



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
 PI-2401 (Rev. 1-19)

Wis. Stat. §§ 43.05(4) & 43.58(6)

**FOR THE YEAR 2018**

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

Board-approved, signed annual reports for 2018 are due to the DPI Division for Libraries and Technology no later than March 1, 2019.

I. GENERAL INFORMATION					
1. Name of Library Oshkosh Public Library		2. Public Library System Winnefox Library System			
3a. Head Librarian First Name Jeffery	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>	207,014	12,095
2. Electronic Books <i>E-books</i>	158,421	
3. Audio Materials	31,646	1,437
4. Electronic Audio Materials <i>Downloadable</i>	53,743	
5. Video Materials	14,496	1,717
6. Electronic Video Materials <i>Downloadable</i>	1,408	
7. Other Materials Owned <i>Describe</i>	1,288	
8. Electronic Collections <i>Locally Owned or Leased</i>	0	
9. Total Electronic Collections <i>Local, regional, and state</i>	58	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	205	

**III. LIBRARY SERVICES**

1. Circulation Transactions			2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials	a. Items Loaned Provided to		b. Items Received Received from	
675,184		244,529	76,073		73,077	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count
23,279	7,016	30,295	Actual Count	22,266	Actual Count	206,670
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits	9a. Local Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count			
Actual Count	30,780	Router Count	108,180	213,215	22,503	62,784
10. Uses of Electronic Materials by Users of Your Library						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works		e. Uses of Children's Electronic Materials	
46,278	28,934	64	75,276		3,993	
11. Programs and Program Attendance Annual Count					11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access
Number of Programs	539	82	129	750	58	42
Total Attendance	14,577	1,343	1,967	17,887		

**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. Vickie	Cartwright	P.O. Box 3048	Oshkosh	54903-3048	vickie.cartwright@oshkosh.k12.wi.us
4. David	Rucker	233 Fulton Avenue	Oshkosh	54901	davidlorenzrucker@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	bbiebel@xaviercatholicschools.org
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. Larry	Lautenschlager	1215 Carr Place	Oshkosh	54901	larry.lautenschlager@co.winnnebago.wi.us
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	\$2,627,000
Subtotal 1		\$2,627,000

**2. County**

a. Home County Appropriation for Library Service

Subtotal 2a \$586,881

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Calumet	\$1,603		
Fond du Lac	\$23,645		
Green Lake	\$1,105		
Waushara	\$5,510		
Subtotal 2b			\$31,863

**3. State Funds**

a. Public Library System State Funds

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

**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	\$256,553		
Subtotal 5			\$256,553

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the 2019 annual appropriation provided by your governing body/bodies for your public library?	10. Was your library's municipality exempt from the county library tax for 2018? <i>Wis. Stat. s. 43.64(2)</i>
\$126,858	\$78,340	\$3,707,495	\$2,700,300	Yes

**VI. LIBRARY OPERATING EXPENDITURES**

*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>	
\$1,862,819		\$551,990	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$172,540	\$81,542	\$79,699	\$3,770
			e. Subtotal 3
			\$337,551
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
Winnefox Library System	\$261,602		
			Subtotal 4
			\$261,602
5. Other Operating Expenditures			\$417,714
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$3,431,676
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

1. Capital Income and Expenditures by Source of Income.  
*Do not report any expenditures reported above. Provide a brief description of any expenditures.*

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year  
\$0

**IX. TRUST FUNDS**

1. Total Amount of Trust Funds Held by the Library Board at End of Year  
\$4,320,213

**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)	\$130,300	40.00		MLS (ALA)		
Managing Librarian	MLS (ALA)	\$283,900	160.00		MLS (ALA)		
Assistant Director	MLS (ALA)	\$85,600	40.00		MLS (ALA)		
Librarian	MLS (ALA)	\$386,100	264.00		Other		
Library Supervisor	Other	\$60,300	40.00		Other		
Head of Library Development	MLS (ALA)	\$68,100	40.00		MLS (ALA)		
	MLS (ALA)				Other		
	MLS (ALA)						

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	\$596,300	536.00				
Library Assistant I	Other	\$85,700	96.00				
Graphic Designer	Other	\$49,000	40.00				
Library Maintenance Engineer	Other	\$54,700	40.00				
Custodian I	Other	\$21,500	20.00				

2. Library Staff Full-Time Equivalent (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

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

c. Total Library Staff (FTE)

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
12.60	0.00	12.60	20.30	32.90

### 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*  
153,292

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		13,847	113,415	127,262
3. Circulation to Nonresidents Living in Another County in Your System		7,108	10,189	17,297
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System		2,550	2,601	5,151
5. Circulation to All Other Wisconsin Residents 2,871		6. Circulation to Persons from Out of the State 640		
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(1)(b)?  No	8b. If yes, do you allow residents in adjacent systems to purchase library cards?		

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	50	f. Waushara	1,370
b. Fond du Lac	8,219	g.	
c. Green Lake	484	h.	
d. Outagamie	2,063	i.	
e. Waupaca	488	j.	

### XII. TECHNOLOGY

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

### XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

<p>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></p>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1			1
	Total Unduplicated Individuals Involved	1,730			1,730
	Number of Other Literacy Offerings	8		3	11
	Total Unduplicated Individuals Involved	442		23	465
<p>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></p>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	43	6	21	70
	Total Drop-in Activity Participation	1,026	67	407	1,500

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@oshkoshpubliclibrary.org
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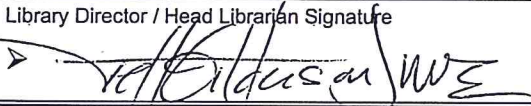
**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

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 country 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> Christine Melms-Simon	Date Signed
Library Director / Head Librarian Signature ➤ 	Name of Director / Head Librarian <i>Print or type</i> Jeffery Gilderson-Duwe	Date Signed 3-21-2019

**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 2018, 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 2018, 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 areas 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 LibraryReport@dpi.wi.gov or mailed 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
	Christine Melms-Simon	