



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
 PI-2401 (Rev. 1-18)  
 S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2017**

**INSTRUCTIONS:** Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2017 are due to the DPI Division for Libraries and Technology no later than March 1, 2018.

## I. GENERAL INFORMATION

1. Name of Library Oshkosh Public Library		2. Public Library System Winnefox Library System			
3a. Head Librarian First Name Jeffrey	3b. Head Librarian Last Name Gilderson-Duwe	4a. Certification Grade Gr 1	4b. Certification Type Regular	5. Certification Expiration Date 2020-02-28	
6a. Street Address 106 Washington Ave.	6b. Mailing Address or PO Box 106 Washington Ave.	7. City / Village / Town Oshkosh	8a. ZIP 54901	8b. ZIP4 4985	9. County Winnebago
10. Library Phone Number (920)236-5210	11. Fax Number (920)236-5228	12. Library E-mail Address of Director gilderson-duwe@oshkoshpubliclibrary.org			
13. Library Website URL www.oshkoshpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 23	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 70	19b. Number of Winter Weeks 38	19c. Summer Hours Open per Week 61	19d. Number of Summer Weeks 14		
20. Square Footage of Public Library 94,500	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 079298144		

## II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	213,822	12,388
2. Electronic Books <i>E-books</i>	170,558	
3. Audio Materials	31,312	1,631
4. Electronic Audio Materials <i>Downloadable</i>	49,799	
5. Video Materials	15,117	1,862
6. Electronic Video Materials <i>Downloadable</i>	1,060	
7. Other Materials Owned <i>Describe</i> CD-roms, Puppets, Toys & Video Games	99	
8. Electronic Collections <i>Locally Owned or Leased</i>	0	
9. Total Electronic Collections <i>Local, regional, and state</i>	46	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	420	

**III. LIBRARY SERVICES**

<b>1. Circulation Transactions</b>				<b>2. Interlibrary Loans</b>			
a. Total Circulation		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
709,469		257,429		78,353		71,305	
<b>3. Number of Registered Users</b>				<b>4. Reference Transactions</b>		<b>5. Library Visits</b>	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
24,888	7,387	32,275		Actual Count	38,074	Actual Count	285,016
<b>6. Uses of Public Internet Computers</b>			<b>7. Uses of Public Wireless Internet</b>		<b>8a. Local Electronic Collection Retrievals</b>		<b>8b. Total Electronic Collection Retrievals</b>
a. Method	b. Annual Count		a. Method	b. Annual Count			
Actual Count	48,167		Router Count	117,180	16,477		22,117
<b>9. Uses of Electronic Materials by Users of Your Library</b>							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials		
42,635	24,120	149	66,904		8,254		
<b>10. Programs and Program Attendance Annual Count</b>						<b>11. Number of Public Use Computers</b>	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL		a. Total	b. Internet Access
Number of Programs	513	84	141	738		58	42
Total Attendance	12,379	1,301	2,675	16,355			

**IV. LIBRARY GOVERNANCE**

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Christine	Melms-Simon	3414 Eichstadt Road	Oshkosh	54091	artsandsmarts@att.net
2. Bill	Bracken	1770 Chatham Drive	Oshkosh	54904	wgbrack13@aol.com
3. Stan	Mack II	P.O. Box 3048	Oshkosh	54903-3048	sf.mack@oshkosh.k12.wi.is
4. Kathy	Birmingham	1203 Fairview	Oshkosh	54901	kathy.bham@gmail.com
5. Kristy	Bradish	1219 Bay Shore Drive	Oshkosh	54901	kbradish@icloud.com
6. Kim	Molitor	4364 Harbor Village Drive	Omro	54963	kmolitor@windwardws.com
7. Bob	Biebel	1120 Maricopa Drive	Oshkosh	54904	bbiebel14@gmail.com
8. Amy	Sitter	1027 Washington Avenue	Oshkosh	54901	amy.sitter@copperharbor.us
9. David	Romond	3111 Quail Run Drive	Oshkosh	54904	daveromond@yahoo.com
10. vacancy					
11.					
12.					

No. of Library Board Members  
 Include vacancies in this count  
 10



**V. LIBRARY OPERATING REVENUE**

*Report operating revenue only. Do not report capital receipts here.*

**1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here***

Municipality Type	Name	Amount
City	Oshkosh	\$2,624,000
Subtotal 1		\$2,624,000

**2. County**

a. Home County Appropriation for Library Service

Subtotal 2a \$564,621

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Calumet	\$1,949		
Fond du Lac	\$23,990		
Green Lake	\$1,747		
Waushara	\$8,103		
Subtotal 2b			\$35,789

**3. State Funds**

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		\$0
	\$0		\$0
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	0
Subtotal 3			\$0

**4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title***

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

**5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.***

Name	Amount	Name	Amount
Winnefox Library System	\$254,265		
Subtotal 5			\$254,265

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i> \$195,076	7. All Other Operating Income \$84,796	8. Total Operating Income <i>Add 1 through 7</i> \$3,758,547	9. What is the 2018 annual appropriation provided by your governing body/bodies for your public library? \$2,627,000	10. Was your library's municipality exempt from the county library tax for 2017? <i>Wis. Stat. s. 43.64(2)</i> Yes
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**X. STAFF**

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$127,074	40.00	Librarian	MLS (ALA)	\$51,865	34.00
Head of Reference and Adult Services	MLS (ALA)	\$65,536	40.00	Librarian	MLS (ALA)	\$52,658	40.00
Head of Technical Services	MLS (ALA)	\$70,840	40.00	Librarian	MLS (ALA)	\$51,194	40.00
Head of Children's & Family Outreach	MLS (ALA)	\$67,297	40.00	Graphic Designer	Other	\$47,130	40.00
Head of 1st Floor Public Services	MLS (ALA)	\$70,840	40.00	Page Supervisor	Other	\$58,514	40.00
Assistant Director	MLS (ALA)	\$83,103	40.00	Volunteer Coordinator	MLS (ALA)	\$51,194	40.00
Librarian	MLS (ALA)	\$57,050	40.00	Head of Library Development	Other	\$66,449	40.00
Librarian	MLS (ALA)	\$57,050	40.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Library Assistant II	Other	\$224,729	216.00	Maintenance Engineer	Other	\$53,146	40.00
Library Assistant II	Other	\$225,293	240.00	Building Custodian	Other	\$21,015	20.00
Library Assistant II	Other	\$84,546	80.00	Library Page	Other	\$47,609	209.00
Library Assistant I	Other	\$41,023	48.00				
Library Assistant I	Other	\$21,067	24.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

12.00

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

12.00

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security

22.00

c. Total Library Staff (FTE)

34.00

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*  
 160,770

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	14,735	120,978	135,713
3. Circulation to Nonresidents Living in Another County in Your System	7,939	7,355	15,294
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	2,308	3,652	5,960
5. Circulation to All Other Wisconsin Residents 3,296	6. Circulation to Persons from Out of the State 466		

7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, do you allow residents in adjacent systems to purchase library cards?
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9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Calumet	362	f. Waushara	1,246
b. Fond du Lac	5,677	g.	
c. Green Lake	339	h.	
d. Outagamie	2,881	i.	
e. Waupaca	409	j.	

**XII. TECHNOLOGY**

1. Does your library provide wireless Internet access for patrons' mobile devices?  Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input checked="" type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation	4. Does your library use door counters?  Yes
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**XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES**

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	1	1	3
	Total Unduplicated Individuals Involved	1,730	209	86	2,025
	Number of Other Literacy Offerings	1			1
	Total Unduplicated Individuals Involved	60			60
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	14	1		15
	Total Drop-in Activity Participation	1,344	7		1,351

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Marie	b. Last Name Boleman	c. Email Address boleman@oahkoahpubliclibrary.org
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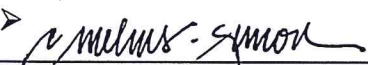
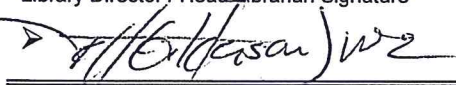
**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature 	Name of President <i>Print or type</i> A. MELMS-SIMON	Date Signed 02.26.2018
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> JEFF GILDERSOIN-DUWE	Date Signed 2-26-2018

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.\*

County  
Winnebago

The Oshkosh Public Library Board of Trustees hereby states that in 2017, the  
*Name of Public Library*  
Winnefox Library System  
*Name of Public Library System / Service*

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.
- Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*


During 2017, the Winnefox Library System continued to provide excellent leadership and was responsive to the needs of Oshkosh Public Library and the citizens we serve. In the are of required services, Winnefox has effectively maintained a full array of services, including: 5 day/week van delivery service for Oshkosh patrons; printing services; our automation consortium and associated technical support; etc. The relationship between the System, Resource Library (OPL) and member libraries is excellent.

\* The statement *may* be sent directly to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

**CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
	C. MELMS-SIMON	02.26.2018



	COMMENTS	
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