,240	328,500	328,500	327,400
6402-00000	Auto Allowance	35	109	200	200	200
6404-00000	Postage & Shipping	3,523	3,053	3,500	3,500	3,500
6410-00000	Advertising/Marketing	2,090	2,050	4,000	8,000	8,000
6411-00000	Promotional Services	2,163	5,880	4,300	5,500	7,800
6424-00000	Maintenance Office Equipment	1,676	2,103	4,500	4,500	4,500
6426-00000	Maint Mach/Equip/Bldg/Struct	50,369	53,553	60,000	85,000	53,000
6427-00000	Maintenance Computer	0	125	0	100	0
6432-00000	Equipment Rental	1,115	1,623	600	1,200	1,200
6437-00000	Parking Facility Rental	5,467	4,480	0	1,100	300
6448-00000	Special Services	4,714	4,325	5,100	5,500	5,500
6454-00000	Legal Professional Service	4,263	955	0	0	0
6458-00000	Conference & Training	1,271	4,746	3,500	3,500	3,500
6459-00000	Other Employee Training	12	175	500	500	500
6460-00000	Membership Dues	1,347	1,153	1,500	1,500	1,500
6466-00000	Misc Contractual Services	0	570	0	200	0
TOTAL CONTRACTUAL SERVICES		372,969	392,140	416,200	448,800	416,900
Utilities						
6471-00000	Electricity	90,147	88,017	85,000	85,000	85,000
6472-00000	Sewer Service	3,010	3,560	3,500	3,500	3,800
6473-00000	Water Service	3,988	4,269	4,000	4,000	4,600
6474-00000	Gas Service	17,660	13,701	31,200	31,200	31,200
6475-00000	Telephones	3,938	2,080	5,500	3,000	3,000
6476-00000	Storm Water	3,750	4,113	2,800	2,800	3,000
TOTAL UTILITIES		122,493	115,740	132,000	129,500	130,600

NUMBER	CLASSIFICATION	2015 EXPEND.	2016 EXPEND.	2017 APPROP.	2017 EST.	2018 PROP.
Account-Project						
Sundry Fixed Charges						
6481-00000	Workers Compensation	1,873	1,900	3,600	3,600	4,000
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	23,400
Materials & Supplies						
6505-00000	Office Supplies	28,626	30,261	30,000	33,000	30,000
6506-00000	Software Supplies	696	546	1,000	1,000	1,000
6509-00000	Computer Supplies	707	750	300	300	300
6514-00000	Gasoline	0	52	100	100	100
6517-00000	Supplies/Repair Parts	9,662	6,278	12,000	12,000	12,000
6527-00000	Janitorial Supplies	3,818	4,029	3,500	3,500	3,500
6529-00000	Chemicals	0	0	500	1,000	500
6537-00000	Safety Equipment	0	93	0	0	0
6550-00000	Minor Equipment	3,556	6,033	0	2,000	0
6557-00000	Medical Supplies	0	32	0	0	0
6575-00000	Other Library Materials	292,231	310,589	344,800	344,800	327,200
6576-00000	Promotional Materials	11,693	2,987	10,500	10,500	9,500
6587-00000	Gift Expenditures	0	280	0	0	0
6589-00000	Other Materials & Supplies	4,636	4,761	1,000	4,000	9,000
TOTAL MATERIALS & SUPPLIES		355,625	366,691	403,700	412,200	393,100
TOTAL LIBRARY		3,370,839	3,306,144	3,556,700	3,530,400	3,575,200
Estimated Revenues		836,220	837,830	932,700	910,700	944,400
TOTAL NET LEVY		2,534,619	2,468,314	2,624,000	2,619,700	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
Merit Pool - 1% of PFP Range				22,000	22,000	22,000
Overtime Pay 6104				0	0	0
Social Security 6302				147,300	143,300	150,400
Retirement 6304				123,600	120,000	124,500
Health Insurance 6306				351,000	351,000	343,900
Dental Insurance 6308				16,300	16,100	15,300
Life Insurance 6310				6,700	6,000	5,800
Income Continuation Ins 6312				4,300	0	3,800
TOTAL PERSONNEL	39.23	39.23	38.65	2,591,300	2,526,000	2,611,200

Oshkosh Public Library
Itemized Revenue Assumptions
2016 - 2017

REVENUES	OPERATIONS	OPERATIONS	
	2018 Budget	2017 Budget	2017 Est
NET LEVY			
Calumet County	1603	1949	1949
Fond du Lac County	23645	23990	23990
Green Lake County	1105	1747	1747
Waushara County	5510	8103	8103
Winnebago County	586881	564621	564621
Graphic Design Contractual	10000	19000	1000
Winnefox Contractual	57430	58840	58840
Winnefox WALs Contractual	195262	191434	191434
GRANTS & AIDS	881400	869700	851700
Fines	25000	25000	30000
Collection Service Fees	7000	7000	4400
Meeting Room Rental Fees	3000	3000	3400
Photocopier	3000	3000	3400
Other Copies (Computer Printouts)	6000	6000	11000
FEES & CHARGES	44000	44000	52200
Trust Fund Revenues	3500	3500	1900
Miscellaneous	500	500	1500
Used Book Sales	15000	15000	15000
MISCELLANEOUS	19000	19000	18400
SURPLUS APPLIED	0	0	0
TRANSFERS	0	0	0
TOTAL REVENUES:	944400	932700	922300

**RESOURCE LIBRARY AGREEMENT – 2018
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM**

THIS AGREEMENT is by and between Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX," and the Oshkosh Public Library, hereinafter called "OPL."

WHEREAS, Winnefox is organized under authority of chapter 43 to provide for the improvement of public library services to the residents of Fond du Lac, Green Lake, Marquette, Waushara and Winnebago Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library," and

WHEREAS, OPL is a member of Winnefox and meets all the statutory requirements to serve as a resource library,

NOW, THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. OPL will serve as the resource library for Winnefox.

As resource library, OPL will provide backup reference and interlibrary loan services from the system resource library including the development of and access to specialized collections. This agreement meets the requirement of Section 43.24(2)(b) Wisconsin Statutes.

2. As resource library, OPL is entitled to name a member to all Winnefox committees.
3. This agreement shall be in effect as of January 1, 2018 and shall remain in effect until December 31, 2018. This agreement may be amended at any time by mutual agreement of both parties.

Dated this _____ day of _____, 2017.

IN PRESENCE OF:

OSHKOSH PUBLIC LIBRARY

WINNEFOX LIBRARY SYSTEM

By: _____
Christine Melms-Simon, President
Oshkosh Public Library Board

By: _____
Kevin DeCramer, President
Winnefox Library System Board

By: _____
Jeff Gilderson-Duwe, Secretary
Oshkosh Public Library Board

By: _____
Vicki Huffman, Secretary/Treasurer
Winnefox Library System Board

CONTRACTUAL SERVICES AGREEMENT – 2018
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM

THIS AGREEMENT is by and between the Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX," and the Oshkosh Public Library, hereinafter called "OPL."

WHEREAS, Winnefox is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Fond du Lac, Green Lake, Marquette, Waushara and Winnebago Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.17(6) provides that a public library system may contract with other systems or libraries to provide or receive library services, and

WHEREAS, OPL is a member of Winnefox, serves as the system resource library and is the headquarters site of the system,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. Since 1976 the director of Oshkosh Public Library (OPL) has served as director of the Winnefox Library System. In November, 2005, the Winnefox Library System Board and the Oshkosh Public Library Board each independently hired Jeff Gilderson-Duwe as Director of their respective organizations. The Director of the Winnefox Library System is responsible to the Winnefox Library System Board for administration of the Winnefox Library System per Wisconsin Statutes s. 43.17(4). The Director of the Oshkosh Public Library is responsible to the Oshkosh Public Library Board for administration of the Oshkosh Public Library per Wisconsin Statutes s. 43.58(4).
2. OPL agrees to provide administrative support services upon request in consideration of compensation received from Winnefox. Such services may include, but are not limited to, general administration, financial management and personnel administration. Definition of services and costs will be determined in negotiation of the annual compensation agreement.
3. OPL will provide suitable space for Winnefox offices and for housing of the Winnefox collection, utilities and normal maintenance service. Winnefox will pay rent, including utilities and maintenance costs, to OPL. Rent to be determined by percentage of space occupied for system functions applied to the cost of building maintenance and utilities and, in negotiation of the annual compensation agreement. The distribution of the costs of improvements to the facility, which are of direct benefit to Winnefox, also will be determined in negotiation of the annual compensation agreement. Winnefox will pay for any improvements that are for the sole benefit of Winnefox.

4. As the result of consolidation of support staff for Winnefox and OPL, Winnefox agrees to employ a staff which will perform secretarial and clerical duties for both organizations. OPL agrees to reimburse Winnefox for services rendered.
5. The OPL Head of Children's and Family Outreach Services will serve as Youth Services Liaison for Winnefox.
6. Winnefox will provide delivery service to OPL outreach sites.
7. OPL agrees to provide, upon request, such additional professional consulting and continuing education services not provided by Winnefox staff to public libraries participating in Winnefox.
8. From time to time, OPL and Winnefox will purchase services and items (i.e., postage, telecommunications, books, supplies, etc.) from each other at billable costs.
9. OPL will cooperate with Winnefox in planning and delivery of certain library services, such as service to users with special needs, so as to avoid unnecessary duplication of effort.
10. Winnefox and OPL agree that when reimbursement for actual cost of services is stipulated, the method to be used in determining actual cost is that presented in *Cost Finding for Public Libraries*, American Library Association, 1985.
11. Specific provisions of this agreement notwithstanding, the actual amount paid by Winnefox to OPL or OPL to Winnefox is to be determined by an annual compensation agreement between Winnefox and OPL to be attached to this agreement as Exhibit A.
12. Negotiations will take place in the context of annual budget development and within the parameters of this agreement. The parties further agree that it is not the intent of either party to jeopardize the financial stability of the other, but rather to work cooperatively to achieve adequate compensation.
13. Payments agreed upon in the annual compensation agreement are to be made promptly upon billing by either party.

Contractual Services Agreement – 2018
Oshkosh Public Library/Winnefox Library System

Dated this _____ day of _____, 2017.

IN PRESENCE OF:

WINNEFOX LIBRARY SYSTEM

By: _____
Kevin DeCramer, President
Winnefox Library System Board

By: _____
Vicki Huffman, Secretary/Treasurer
Winnefox Library System Board

OSHKOSH PUBLIC LIBRARY

By: _____
Christine Melms-Simon, President
Oshkosh Public Library Board

By: _____
Jeff Gilderson-Duwe, Secretary
Oshkosh Public Library Board

EXHIBIT A
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM
ANNUAL COMPENSATION AGREEMENT - 2018

In accordance with the Contractual Services Agreement, the following charges result from the calculation for reimbursable services.

PAYMENTS FROM WINNEFOX TO OSHKOSH PUBLIC LIBRARY

Administrative Support Services	39,261.00
Annual Rent	20,899.34
Telephone	900.00
Database Support Services	195,262.00
<u>Total:</u>	<u>256,322.34</u>

PAYMENTS FROM OSHKOSH PUBLIC LIBRARY TO WINNEFOX

Consolidated Secretarial/Clerical Support Services	79,090.48
Electronic Services	23,629.61
Delivery Services	5,289.56
<u>Total:</u>	<u>108,009.65</u>

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.

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.
-

OSHKOSH PUBLIC LIBRARY
STATEMENT OF REVENUE
August 2017
67% of the Year

	ESTIMATED REVENUES	AUGUST REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
Winnebago County	564,621.00	0.00	282,310.50	50.00%	(282,310.50)
Calumet County (Act 420 Reve	1,949.00	0.00	1,949.00	100.00%	0.00
Fond du Lac County (Act 420 R	23,990.00	0.00	23,990.00	100.00%	0.00
Green Lake County (Act 420 Re	1,747.00	0.00	1,747.00	100.00%	0.00
Waushara County (Act 420 Rev	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 Rev	19,000.00	0.00	0.00	0.00%	(19,000.00)
TOTAL GRANTS & AIDS	869,684.00	0.00	318,099.50	36.58%	(551,584.50)
Fines	25,000.00	3,724.06	30,431.59	121.73%	5,431.59
Collection Service Fees - Collec	7,000.00	565.00	2,959.88	42.28%	(4,040.12)
Meeting Room Rental Fees	3,000.00	275.00	2,405.00	80.17%	(595.00)
Photocopiers	3,000.00	327.29	2,241.04	74.70%	(758.96)
Other Copies	6,000.00	944.33	9,284.25	154.74%	3,284.25
TOTAL FEES & CHARGES	44,000.00	5,835.68	47,321.76	107.55%	3,321.76
Trust Fund Revenues	3,500.00	822.80	2,453.90	70.11%	(1,046.10)
Miscellaneous Revenues	500.00	138.78	1,667.67	333.53%	1,167.67
Used Book Sales	15,000.00	1,271.05	10,918.99	72.79%	(4,081.01)
TOTAL MISCELLANEOUS	19,000.00	2,232.63	15,040.56	79.16%	(3,959.44)
TOTAL EXPECTED REVEN	932,684.00	3,724.06	39,561.01	4.24%	(893,122.99)
CITY OF OSHKOSH LEVY	2,624,000.00		2,624,000.00	100.00%	0.00

Oshkosh Public Library
Statement of Expenditures

August 2017

67% of the year

	2017	AUGUST	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	August 31, 2017
Salaries, Wages, & Benefits	1,942,100.00	135,026.90	1,215,312.91	62.58	726,787.09
Salaries & Wages					
FICA	147,300.00	9,845.38	89,122.85	60.50	58,177.15
Wisconsin Retirement	123,600.00	8,424.05	73,511.86	59.48	50,088.14
Health Insurance	351,000.00	26,024.64	208,691.65	59.46	142,308.35
Dental Insurance	16,300.00	1,171.68	8,995.50	55.19	7,304.50
Life Insurance	6,700.00	504.71	3,905.27	58.29	2,794.73
Income Continuation Insurance	4,300.00	0.00	0.00	0.00	4,300.00
Sub Total Fringe Benefits	649,200.00	45,970.46	384,227.13	59.18	264,972.87
TOTAL PAYROLL	2,591,300.00	180,997.36	1,599,540.04	61.73	991,759.96
Contractual Services	328,500.00	3,579.65	202,228.35	61.56	126,271.65
Auto Allowance	200.00	0.00	0.00	0.00	200.00
Postage & Shipping	3,500.00	0.00	1,681.63	48.05	1,818.37
Advertising/Marketing	4,000.00	20.95	5,874.95	146.87	-1,874.95
Promotional Services	4,300.00	300.00	3,475.00	80.81	825.00
Maint. Office Equipment	4,500.00	0.00	3,197.68	71.06	1,302.32
Maint. Mach, Equip, Structures	60,000.00	1,989.77	45,437.58	75.73	14,562.42
Maint. Computer	0.00	0.00	125.00	#DIV/0!	-125.00
Equipment Rental	600.00	87.66	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	361.00	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	92.02	471.74	94.35	28.26
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	9,015.97	59,070.95	69.50	25,929.05
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	274.15	1,686.62	30.67	3,813.38
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	880.00	73.33	320.00
Boiler Insurance	1,200.00	0.00	1,600.00	133.33	-400.00
Licenses and Permits	1,200.00	0.00	200.00	16.67	1,000.00
Office Supplies	30,000.00	1,527.91	22,168.52	73.90	7,831.48
Software	1,000.00	0.00	655.43	65.54	344.57
Computer Supplies	300.00	14.99	146.71	48.90	153.29
Gasoline	100.00	0.00	0.00	0.00	100.00
Supplies/Repair Parts	12,000.00	37.88	5,767.14	48.06	6,232.86
Janitorial Supplies	3,500.00	427.68	1,774.37	50.70	1,725.63
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	17,891.92	155,369.17	45.06	189,430.83
Promotional Materials	10,500.00	441.63	3,917.94	37.31	6,582.06
Other Materials & Supplies	1,000.00	364.68	2,462.28	246.23	-1,462.28
Interest Expense	0.00 ²⁷⁵	0.00	96.34	#DIV/0!	-96.34
TOTAL LIBRARY BUDGET	3,556,700.00	217,535.22	2,150,709.11	60.47	1,405,990.89

Oshkosh Public Library Highlights September 2017

1. Statistics from the library's 2017 Summer Reading Program are in, with staff reporting increased engagement by those who participated at all age levels.
 - a. Children's Summer Reading experienced a higher percentage of children reading throughout the summer. Of the 1,730 children registered for summer reading, 51 percent read at least 20 minutes per day for four weeks of the program; 29 percent completed eight weeks; and 15 percent read for ten weeks – a nine percent increase over 2016. Nearly 2,400 children attended literacy-related programs and activities at the library during the summer.
 - b. Teen Summer Reading saw increases in books read and program attendance, despite a slight reduction in signups. By the numbers:
 - i. 209 teen Bingo cards were completed and returned (21 percent increase)
 - ii. Teens read 1,045 books (34 percent increase)
 - iii. 274 teens attended programs (77 percent increase)

Teen librarian Maggie Mueller attributes the increased engagement, in part, to increased outreach, visiting five new locations and presenting to nearly 400 more teens than in 2016.

 - c. A total of 86 adults participated in summer reading Bingo, with 23 percent finishing their entire Bingo Card, compared to 18 percent in 2016. Participants enjoyed the challenge of reading a variety of books and the chance to win a great community prize, including family memberships to the Paine Art Center and Oshkosh Public Museum and a Gift Certificate Bonanza.
2. OPL is offering a series of programs in September aimed at helping individuals to be mindful in the way they live their lives. Programs introducing Qigong and meditation; a talk on keeping your body happy and a session on guided imagery drew more than **60** participants.
3. OPL hosted a new event on Constitution Day that invited individuals to come to the library and spend time hand-writing the U.S. Constitution. The goal was to give people the opportunity to reflect on and engage with the document that is a foundation of our government. Ten people participated in the writing exercise and a discussion led by the Oshkosh Civility Project.
4. The library has expanded its menu of ongoing programs designed to encourage the "library habit." New monthly programs include a Men's Book Club; OPL 24/7 (focusing on the OPL web site); the What's Cooking Cookbook Club; Bored? Games! (a drop-in board game session); and 741.5 Graphic Novel Book Club. These new offerings join the Monday Movie Matinee and Adult DIY as recurring programs that hopefully will encourage repeat visits to the library.
5. A local history program on The Riddle Sisters, physicians who ran a hospital in Oshkosh from 1896 to 1917, drew 32 people to the library in late August.

Oshkosh Public Library Highlights – p 2

6. Nearly 250 people congregated at the Washington Avenue entrance to the library to view the solar eclipse on Aug. 21. The library handed out a limited number of donated viewing glasses from NASA, along with hand-held viewing fans, to help the public view the eclipse safely. The Friends of the Library offered lemonade during the event and Circulation Supervisor Becky Srubas fashioned a set of oversized eclipse glasses for the library lions to wear.

 7. OPL was the starting point for the Slow Roll Oshkosh community bike ride on Sept. 19. Local vendors sold food and beverages before the ride, which takes bicyclists around different areas of the city on the third Tuesday of the month from May through October. A total of 158 riders took off from the library for the ride, which is organized by Winnebago Bicycle. Thanks to Hot Dog Charlies, Bare Bones Brewery and Wisconsin Bike Federation for participating.
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MONTHLY REPORT
Oshkosh Public Library
August 2017

CIRCULATION	Aug 2017	Aug 2016	% Change	YTD 2017	YTD 2016	% Change
Book-Adult	18,285	19,073	-4%	140,069	143,135	-2%
Book-Juvenile	18,449	20,044	-8%	143,027	147,183	-3%
Book-YA/Teen	1,990	2,720	-27%	15,413	17,489	-12%
CD-Adult	3,201	3,475	-8%	24,779	28,125	-12%
CD-Juvenile	312	278	12%	2,004	1,970	2%
CD-Book-Adult	1,493	1,887	-21%	12,703	14,767	-14%
CD-Book-Juvenile	393	355	11%	2,626	2,883	-9%
CD-Book-YA/Teen	42	32	31%	292	287	2%
DVD-Adult	13,208	14,707	-10%	107,105	113,313	-5%
DVD-Juvenile	4,398	5,926	-26%	31,661	40,549	-22%
Game-Adult	578	795	-27%	4,186	5,390	-22%
Game-Juvenile	167	196	-15%	1,326	1,397	-5%
Magazine-Adult	1,132	1,255	-10%	9,501	9,975	-5%
Magazine-Juvenile	81	65	25%	349	495	-29%
Magazine-YA/Teen	18	3	500%	104	85	22%
Other-Adult	151	105	44%	1,082	1,073	1%
Other-Juvenile	106	40	165%	612	439	39%
Other-YA/Teen	17	1	1600%	46	25	84%
Total Adult	38,048	41,255	-8%	299,425	315,535	-5%
Total Juvenile	23,906	26,902	-11%	181,605	194,914	-7%
Total YA/Teen	2,067	2,800	-26%	15,855	18,131	-13%
SUB TOTAL	64,021	70,957	-10%	496,885	528,580	-6%
E-Books						
OverDrive E-Books	3,715	3,448	8%	29,119	27,577	6%
OverDrive Audiobooks	2,163	2,073	4%	15,846	14,061	13%
Tumblebooks	34	52	-35%	1,390	902	54%
SUB TOTAL	5,912	5,573	6%	46,355	42,540	9%
TOTAL CIRCULATION	69,933	76,530	-9%	543,240	571,120	-5%

PHYSICAL MATERIALS	Aug 2017	Aug 2016	% Change	YTD 2017	YTD 2016	% Change
% AV Materials Circulated	37%	39%	-5%	38%	40%	-5%
% Print Materials Circulated	63%	61%	3%	62%	60%	3%
% Adult Materials Circulated	63%	58%	8%	63%	63%	1%
% Youth Materials Circulated	37%	42%	-11%	37%	37%	-1%
Average Circulation Per Hour	249.8	273.3	-9%	243.1	252.9	-4%

MISCELLANEOUS	Aug 2017	Aug 2016	% Change	YTD 2016	YTD 2015	% Change
Library Facility Traffic	27,094	14,617	85%	200,462	193,659	4%
Average Daily Traffic	874	541	61%	853	858	-1%
Meetings Held	64	56	14%	626	584	7%
New Card Registrations	275	311	-12%	2,018	2,169	-7%
Self-check % of Checkout	50%	47%	8%	48%	40%	20%
Volunteer Hours Worked	306	326	-6%	2,483	3,956	-37%
Teacher Packs	2	2	0%	45	38	18%

ELECTRONIC RESOURCES	Aug 2017	Aug 2016	% Change	YTD 2017	YTD 2016	% Change
OPL Website Sessions	22,971	23,365	-2%	177,291	187,749	-6%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	56	57	-2%	541	530	2%
EBSCO Sessions	N/A	110	N/A	1,659	2,181	N/A
HeritageQuest Sessions	57	62	-8%	717	558	28%
Mango Languages	22	28	-21%	155	207	-25%
Mitchell Auto Repair	16	9	78%	66	65	2%
NewspaperARCHIVE	417	379	10%	3,449	3,567	-3%
Oshkosh Northwestern	38	65	-42%	371	373	-1%
RefUSA	128	92	39%	938	623	51%
SUB-TOTAL	734	802	-8%	7,896	8,104	-3%
LOCAL DATABASE SESSIONS						
1957 Address Change	70	45	56%	456	449	2%
City Directories	118	133	-11%	1,229	1,266	-3%
Digital Collections	557	350	59%	3,215	2,649	21%
Local History Books	55	71	-23%	442	705	-37%
Oshkosh Facts, Firsts, and FAQ	16	11	45%	78	56	39%
Oshkosh Newspaper Index	11	10	10%	92	89	3%
Oshkosh Vital Records Index	595	602	-1%	5,056	4,867	4%
Riverside Cemetery Index	49	52	-6%	353	379	-7%
UWDC - Atlases & Histories	36	31	16%	248	440	-44%
SUB-TOTAL	1,507	1,305	15%	11,169	10,900	2%
TOTAL ELECTRONIC RESOURCE SESSIONS	25,212	25,472	-1%	196,356	206,753	-5%

PUBLIC COMPUTER USE	Aug 2017	Aug 2016	% Change	YTD 2017	YTD 2016	% Change
Wireless Use	25705	26748	-4%	195,420	191308	2%
Public Computer Use						
Adult	3,642	3,895	-6%	27133	29126	-7%
Youth	1,184	1,512	-22%	5461	8035	-32%
TOTAL USE	4,826	5,407	-11%	32594	37161	-12%

QUESTIONS ANSWERED	Aug 2017	Aug 2016	% Change	YTD 2017	YTD 2016	% Change
Adult Department						
Reference	1,570	13,327	-88%	26,649	104,714	-75%
Youth Department						
Reference	510	935	-45%	4,143	10,043	-59%
TOTAL QUESTIONS ANSWERED	2,080	14,262	-85%	30,792	114,757	-73%

PROGRAMS	Aug 2017	Aug 2016	% Change	YTD 2017	YTD 2016	% Change
Programs Given						
Adult	7	28	-75%	103	75	37%
Teen	6	0	#DIV/0!	64	37	73%
Youth	7	136	-95%	216	206	5%
Roving Reader	3	34	-91%	89	45	98%
TOTAL	23	948	-98%	472	363	30%

Program Attendance	Aug 2017	Aug 2016	% Change	YTD 2017	YTD 2016	% Change
Adult	261	136	92%	1,777	1,405	26%
Teen	47	34	38%	1,081	398	172%
Youth	241	948	-75%	8,975	9,894	-9%
TOTAL	549	1118	-51%	11,679	11,697	0%

PROGRAMS

DATE

Adult

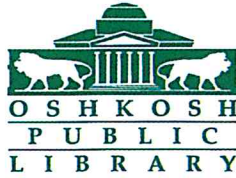
Digging for Doughboys: WWI Genealogy	8/14/2017
Graphic Novel Club	8/17/2017
"Lady Be Good" Dick Campbell	8/17/2017
Movie Matinee	8/21/2017
Eclipse Viewing Party	8/21/2017
If a Collection Could Talk	8/23/2017
Riddle Sisters of Oshkosh	8/29/2017

Teen

Teen Book Club	8/4/2017
Teen Advisory Board	8/11/2017
Chain Reaction Contraption Competition	8/11/2017
Teen Ice Cream in a Bag	8/18/2017
Eclipse Viewing Party	8/21/2017
Black Light Party	8/25/2017

Youth

Read to a Dog Meet 'n Greet	8/8/2017
Kids R Us In-Home Family Daycare	8/8/2017
High Hopes (2 sessions)	8/9/2017
Miller's Family Day Care	8/9/2017
Movie & More	8/10/2017
Brick by Brick	8/17/2017
Eclipse Viewing Party	8/21/2017
Davis Child Care Center	8/28/2017
Live Butterfly Interactive Literacy Display	8/12-8/25/17



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe

FROM: Libby Terrell

DATE: September 18, 2017

SUBJECT: August 2017 Donations

During the month of August 2017, the library received \$133.99 in donations, which includes:

A check in the amount of \$100.00 From Carleen Christianson (& book club members) in memory of Nancy Vincent.

Patron donations of \$33.99



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

To: Jeff Gilderson-Duwe
From: Libby Terrell
Date: September 18, 2017
Re: August 2017 Personnel Changes

Matthew Tessmer was hired as Page in First Floor Public Services effective August 3, 2017.

"Connecting People with Information"

Project Leader	Project Duration	Description	Comments
		<p>Goal: A library card in every hand. Strategy: Increase awareness of the library card's value and ease of use. Tactic: Develop a new card holder welcome program.</p>	
FFPS Head	2017	<p>Project: Examine and evaluate current practices. Project: Conduct a focus group with people who have recently registered in order to understand how to improve their experience. Tactic: Focus outreach activities on card registration and use.</p>	<p>No progress to report. No progress to report.</p>
Development Head	2017	<p>Strategy: Engage in marketing, outreach and service development to identified target populations. Tactic: Conduct an outreach campaign to first grade students and their families.</p>	
CFOS Head	DONE 2017	<p>Project: Design the campaign: conduct research and seek out the expertise of community partners to create messages and incentives that will motivate first graders to become active library card holders.</p>	<p>Latest Progress: Program design process completed.</p>
CFOS Head	Pilot in fall 2017, expand later.	<p>Project: Conduct library card registration drive among first grade students.</p>	<p>Latest Progress: Card drive in progress. About half the applications have been returned. Next Steps: Branded library card holders and library cards will be given to students when they visit the library.</p>
CFOS Head	2017	<p>Project: Provide library programming aimed at persuading first graders and their families to form the habit of visiting the library and using their library card privileges.</p>	<p>Latest Progress: 4 schools are participating in pilot. Marie has met with the teachers and class visits to the library are scheduled. Next Steps: Follow up with teachers to guide them with the in-class missions as the year progresses..</p>
Director / Development Head	DONE 2017	<p>Tactic: Make data-driven choices about service development and target-marketing initiatives. Project: Using the River East neighborhood as a test case, gather demographic data about area population and card-holders.</p>	<p>Conclusions: We have learned that demographic data about card holders is not readily available from the Winnefox Integrated Library Automation System, although some specific questions may be addressed with customized reporting from the system; City of Oshkosh Community Development Dept has shared city-wide and River East neighborhood demographic profiles that it has acquired; and we also have access to US Census data.</p>
Director / Development Head	2017	<p>Project: Using the River East neighborhood as a test case, analyze assembled demographic information with an eye toward development of library service development.</p>	<p>Latest progress: River East addresses have been cross-referenced with the library's cardholder records and will be analyzed; other sources such as PEW reports and U.S. Census data will also be reviewed to develop a neighborhood profile. Next step: Draft narrative summary River East neighborhood characteristics: demographic, economic, assets, needs by end of Sept 2017.</p>
Director / Development Head	2017	<p>Project: Using the River East neighborhood as a test case, develop service responses and implement targeted marketing initiatives that fit the neighborhood's needs and assets.</p>	<p>Assemble a service design team to translate analysis of neighborhood characteristics into appropriately targeted service responses and targeted marketing initiatives.</p>

Strategy: Look for ways to increase the perceived value of being a library cardholder.

Oshkosh Public Library
2017 Strategic Action Plan
September 2017 Update

Project: Evergreen	Director / Assistant Director	2017	Latest Progress: Met with Evergreen Director Ameson (23 May 2017) to discuss extending our outreach partnership; Next step: Set up meeting with Winnefox and OPL circulation staff to explore procedures for outreach services to Evergreen.
Project: Book bike outreach	RASD Head	2017	Latest Progress: Maintenance Dept shared plans with local contractor. Next step: Wait to hear from local contractor. Visits to bike shops for cost of a Surley Trailer which book bike trailer is mounted on.

Tactic: Explore opportunities for library cardholders to receive benefits beyond library use privileges (e.g., goods, services, discounts).

Project: Use business promotion model for National Library Week inspired by Lester Public Library in Two Rivers, WI	Development Head	DONE 2017	Latest Progress: Partnered with 40 area businesses during National Library Week to offer discounts and other special deals to customers who showed their library cards, including a "dine out" night at Culvers that raised \$212 for the library. The campaign was featured in a front-page article in The Northwestern about new initiatives at OPL. Businesses were featured on the library web site, in newspaper advertising and in social media.
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Goal: A recognized downtown anchor destination.

Strategy: *Redefine the library as a neighbor who inspires exploration and discovery.*

Tactic: Become a catalyst for creativity and entrepreneurship.

Project: Writing / Story-telling: Podcasting studio.	RASD Head	2017	No progress to report.
Project: Graphics / Animation / STEAM: Digital creation space.	RASD Head	2017	Latest Progress: 5 new flip top tables and 6 new laptops ordered. Next Step: Work with maintenance department on converting cabinets to charging station for laptops. Remove old tables and computers.
Project: Entrepreneurship:	RASD Head	2017	No progress to report

Tactic: Add value to library visits by proactively connecting information seekers with additional resources or activities that may interest them: nurture a culture of "knowledge sharing" among library staff.

Project: Create a plan for nurturing a culture of "knowledge sharing"	Management Team	2017	This project on hold as staff concentrates on achieving organizational culture change with the PBIS behavioral expectations techniques.
Project: During library programs, share information about other services and events that might interest members of the audience.	Public Services Improvement Team (PSIT)	DONE 2017	Ongoing effort.

Tactic: Conduct a brand campaign to influence perceptions of the library, demonstrating its place in the community as a neighbor who energizes and inspires exploration and discovery.

Project: Engage staff in development of a brand campaign, targeting 25-45 year-olds who see the library as a place for books, not literacy. In particular, expand methods for reaching this group via mobile devices (text, social, etc.). Determine how to provide 'value-added' literacy services, e.g.: opt-in recommendation engines for books, programs and events.

Tactic: Provide learning opportunities for library employees that will support development of a culture of inspiration and discovery within the organization.

Oshkosh Public Library
2017 Strategic Action Plan
September 2017 Update

Project: Create a plan to engage employees in the vision and goals of the strategic plan.	Director	2017	No progress to report
Project: Create opportunities for employees to collaborate with managers in defining and realizing what it means to have an organizational "culture of inspiration and discovery." Tactic: Motivate library employees by communicating progress toward achieving the library's strategic goals and vision.	Assistant Director	2017	No progress to report
Project: Develop a dashboard that can be shared with the staff to raise awareness of active card holder retention and recruitment goals. Tactic: Identify the reasons people come downtown and persuade them to add a visit to the library. Tactic: Continue to partner with the Business Improvement District (BID) to create and implement programs that bring people downtown. Tactic: Work with downtown employers and neighbors to identify partnership opportunities.	Director	2017	Latest progress: Director has assembled a set of potential measures for progress toward strategic goals. These measures will appear on the library's Intro/Performance page of the city 2018 budget book. Next steps: Discuss potential measures with management staff, Discuss use of outcome measures for plan projects.
Project: Explore outreach opportunities to employees working downtown.	Director / Development Head	2017	No Progress to report.
Project: Become involved with the River East Neighborhood Association, focusing the library's own neighborhood to pilot enhanced neighborhood engagement.	Director / Development Head	2017	Latest Progress: Participated in planning meetings for William Waters Plaza project. Participate in River East's Neighborhood Night Out event on Aug. 1. Next step: Become involved with fundraising efforts for the William Waters re-imagine project.
Project: Partner with City of Oshkosh Community Development Department to advance plans to renovate William Waters Plaza, located across Washington Avenue from the library building. Strategy: Create public programming that encourages growth of the "library habit." Tactic: Concentrate library capacity and efforts on a single theme for a month at a time.	Director	2017	Latest Progress: City Community Development staff updated library board on the project at its 31 AUG 2017 meeting. Next steps: Develop fundraising plans.
Project: Establish methods for coordination in-library promotional themes across departments using events like customer appreciation days. Tactic: Expand partnerships to offer programs and broaden promotional reach.	Development Head / Assistant Director	2017	The library has been doing book displays, highlighting online resources and developing programs centered on specific themes each month since January. Themes have included health, love, finances, recreational activities and building community. The effectiveness of these efforts is being evaluated.
Project: Memory Café; Tactic: Ensure that public programs support the library's strategic vision and goals.	RASD Head	2017	Latest Progress: Committed to hosting programs through 2017 Next Step: Decide whether to continue support for program beyond 2017

Oshkosh Public Library
2017 Strategic Action Plan
September 2017 Update

Project: Develop use, set-up and scheduling procedures to integrate use of "non-traditional" spaces into existing library routines.	2017	Coordinator of Volunteers / Program Support Specialist	Latest Progress: greater use of "under the dome space" for adult programs. Tested having programs on the upper deck of the lower level (where the dragon rug is). Hosted child yoga there since Jan. Next Step: discuss hosting more children's programs in the Children room proper.
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Strategy: Make a visit to the library a convenient, comfortable and fun experience.

Tactic: Improve the library environment through proactive relationship-building with students and families

Project: Embed Positive Behavior Intervention and Support (PBIS) expectations and techniques into the organizational culture of OPL; continue work to recognize staff for applying these techniques; look for ways to incentivize positive behavior intervention.

Tactic: Create an interior design plan that embodies the concept of the library as a "third place."

Tactic: Organize a space use planning process

Tactic: Offer convenience services to library users.

Project: Explore provision of more City of Oshkosh services at the library.

Project: Explore public-private partnerships to offer additional convenience services to library visitors.

Tactic: Improve parking lot functionality.

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Project: Run a pilot project to encourage library and system employees to park their vehicles someplace other than the library lot.

Goal: A provider of trusted "go-to" online resources.

Strategy: Create and promote local online content.

Tactic: Create and promote a comprehensive calendar of events for the community.

Project: Produce a draft calendar interface, including "wish list" of categories and interface preferences - Target Date: 1 May 2017

Project: Research software platforms / options for implementing the event calendar - Target Date: 1 June 2017

Tactic: Explore creation of local content for online distribution (e.g., house histories, genealogy, local history).

Project: Create a self-guided audio-visual walking tour centered on the history and architecture of the 100-200 blocks of Washington Avenue.

Strategy: Increase visibility / accessibility of the library's online resources.

Tactic: Optimize existing resources for search engines to make them more discoverable to users in the community.

Oshkosh Public Library
2017 Strategic Action Plan
September 2017 Update

<p>Project: Research and implement Search Engine Optimization (SEO) strategies for the library's collections, programs and services.</p> <p>Tactic: <u>Develop opt-in text messaging services to communicate information about the library.</u></p> <p>Project: Research similar services in libraries and other organizations.</p>	<p>TIS Head</p>	<p>2017</p>	<p>1. Met with Winnefox IT staff for advice; 2. Accessing the adequacy of the metadata and the cost associated with adding new metadata for local digital collections.</p>
<p>Project: Research similar services in libraries and other organizations.</p>	<p>Development Head</p>	<p>2017</p>	<p>No progress to report.</p>
<p>Goal: A community institution with widespread public and private support.</p>			
<p>Strategy: Create and sustain meaningful engagement opportunities for Friends, volunteers, donors, and advocates.</p>			
<p>Tactic: Engage the Friends of the Library in support of the vision and strategic plan.</p>			
<p>Project: Assist the Friends in the goal of increasing active membership.</p> <p>Tactic: <u>Improve the effectiveness of efforts to attract enthusiastic volunteers and to match their skills with library needs and goals.</u></p> <p>Project: Achieve better coordination between the library's volunteer program and the Friends of the Library.</p> <p>Strategy: Be an active partner in building community capacity.</p> <p>Tactic: <u>Identify elements of community capacity to which library efforts contribute and use these as the basis for outcome measurement.</u></p> <p>Tactic: <u>Achieve better coordination of community efforts in support of literacy and lifelong learning.</u></p>	<p>Development Head</p>	<p>2017</p>	<p>Latest Progress: Email went out for general friends meeting for April. Will introduce fundraising ideas at this time. Board has elected to have off month general friends meetings to maintain engagement with broader Friends group.</p> <p>Latest Progress: Identify other low impact fund raising ideas like Dine Out event at Benvenuto's or hosting a brat fry at Festival Foods.</p>
<p>Project: Achieve better coordination between the library's volunteer program and the Friends of the Library.</p> <p>Strategy: Be an active partner in building community capacity.</p> <p>Tactic: <u>Identify elements of community capacity to which library efforts contribute and use these as the basis for outcome measurement.</u></p> <p>Tactic: <u>Achieve better coordination of community efforts in support of literacy and lifelong learning.</u></p>	<p>Development Head</p>	<p>2017</p>	<p>Latest Progress: At March meeting the Friends of the Library agreed to allow volunteers who volunteer on average 10 hours/week per month are open to joining the Friends.</p>
<p>Project: Convene a group of people interested in literacy issues in the Oshkosh area.</p>	<p>Director</p>	<p>2017</p>	<p>No progress to report.</p>

Oshkosh Public Library - OACF Trust Funds - Q2 2017 Report

	Collection Improvement		Facility Improvement		Library Development & Support		Technology		Programming Support	
	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date
Funds for Library Excellence										
Opening Fund Balance	\$ 1,042,599.28	\$ 1,007,975.74	\$ 1,043,651.09	\$ 1,008,992.15	\$ 380,519.47	\$ 367,897.00	\$ 242,376.77	\$ 234,327.60	\$ 137,921.88	\$ 133,346.66
Additions to Fund Balance										
Contributions	\$ 395.00	\$ 395.00	\$ -	\$ -	\$ 9,855.00	\$ 9,855.00	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 20,296.30	\$ 53,371.34	\$ 20,309.80	\$ 53,418.66	\$ 7,576.77	\$ 19,634.09	\$ 4,716.74	\$ 12,405.91	\$ 2,684.02	\$ 7,054.39
Realized Gains/Losses	\$ 2,599.23	\$ 2,614.33	\$ 2,600.87	\$ 2,615.98	\$ 972.78	\$ 978.29	\$ 604.03	\$ 607.54	\$ 343.71	\$ 345.71
Investment Income	\$ 4,017.46	\$ 6,601.65	\$ 4,020.04	\$ 6,606.85	\$ 1,503.10	\$ 2,446.12	\$ 933.61	\$ 1,534.37	\$ 531.26	\$ 873.06
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 27,307.99	\$ 62,982.32	\$ 26,930.71	\$ 62,641.49	\$ 19,907.65	\$ 32,913.50	\$ 6,254.38	\$ 14,547.82	\$ 3,558.99	\$ 8,273.16
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (1,003.47)	\$ (2,054.26)	\$ (1,004.12)	\$ (2,055.96)	\$ (375.29)	\$ (758.67)	\$ (233.21)	\$ (477.48)	\$ (132.70)	\$ (271.65)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ (0.85)	\$ (0.85)	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (1,003.47)	\$ (2,054.26)	\$ (1,004.12)	\$ (2,055.96)	\$ (376.14)	\$ (759.52)	\$ (233.21)	\$ (477.48)	\$ (132.70)	\$ (271.65)
Net Changes to Fund Balance	\$ 26,304.52	\$ 60,928.06	\$ 25,926.59	\$ 60,585.53	\$ 19,531.51	\$ 32,153.98	\$ 6,021.17	\$ 14,070.34	\$ 3,426.29	\$ 8,001.51
Ending Fund Balance	\$ 1,068,903.80	\$ 1,068,903.80	\$ 1,069,577.68	\$ 1,069,577.68	\$ 400,050.98	\$ 400,050.98	\$ 248,397.94	\$ 248,397.94	\$ 141,348.17	\$ 141,348.17



	Archer		Gruenewald		Hilton II Special		Hoxtel		Jackson	
	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date
Restricted Collection Funds										
Opening Fund Balance	\$ 1,682.77	\$ 1,626.90	\$ 2,513.47	\$ 2,430.00	\$ 12,901.53	\$ 12,473.08	\$ 13,210.11	\$ 12,771.41	\$ 1,530.84	\$ 1,480.00
Additions to Fund Balance										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823.00	\$ 823.00	\$ -	\$ -
Unrealized Gains/Losses	\$ 32.78	\$ 86.16	\$ 48.91	\$ 128.64	\$ 251.06	\$ 660.34	\$ 271.46	\$ 690.56	\$ 29.81	\$ 78.38
Realized Gains/Losses	\$ 4.19	\$ 4.21	\$ 6.26	\$ 6.30	\$ 32.15	\$ 32.34	\$ 34.96	\$ 35.15	\$ 3.81	\$ 3.83
Investment Income	\$ 6.47	\$ 10.64	\$ 9.69	\$ 15.93	\$ 49.70	\$ 81.68	\$ 54.01	\$ 86.75	\$ 5.90	\$ 9.69
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 43.44	\$ 101.01	\$ 64.86	\$ 150.87	\$ 332.91	\$ 774.36	\$ 1,183.43	\$ 1,635.46	\$ 39.52	\$ 91.90
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (1.63)	\$ (3.33)	\$ (2.42)	\$ (4.96)	\$ (12.42)	\$ (25.42)	\$ (13.49)	\$ (26.82)	\$ (1.48)	\$ (3.02)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (1.63)	\$ (3.33)	\$ (2.42)	\$ (4.96)	\$ (12.42)	\$ (25.42)	\$ (13.49)	\$ (26.82)	\$ (1.48)	\$ (3.02)
Net Changes to Fund Balance	\$ 41.81	\$ 97.68	\$ 62.44	\$ 145.91	\$ 320.49	\$ 748.94	\$ 1,169.94	\$ 1,608.64	\$ 38.04	\$ 88.88
Ending Fund Balance	\$ 1,724.58	\$ 1,724.58	\$ 2,575.91	\$ 2,575.91	\$ 13,222.02	\$ 13,222.02	\$ 14,380.05	\$ 14,380.05	\$ 1,568.88	\$ 1,568.88

Oshkosh Public Library - OACF Trust Funds - Q2 2017 Report

Restricted Collection Funds	Keish		Kenny		Rasmussen, M.		Rojahn, F & A		Schuster, J & H	
	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date
Opening Fund Balance	\$ 2,652.83	\$ 2,564.71	\$ 9,374.85	\$ 9,063.51	\$ 10,386.63	\$ 10,041.70	\$ 486.76	\$ 470.58	\$ 189,155.16	\$ 182,873.45
Additions to Fund Balance										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 51.63	\$ 135.79	\$ 182.44	\$ 479.85	\$ 202.14	\$ 531.65	\$ 9.49	\$ 24.93	\$ 3,681.05	\$ 9,681.81
Realized Gains/Losses	\$ 6.61	\$ 6.65	\$ 23.36	\$ 23.50	\$ 25.89	\$ 26.04	\$ 1.21	\$ 1.22	\$ 471.39	\$ 474.13
Investment Income	\$ 10.23	\$ 16.81	\$ 36.11	\$ 59.35	\$ 40.00	\$ 65.75	\$ 1.87	\$ 3.08	\$ 728.60	\$ 1,197.44
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 68.47	\$ 159.25	\$ 241.91	\$ 562.70	\$ 268.03	\$ 623.44	\$ 12.57	\$ 29.23	\$ 4,881.04	\$ 11,353.38
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (2.56)	\$ (5.22)	\$ (9.02)	\$ (18.47)	\$ (9.99)	\$ (20.47)	\$ (0.46)	\$ (0.94)	\$ (182.00)	\$ (372.63)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (2.56)	\$ (5.22)	\$ (9.02)	\$ (18.47)	\$ (9.99)	\$ (20.47)	\$ (0.46)	\$ (0.94)	\$ (182.00)	\$ (372.63)
Net Changes to Fund Balance	\$ 65.91	\$ 154.03	\$ 232.89	\$ 544.23	\$ 258.04	\$ 602.97	\$ 12.11	\$ 28.29	\$ 4,699.04	\$ 10,980.75
Ending Fund Balance	\$ 2,718.74	\$ 2,718.74	\$ 9,607.74	\$ 9,607.74	\$ 10,644.67	\$ 10,644.67	\$ 498.87	\$ 498.87	\$ 193,854.20	\$ 193,854.20

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Restricted Collection Funds	Steiger		Zellmer	
	Q-2	2017 to Date	Q-2	2017 to Date
Opening Fund Balance	\$ 7,421.07	\$ 7,174.60	\$ 83,332.13	\$ 80,564.75
Additions to Fund Balance				
Contributions	\$ 425.00	\$ 425.00	\$ -	\$ -
Unrealized Gains/Losses	\$ 151.82	\$ 387.24	\$ 1,621.69	\$ 4,265.29
Realized Gains/Losses	\$ 19.55	\$ 19.66	\$ 207.67	\$ 208.88
Investment Income	\$ 30.21	\$ 48.62	\$ 320.98	\$ 527.53
Transfers to Principal	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 626.58	\$ 880.52	\$ 2,150.34	\$ 5,001.70
Decreases to Fund Balance				
Transfers of Income	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (7.53)	\$ (15.00)	\$ (80.18)	\$ (164.16)
Program Expenses	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (7.53)	\$ (15.00)	\$ (80.18)	\$ (164.16)
Net Changes to Fund Balance	\$ 619.05	\$ 865.52	\$ 2,070.16	\$ 4,837.54
Ending Fund Balance	\$ 8,040.12	\$ 8,040.12	\$ 85,402.29	\$ 85,402.29

Q2 2017

9/21/2017

Oshkosh Public Library - OACF Trust Funds - Q2 2017 Report

	AV Trust		Mainnar		Nichols	
	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date
Other Restricted Funds						
Opening Fund Balance	\$ 23,020.68	\$ 22,256.18	\$ 21,361.21	\$ 20,651.81	\$ 53,211.89	\$ 51,444.77
Additions to Fund Balance						
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 447.99	\$ 1,178.30	\$ 415.72	\$ 1,093.38	\$ 1,035.54	\$ 2,723.63
Realized Gains/Losses	\$ 57.36	\$ 57.69	\$ 53.23	\$ 53.54	\$ 132.61	\$ 133.38
Investment Income	\$ 88.67	\$ 145.73	\$ 82.27	\$ 135.22	\$ 204.95	\$ 336.84
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 594.02	\$ 1,381.72	\$ 551.22	\$ 1,282.14	\$ 1,373.10	\$ 3,193.85
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (22.14)	\$ (45.34)	\$ (20.56)	\$ (42.08)	\$ (51.19)	\$ (104.82)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (22.14)	\$ (45.34)	\$ (20.56)	\$ (42.08)	\$ (51.19)	\$ (104.82)
Net Changes to Fund Balance	\$ 571.88	\$ 1,336.38	\$ 530.66	\$ 1,240.06	\$ 1,321.91	\$ 3,089.03
Ending Fund Balance	\$ 23,592.56	\$ 23,592.56	\$ 21,891.87	\$ 21,891.87	\$ 54,533.80	\$ 54,533.80

NO

	All Unrestricted Funds		All Restricted Funds		All Funds	
	Q-2	2017 to Date	Q-2	2017 to Date	Q-2	2017 to Date
Consolidated Totals						
Opening Fund Balance	\$ 2,847,068.49	\$ 2,752,539.15	\$ 432,241.93	\$ 417,887.45	\$ 3,279,310.42	\$ 3,170,426.60
Additions to Fund Balance						
Contributions	\$ 10,250.00	\$ 10,250.00	\$ 1,248.00	\$ 1,248.00	\$ 11,498.00	\$ 11,498.00
Unrealized Gains/Losses	\$ 55,583.63	\$ 145,884.39	\$ 8,433.53	\$ 22,145.95	\$ 64,017.16	\$ 168,030.34
Realized Gains/Losses	\$ 7,120.62	\$ 7,161.85	\$ 1,080.25	\$ 1,086.52	\$ 8,200.87	\$ 8,248.37
Investment Income	\$ 11,005.47	\$ 18,062.05	\$ 1,669.66	\$ 2,741.06	\$ 12,675.13	\$ 20,803.11
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 83,959.72	\$ 181,358.29	\$ 12,431.44	\$ 27,221.53	\$ 96,391.16	\$ 208,579.82
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (2,748.79)	\$ (5,618.02)	\$ (417.07)	\$ (852.68)	\$ (3,165.86)	\$ (6,470.70)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ (0.85)	\$ (0.85)	\$ -	\$ -	\$ (0.85)	\$ (0.85)
Total Fund Balance Decreases	\$ (2,749.64)	\$ (5,618.87)	\$ (417.07)	\$ (852.68)	\$ (3,166.71)	\$ (6,471.55)
Net Changes to Fund Balance	\$ 81,210.08	\$ 175,739.42	\$ 12,014.37	\$ 26,368.85	\$ 93,224.45	\$ 202,108.27
Ending Fund Balance	\$ 2,928,278.57	\$ 2,928,278.57	\$ 444,256.30	\$ 444,256.30	\$ 3,372,534.87	\$ 3,372,534.87

Q2 2017