

Oshkosh Public Library Board of Trustees
Agenda – August 25, 2016
Library Lower Level Meeting Room, 106 Washington Avenue

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
---------------	----------------------------	-------------

Call to Order: 4:00 p.m.

Public Comments

<u>Consent Agenda:</u>	YES	226-235
1. Minutes of the Regular Meeting of July 28, 2016		
2. Regular Vouchers Payable \$305,823.51		
3. Special Fund Vouchers Payable \$2,726.03		
4. <u>Position Description</u> – Coordinator of Volunteers position description amended: Classification changed to Librarian; Pay grade changed to “F” as per recent pay plan update; and health & safety role language changed.		

Items Removed From Consent Agenda

New Business

5. 2017 Library Budget Proposal	YES	236-241
6. Library Table of Organization – Proposed changes detailed in Director’s memo to the board.	YES	242-243
7. Memorandum of Understanding with Friends of the Oshkosh Public Library	YES	244-245

Informational Items

8. Revenues	NO	246-268
9. Expenditures		
10. Library Highlights		
11. Monthly Statistics		
12. Donations		
13. Personnel Changes		
14. Staff Guest: Head of Technical Services Kathy Grace will talk about library materials selection at OPL.		
15. 2016 Lakefly Writer’s Conference Report		
16. Children’s and Family Outreach Services Outreach Report: Winter / Spring 2016		
17. Trust Funds for Library Excellence – 2 nd Quarter Report		
18. Planned changes to monthly statistics report – electronic resources.		
19. OPL Strategic Plan Update		

Library Director's Report

20. Visitor counter equipment

NO

Future Agenda Items

NO

Trustee Reports and Comments

NO

Adjournment

Next Meeting Scheduled

September 29, 2016 at 4 p.m.

MINUTES OF THE LIBRARY BOARD

Oshkosh Public Library

July 28, 2016

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on July 28, 2016 and was called to order at 4:02 p.m. by Board President Kim Molitor. The meeting was held in the Meeting Room at the Oshkosh Public Library. Present were: Kathy Bermingham; Lurton Blassingame, Kristy Bradish, Christine Melms-Simon, Kim Molitor, Dave Romond, Amy Sitter and Bill Wingren. Absent were: Bob Biebel and Stan Mack II. Others present were: Jeff Gilderson-Duwe, Library Director; Vicki Vandenberg, Library Assistant Director; Maggie Mueller, First Floor Public Service Librarian; JoAnn Brewer, Library Assistant II; and Julie Schmude, Administrative Coordinator.

Public Comments: None

Consent Agenda Items:

Regular Meeting Minutes - of the June 30, 2016 regular meeting of the library board.

Financial Reports - June 2016 Regular Vouchers Payable in the amount of \$232,158.64
- June 2016 Special Funds Vouchers Payable in the amount of \$1,659.30

Motion to approve the Consent Agenda. **Motion:** Melms-Simon; **Second:** Blassingame; **Vote:** Unanimous.

Motion to close nominations and to cast ballots on the Slate of Officers with Kim Molitor as Board President and Bob Biebel as Vice-President. **Motion:** Bermingham; **Second:** Sitter; **Vote:** Unanimous.

Discussion of the 2017 Library Budget Outline

Maggie Mueller introduced herself to the board and discussed her plans for working with young adults.

Motion to adjourn the regular meeting at 5:17 p.m. **Motion:** Blassingame; **Second:** Melms-Simon; **Vote:** Unanimous.

Respectfully submitted,



Jeff Gilderson-Duwe,
Secretary

Julie Schmude, recorder

It

**Oshkosh Public Library
Vouchers Payable
July 2016**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6102 - Regular Pay</u>		
Salaries & Wages	<u>204,314.20</u>	204,314.20
<u>239-1060-6300 - Fringe Benefits</u>		
FICA / Social Security	15,123.46	
Wisconsin Retirement	12,265.72	
Group Health Insurance	27,220.38	
Group Dental Insurance	1,058.30	
Group Life Insurance	531.24	
Unemployment Compensation	<u>0.00</u>	56,199.10
<u>239-1060-6401 - Contractual Services</u>		
Amazon (pc)	99.89	
K & C Pest Control	290.00	
NMT Corporation	150.00	
T and L Janitorial Services	2,900.00	
Unique Management Services Inc.	<u>635.45</u>	4,075.34
<u>239-1060-6410 - Advertising/Marketing</u>		
Facebook (pc)	<u>20.00</u>	20.00
<u>239-1060-6424 - Maintenance Office Equipment</u>		
Oshkosh Office Systems	<u>21.50</u>	21.50
<u>239-1060-6426 - Maintenance Machinery, Equipment & Structures</u>		
Gartman Mechanical Services	<u>1,916.25</u>	1,916.25
<u>239-1060-6432 - Equipment Rental</u>		
Fabick Rents	<u>516.50</u>	516.50
<u>239-1060-6448 - Special Services</u>		
Advanced Disposal Services	<u>361.00</u>	361.00
<u>239-1060-6458 - Conference & Training</u>		
Janice Dibble	<u>220.00</u>	220.00
<u>239-1060-6460 - Membership Dues</u>		
Oshkosh Rotary Club	<u>206.00</u>	206.00
<u>239-1060-6471 - Electricity</u>		
Wisconsin Public Service	<u>10,344.78</u>	10,344.78
<u>239-1060-6472 - Sewer Service</u>		
City Revolving Charge	<u>896.81</u>	896.81
<u>239-1060-6473 - Water Service</u>		
City Revolving Charge	<u>1,034.89</u>	1,034.89

**Oshkosh Public Library
Vouchers Payable
July 2016**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6474 - Gas Service</u>		
Constellation Energy Services - Natural Gas LLC	<u>376.65</u>	376.65
<u>239-1060-6475 - Telephones</u>		
City Revolving Charge	<u>223.32</u>	223.32
<u>239-1060-6476 - Storm Water Utility</u>		
City Revolving Charge	<u>1,019.83</u>	1,019.83
<u>239-1060-6482 - Building & Contents</u>		
City Revolving Charge	<u>6,342.50</u>	6,342.50
<u>239-1060-6483 - Comprehensive Liability</u>		
City Revolving Charge	<u>110.00</u>	110.00
<u>239-1060-6505 - Office Supplies</u>		
Amazon (pc)	14.01	
American Button Machines (pc)	194.86	
Brodart	108.12	
Badge-a-Mint (pc)	63.96	
Demco	62.24	
Hobby Lobby (pc)	10.19	
Jo-Ann's (pc)	9.98	
Polyline	535.77	
Recorded Books, Inc.	671.45	
Staples	<u>612.14</u>	2,282.72
<u>239-1060-6517 - Supplies/Repair Parts</u>		
Grainger	183.26	
Kitz & Pfeil Hardware, Inc.	73.00	
Miller Clock Service	<u>50.00</u>	306.26
<u>239-1060-6527 - Janitorial Supplies</u>		
City Revolving Charge	<u>479.36</u>	479.36
<u>239-1060-6575 - Library Materials</u>		
Amazon (pc)	780.36	
AT&T	55.22	
Baker & Taylor	8525.21	
Cengage	537.88	
Ebsco	27.48	
Gannett (pc)	27.00	
Guitar Player	33.99	
Guns Magazine	42.95	
Ingram	801.28	
Midwest Tape	135.91	
New York Times (pc)	717.50	
Penguin Random	431.25	

**Oshkosh Public Library
Vouchers Payable
July 2016**

	<u>Invoices</u>	<u>Totals</u>
Recorded Books	34.99	
Thomson Reuters	<u>292.84</u>	12,443.86
 <u>239-1060-6576 - Promotional Materials</u>		
Winnefox Library System	<u>2,071.64</u>	2,071.64
 <u>239-1060-6589 - Other Materials & Supplies</u>		
DPI	30.00	
Party City (pc)	<u>11.00</u>	41.00
		 <u>305,823.51</u>

**Oshkosh Public Library
Special Fund Vouchers Payable
July 2016**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-1327 - OPL Collection Improvement Fund</u>		
Amazon (pc)	145.70	
Baker & Taylor	<u>44.96</u>	190.66
 <u>239-1060-1327 - OPL Collection Improvement Fund - Arthur Gruenewald Fund</u>		
Baker & Taylor	<u>42.70</u>	42.70
 <u>239-1060-1327 - OPL Collection Improvement Fund - Kelsh Fund</u>		
Baker & Taylor	<u>15.09</u>	15.09
 <u>239-1060-1327 - OPL Collection Improvement Fund - Mabel Rasmussen</u>		
Daughters of the American Revolution (pc)	59.00	
Genealogical.com	38.50	
New England Historic Genealogical Society	<u>39.54</u>	137.04
 <u>239-1060-1327 - OPL Collection Improvement Fund - John F and Helen T Schuster Fund</u>		
Baker & Taylor	<u>34.02</u>	34.02
 <u>239-1060-1327 - OPL Collection Improvement Fund -Steven J. Zellmer Fund</u>		
Family tree.com (pc)	<u>20.12</u>	20.12
 <u>239-1060-1327 - OPL Facility Improvement Fund</u>		
Demco	650.11	
Roe Nurseries	<u>1,058.00</u>	1,708.11
 <u>239-1060-1327 - OPL Memorial Fund</u>		
Baker & Taylor	409.06	
Family tree.com (pc)	20.12	
The Roxy	116.37	
Winnefox Library System	<u>32.74</u>	578.29
		 <u>2,726.03</u>

Oshkosh Public Library Position Description

Position: Coordinator of Volunteers/Program Support Specialist
Classification: Librarian
Department: Library Development
Date: August 2015

General purpose

The person in this position directs the library's volunteer program, provides programming/special event coordination services and serves as liaison to the Friends of Oshkosh Public Library. The primary focus of this position is to mobilize volunteers in support of the library through ongoing projects and activities that enhance and extend library services, special events and programs, fundraising activities and advocacy initiatives.

Supervision Head of Library Development

Supervises

Salary Matrix Level F

Essential duties and responsibilities

Duty / Responsibility	Performance Standards
Supervise library volunteers	
<ul style="list-style-type: none"> Lead efforts to recruit new and manage existing volunteers to both enhance library services and provide rewarding experiences for volunteers. 	<ul style="list-style-type: none"> Existing volunteers perform their duties competently and related services/programs/projects run smoothly or are enhanced by their efforts. New volunteers are successfully placed to allow for expansion of services/programs/projects.
<ul style="list-style-type: none"> Match volunteers to tasks and projects that both meet specific library needs and maximize each volunteer's skills, including: <ul style="list-style-type: none"> -Ongoing onsite tasks, i.e., disc repair, maintenance assistance, Friends Gift shop. -Home Delivery selection, delivery & data entry -Summer Reading Program. -Special projects as requested by departments. 	<ul style="list-style-type: none"> Successful completion of tasks and projects leads to internal and external customer satisfaction and long-term service by volunteers.
<ul style="list-style-type: none"> Supervise ongoing work of volunteers, including: Giving direction, scheduling, assisting with prioritizing, providing training for new tasks when needed and monitoring performance. 	<ul style="list-style-type: none"> Well-trained volunteers perform their duties competently with minimal supervision. They have adequate access to the Coordinator of Volunteers and are comfortable asking questions and offering suggestions.

<ul style="list-style-type: none"> Implement annual volunteer recognition program. 	<ul style="list-style-type: none"> Program engages volunteers in a way that makes them feel valued and solicits feedback about their volunteer experience.
Manage volunteer programs & projects	
<ul style="list-style-type: none"> Fill volunteer service requests from staff in a timely fashion. Identify new opportunities to utilize volunteers. 	<ul style="list-style-type: none"> Staff is able to plan program/project/service activities in advance to make the best use of volunteers. Coordinator of volunteers establishes a running "wish list" of activities that could be performed by volunteers.
<ul style="list-style-type: none"> Coordinate Baby Book Bag program to include ordering supplies, preparing bags and coordinating delivery. 	<ul style="list-style-type: none"> Every baby born in Oshkosh receives a Baby Book Bag when leaving the hospital.
<ul style="list-style-type: none"> Manage the library's Home Delivery Program, including recruitment of selection, delivery and data entry volunteers; intake of new home delivery customers; follow up with customers, volunteers and community facilities as needed. 	<ul style="list-style-type: none"> All routine home delivery tasks are performed by volunteers. Coordinator of Volunteers makes contact annually with individuals and community facilities to assess status of service and customer satisfaction.
<ul style="list-style-type: none"> Coordinate Roving Reader activities in conjunction with Children & Family Outreach Services. Recruit and coordinate schedules for Roving Readers. 	<ul style="list-style-type: none"> Existing sites are satisfied with service and additional readers are recruited to serve new sites.
<ul style="list-style-type: none"> Oversee disc repair services. Recruit & train volunteers, handle machine maintenance, monitor supplies. 	<ul style="list-style-type: none"> Discs are repaired and returned to the collection in a timely fashion.
<ul style="list-style-type: none"> Solicit input from volunteers for improvements in the processes and work flow. 	<ul style="list-style-type: none"> A process is established to gather input and suggestions from volunteers and work flow improvements are implemented when appropriate.
<ul style="list-style-type: none"> Document violations of policy and procedure, and when necessary, discipline volunteers. 	<ul style="list-style-type: none"> Document violations and all actions taken to counsel or correct volunteer behavior that is contrary to library policy or procedure.
Liaison to Friends of Oshkosh Public Library	
<ul style="list-style-type: none"> Attend Friends bi-monthly board meetings. 	<ul style="list-style-type: none"> Share library information with Friends board and report relevant information about Friends' activities to Management Team.
<ul style="list-style-type: none"> Provide support as needed for Friends meetings, Used Book Sales, Gift Shop, promotion of Friends events and activities, membership activities. 	<ul style="list-style-type: none"> Friends are able to conduct their activities successfully in a manner that supports the operations of the library.
<ul style="list-style-type: none"> Assist staff in developing annual budget requests from Friends. 	<ul style="list-style-type: none"> Budget requests from different departments are coordinated to avoid duplication and provide the greatest benefits in overall support of library operations and the organization's strategic plan.
<ul style="list-style-type: none"> Coordinate billing/reimbursement with Friends treasurer. 	<ul style="list-style-type: none"> Bills are paid and staff is reimbursed in a timely fashion.
<ul style="list-style-type: none"> Order supplies related to Friends' activities (coffee service, Gift Shop, ear buds, flash drives). 	<ul style="list-style-type: none"> Inventory is managed and supply orders timed to support demand for products sold via the Friends of the Library.

Program support	
<ul style="list-style-type: none"> Process program support requests received from department heads or other staff involved in planning library programs, to include preferred dates and times for program, general content and format. 	<ul style="list-style-type: none"> Requests are processed at least 10 weeks before the date of the event unless otherwise approved by Head of Library Development.
<ul style="list-style-type: none"> Coordinate program details with presenter(s) - date and time; information about program content; and background information about the presenter. (use program booking form) 	<ul style="list-style-type: none"> Program details are confirmed with presenter and staff who initiated the program within 2 weeks of program support request.
<ul style="list-style-type: none"> Reserve meeting room or other space inside the library or at off-site location; reserve equipment needed for program; coordinate setup of venue. 	<ul style="list-style-type: none"> Spaces are reserved and confirmed with Administrative Staff.
<ul style="list-style-type: none"> Complete Request for OPL Promotional Materials and forward to Head of Library Development. 	<ul style="list-style-type: none"> Request for Promotional Materials form forwarded at least 8 weeks before the date of the program unless approved by Head of Library Development.
<ul style="list-style-type: none"> Design and coordinate an evaluation process to gather audience feedback and assist in making future programming decisions. 	<ul style="list-style-type: none"> Departments can gauge interest and satisfaction with completed program and determine what types of programs might interest future audiences.
<ul style="list-style-type: none"> Assist Head of Library Development and Management Team with library outreach activities as needed. 	<ul style="list-style-type: none"> Outreach activities engage the appropriate audience and move them to use or support the library.
<ul style="list-style-type: none"> Assist Head of Library Development with library promotional activities as needed. 	<ul style="list-style-type: none"> Promotional methods that are determined to be most effective are completed and the appropriate audiences are reached.
General departmental and library operations	
<ul style="list-style-type: none"> Fill in for department employees during vacations, illness, etc. 	<ul style="list-style-type: none"> Time-sensitive tasks are completed on time despite the absence of an employee.
<ul style="list-style-type: none"> Provide staff leadership and management presence during an accident, incident, customer confrontation or building emergency. 	<ul style="list-style-type: none"> Library employees know to whom to look for direction and leadership in a crisis.
<ul style="list-style-type: none"> Assist with building security, including: disabling and enabling alarms, lost children, following proper procedures for handling biohazardous waste and blood borne pathogens, assist with keeping entrances free of snow and ice. 	<ul style="list-style-type: none"> Appropriate assistance and actions are provided by library staff to ensure the publics' safety and health while using the library.
<ul style="list-style-type: none"> Enforce library policies, procedures and rules. Complete necessary reports in the case of accident, injury, theft of library property, disturbances, or inappropriate use of library equipment. 	<ul style="list-style-type: none"> Prompt and appropriate actions are taken in response to any accident or incident. Reports are filed as soon after the conclusion of an accident or incident as is possible.
<ul style="list-style-type: none"> Interpret, analyze and respond to volunteer or customer questions, comments and complaints in regard to library policies and procedures. 	<ul style="list-style-type: none"> Prompt and appropriate actions are taken in response to any accident or incident. Reports are filed as soon after the conclusion of an accident or incident as is possible.

<ul style="list-style-type: none"> As a member of the library's management team, be aware of and pursue grant opportunities to fund library projects. 	<ul style="list-style-type: none"> Grant dollars secured; Library goals achieved with support of grant funding.
Library Administration	
<ul style="list-style-type: none"> Attend and constructively participate in team or planning meetings as required by the Library Director. 	<ul style="list-style-type: none"> Consistently attends meetings and contributes in a constructive and collegial spirit.
<ul style="list-style-type: none"> Report monthly and annual statistics for volunteer activities to the Library Board. Establish an annual community impact report for OPL's volunteer program. 	<ul style="list-style-type: none"> Statistics and customer/volunteer stories are generated to share with the public on multiple platforms.
Continuing Education	
<ul style="list-style-type: none"> Continually refresh knowledge of areas of professional expertise as well as issues and trends in Friends' advocacy, library programming and volunteerism. 	<ul style="list-style-type: none"> Personal and professional development goals are set in the annual performance review with the Head of Library Development.

KNOWLEDGE, SKILLS AND ABILITIES

- Writing and editing skills in a variety of media, including print and digital.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation); some design software and web-based communication tools.
- Knowledge of the principles of graphic design and familiarity with capabilities of graphic design software
- Inter-personal skills; capable of working in a team environment and communicating effectively with other staff and community partners.
- Coaching skills, including the ability to clearly and patiently explain how and why department tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to work confidently in high-pressure, fast-paced environment.
- Ability to prioritize tasks for oneself and volunteers.
- Ability to effectively delegate tasks to maximize the productivity of the volunteer corps.
- Ability to handle multiple projects and deadlines.
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.

REQUIRED EDUCATION AND/OR EXPERIENCE

High school diploma or equivalent required; some college preferred.

3-5 years supervisory experience, preferably working with volunteers.

TOOLS AND EQUIPMENT USED

Typical office equipment, computers and software including computer workstation, computer projector, calculator, fax machine, photocopier, telephone, and printers.

Building security systems including fire safety equipment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is moderate. Most work is indoors.

Occasionally, when acting as a member of the library's management team, the person in this position may be called upon to perform duties to assure the health or safety of others, that fall well outside the typical tasks of the position. For example, the person in this position may be called upon to clean up blood or other bodily fluids (while taking proper precautions against infection by blood-borne pathogens); shovel snow; or salt an icy sidewalk.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.

August 2015

Oshkosh Public Library
2017 Operating Budget Proposal - Director's Summary

OPERATIONS					
	2016 Budget	2016 Est	2017 Budget	2017 NOTES	
TOTAL DIRECT LABOR	1888000	1798700	1942100	2% market adj; PFP fully funded	
TOTAL INDIRECT LABOR	663300	593400	685200	8% health ins premium incr	
TOTAL CONTRACTUAL SERVICES	396000	426500	428,600	Tech replacement funded at \$20K	
TOTAL UTILITIES	130400	130400	132000	4% Electric incr; Natural Gas 0%	
TOTAL SUNDRY FIXED CHARGES	17300	17300	11900	Building/Contents Ins decr	
TOTAL MATERIALS & SUPPLIES	406800	403900	405300		
TOTAL CAPITAL OUTLAY	0	0	0		
TOTAL LIBRARY	3501800	3370200	3,605,100		
Estimated Revenues	844700	841100	913700	Incr county support & book sales	
TOTAL NET LEVY	2657100	2657100	2691400	1.29% levy increase proposed	
NET BUDGET SURPLUS / DEFICIT	0	128000	0		
CARRYOVER SURPLUS / DEFICIT		132200			
ACCUMULATED NET SURPLUS / DEFICIT		260200			
ENHANCEMENT REQUEST		81600		Proposed Community Engagement LN	
TOTAL NET LEVY W/ ENHANCEMENT		2738700		3.07% levy increase w/enhancement	

Oshkosh Public Library
2017 Operating Budget Proposal - Revenues Detail

OPERATIONS

	2017 Budget
REVENUES	
NET LEVY	
Calumet County	1949
Fond du Lac County	23990
Green Lake County	1747
Waushara County	8103
Winnebago County	564621
Winnefox Contractual	58840
Winnefox WALS Contractual	191434
GRANTS & AIDS	850700
Fees	25000
Collection Service Fees	7000
Meeting Room Rental Fees	3000
Photocopier	3000
Other Copies (Computer Printouts)	6000
FEES & CHARGES	44000
Trust Fund Revenues	3500
Miscellaneous	500
Used Book Sales	15000
MISCELLANEOUS	19000
SURPLUS APPLIED	0
TRANSFERS	0
TOTAL REVENUES:	913700

Oshkosh Public Library
2017 Operating Budget Proposal - Personnel Detail

CLASSIFICATION	FTE	Annual Gross Salary (no extra hrs)	WRS 0.068	FICA 0.0765	Health Ins Employer Cost	Dental Ins Employer Cost	Life Ins Employer Cost	ICI Employer Cost
DIRECTOR								
SUBTOTAL	1.00	\$ 124,600	\$ 8,472	\$ 9,531	\$ 19,937	\$ -	\$ 385	\$ 160
ADMINISTRATIVE LIBRARIAN								
SUBTOTAL	1.00	\$ 83,100	\$ 5,651	\$ 6,357	\$ 7,973	\$ 346	\$ 597	\$ 160
MANAGING NON-LIBRARIAN								
SUBTOTAL	1.00	\$ 66,500	\$ 4,520	\$ 5,085	\$ -	\$ -	\$ 217	\$ 160
MANAGING LIBRARIAN								
SUBTOTAL	4.00	\$ 284,200	\$ 19,325	\$ 21,740	\$ 39,865	\$ 1,395	\$ 1,377	\$ 640
LIBRARIAN								
SUBTOTAL	6.60	\$ 378,600	\$ 25,747	\$ 28,966	\$ 83,730	\$ 4,043	\$ 1,061	\$ 971
SUPERVISOR								
SUBTOTAL	1.00	\$ 58,500	\$ 3,979	\$ 4,476	\$ 15,946	\$ 703	\$ 425	\$ 148
LIBRARY ASSISTANT II								
SUBTOTAL	13.40	\$ 583,900	\$ 39,707	\$ 44,670	\$ 167,757	\$ 7,146	\$ 2,176	\$ 1,504
LIBRARY ASSISTANT I								
SUBTOTAL	2.40	\$ 80,200	\$ 5,454	\$ 6,136	\$ 15,946	\$ 692	\$ 46	\$ 209
MAINTENANCE ENGINEER								
SUBTOTAL	1.00	\$ 53,100	\$ 3,614	\$ 4,066	\$ 7,973	\$ 346	\$ 304	\$ 132
CUSTODIAN								
SUBTOTAL	0.50	\$ 21,000	\$ 1,429	\$ 1,608	\$ 7,973	\$ 346	\$ 15	\$ 54
GRAPHIC ARTIST								
SUBTOTAL	1.00	\$ 46,500	\$ 3,162	\$ 3,558	\$ 19,937	\$ 1,324	\$ 55	\$ 141
SALARIED SUBTOTAL	\$ 32.90	\$ 1,780,200	\$ 121,100	\$ 136,200	\$ 387,000	\$ 16,300	\$ 6,700	\$ 4,300
PAGE	6.33							
HOURLY SUBTOTAL		\$ 124,900	\$ -	\$ 8,300				
PAY FOR PERFORMANCE		\$ 22,000	\$ 1,496	\$ 1,683				
EXTRA HOURS		\$ 15,000	\$ 1,020	\$ 1,148				
TOTAL	39.23	\$ 1,942,100	\$ 123,600	\$ 147,300	\$ 387,000	\$ 16,300	\$ 6,700	\$ 4,300

Oshkosh Public Library
2017 Operating Budget Proposal - Expense Detail

OPERATIONS						
		2016	2016	2017	2017	2017
		Budget	Est	Budget	Budget	NOTES
TOTAL DIRECT LABOR		1888000	1798700	1942100		2% market adj; PFP fully funded
TOTAL INDIRECT LABOR		663300	593400	685200		8% health ins premium incr
		298700	317100	329,229		
Contractual Services		200	200	200		
Auto Allowance		3500	3500	3,500		
Postage & Shipping		4500	4500	4,000		
Advertising/Marketing		4000	4000	4300		
Promotional Services		0	0	0		
Repairs to Motor Vehicles		15000	10000	10000		
Maintenance Office Equipment		55000	70200	60000		
Maint Mach/Equip/Bldg/Struct		500	600	600		
Equipment Rental		5200	5200	5200		
Parking Facility Rental		5100	5100	5100		
Special Services		0	500	1000		
Legal Professional Service		3200	4500	3500		
Conference & Training		0	0	500		
Other Employee Training		1100	1100	1500		
Membership Dues		0	0	0		
Misc Contractual Services		396000	426500	428,600		Tech replacement funded at \$20K
TOTAL CONTRACTUAL SERVICES						
Utilities						
Electricity	6471-00000	85000	85000	85000		
Sewer Service	6472-00000	3200	3200	3500		10% increase
Water Service	6473-00000	4000	4000	4000		
Gas Service	6474-00000	30000	30000	31200		4% increase
Telephones	6475-00000	5700	5700	5500		
Storm Water	6476-00000	2500	2500	2800		10% increase
TOTAL UTILITIES		130400	130400	132000		4% Electric incr; Natural Gas 0%
Sundry Fixed Charges						
Workers Compensation	6481-00000	1900	1900	2000		
Building & Contents	6482-00000	11800	11800	6300		
Comprehensive Liability	6483-00000	1200	1200	1200		
Boiler Insurance	6494-00000	1200	1200	1200		
Licenses and Permits	6496-00000	1200	1200	1200		
TOTAL SUNDRY FIXED CHARGES		17300	17300	11900		Building/Contents ins decr

Oshkosh Public Library
2017 Operating Budget Proposal - Expense Detail

OPERATIONS				
	2016 Budget	2016 Est	2017 Budget	2017 NOTES
Materials & Supplies				
6505-00000 Office Supplies	30000	30000	30000	
6506-00000 Software Supplies	1000	1000	1000	
6509-00000 Computer Supplies	300	400	300	
6514-00000 Gasoline	100	100	100	
6517-00000 Supplies/Repair Parts	10000	10000	12000	
6527-00000 Janitorial Supplies	3500	3500	3500	
6529-00000 Chemicals	1000	0	500	
6550-00000 Minor Equipment	0	0	0	
6575-00000 Library Materials	346400	346400	346400	Book Pages/Teen Ink \$1000
6576-00000 Promotional Materials	12000	10000	10500	
6589-00000 Other Materials & Supplies	2500	2500	1000	
TOTAL MATERIALS & SUPPLIES	406800	403900	405300	
TOTAL LIBRARY	3501800	3370200	3,605,100	
Estimated Revenues	844700	841100	913700	Incr county support & book sales
TOTAL NET LEVY	2657100	2657100	2691400	1.29% levy increase proposed
NET BUDGET SURPLUS / DEFICIT	0	128000	0	
CARRYOVER SURPLUS / DEFICIT		132200		
ACCUMULATED NET SURPLUS / DEFICIT		260200		
ENHANCEMENT REQUEST		81600		Proposed Community Engagement LN
TOTAL NET LEVY W/ ENHANCEMENT:		2738700		3.07% levy increase w/enhancement

**BUDGET ENHANCEMENT DECISION PACKAGE
2017**

DEPARTMENT/ACCOUNT:

Library / 239-1060

FUND:

239

DESCRIPTION

This position is intended to spearhead OPL's efforts to extend services into the community beyond the walls of 106 Washington Avenue. The Library's strategic plan calls upon us to support the City's neighborhood development initiatives with programs and services designed to take advantage of specific neighborhood assets and to address specific neighborhood needs.

Position Title	Type (FT/PT)	# FTEs	Labor Costs	Benefits	Total Cost Incl. Fringes
Community Engagement Librarian	FT	1.00	\$51,200.00	\$30,400.00	\$81,600.00
					\$0.00
					\$0.00
					\$0.00
TOTAL PERSONNEL		1.00	51,200.00	30,400.00	81,600.00

OTHER EXPENSES

Description	Amount of Expense
TOTAL OTHER	

TOTAL AMOUNT OF DECISION PACKAGE**REVENUE SUMMARY**

Description of Revenue	Revenue Increase Amount	# of Months Applicable	Projected Revenue
TOTAL REVENUE			\$0.00

NET COST (LEVY IMPACT) OF DECISION PACKAGE
ESTIMATED NET COST (IN MILLS)

DRAFT



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: 18 August 2016
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
SUBJECT: Proposed Changes to Library Table of Organization

I propose the following changes:

- 1) Change the classification of the Coordinator of Volunteers / Program Support Specialist position (1.0 FTE in the Development Department) from SUPERVISOR to LIBRARIAN.

Although the position has been classified SUPERVISOR, and we did not require a Master's Degree in Library Science when we recruited for this position, we have had the good fortune to hire someone with that degree. Both classifications are placed in grade "F" of the library's pay plan. I believe it is appropriate classify this position in such a way that recognizes the current incumbent's qualifications as being on a par with her similarly qualified colleagues in other departments of the library. There is no budget impact to this change.

- 2) Eliminate one part-time (0.6 FTE) Library Assistant II position in the First Floor Public Service (FFPS) Department.

At its 26 May 2016 regular meeting, the board approved moving one full-time (1.0 FTE) Librarian position from the Technical Services Department to the First Floor Public Services Department. The duties of the new Public Services Librarian position assumed the public service desk hours that had been the responsibility of one of the part-time (0.6 FTE) Library Assistant II positions in the FFPS Department. We are able now to do without this Library Assistant II position. I estimate the cost savings in 2017 of eliminating this position are \$34,100.

- 3) Create one full-time (1.0 FTE) Graphic Artist position in the Development Department.

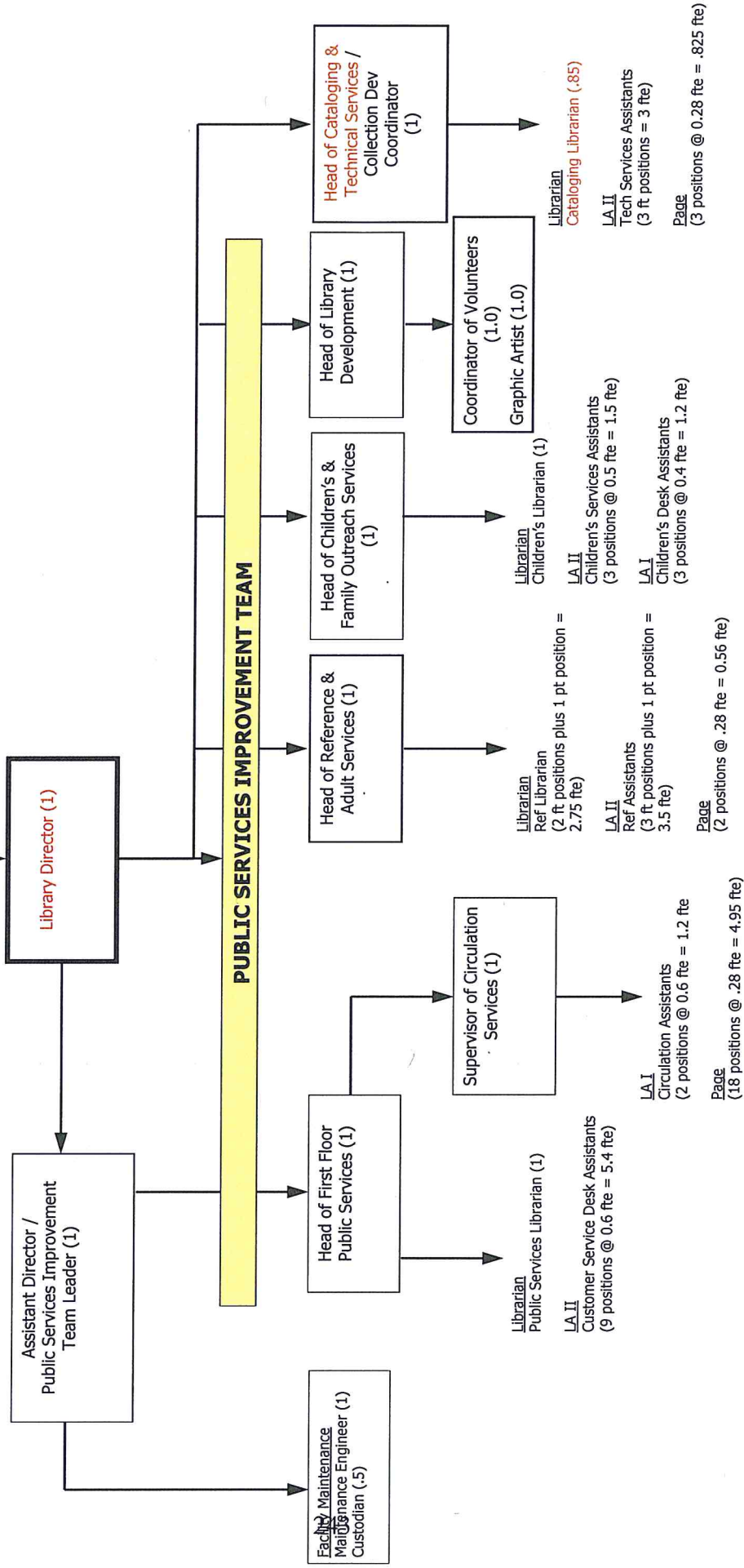
I estimate the cost of this position in 2017 at \$75,300. The combined 2017 budget savings of hiring new people into the Librarian and Coordinator of Volunteers positions (\$12,300) and the savings from eliminating one part-time Library Assistant II position (\$34,100) nearly cover the \$46,500 base salary of the new Graphic Artist position. I would seek to recover about 25% of the total compensation cost of this position through contracting graphic design services out to other city departments and to other Winnefox member libraries.

242
"A Library in Every Life"

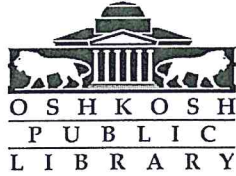
Oshkosh Public Library

August 25, 2016

Oshkosh Public Library Board of Trustees



Winnefox/WALS
Shares Cost of
Staffing with OPL
 Total FTE = 39.23



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

**Memorandum of Understanding
Oshkosh Public Library Board of Trustees &
Friends of the Oshkosh Public Library**

The following constitutes an operating agreement between the Oshkosh Public Library and the Friends of Oshkosh Public Library. It will stand unless it is modified by mutual agreement of the Friends executive board and the Oshkosh Public Library administration.

The Friends mission is to strengthen, support and advocate for a superior free public library in Oshkosh, Wisconsin.

The Library agrees to include the Friends in its long-term planning process to ensure that the Friends are aware of the strategic goals and plans for the library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each year and discuss with the Friends how their resources and support could help forward these initiatives.

The Library's liaison will meet regularly with the Friends executive board and standing committee chairs.

The Library agrees to submit clear requests for support in a timely manner each year.

The Library will provide meeting space at no charge and public space for distribution of Friends membership and promotional materials.

The Library's liaison will assist the Friends in becoming self-reliant in basic organizational functions, including, but not limited to, financial and other record-keeping, member recruitment, publicity and membership communication.

The Friends agree to promote the Library's strategic vision and goals in the community.

The Friends agree to raise funds exclusively to support Library projects. Fundraising activities will be subject to Library Board approval and funds will be controlled by the Library Board.

"A Library in Every Life"
244



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

The Friends agree to provide volunteer support for Library programs and events.

The Friends agree to work to build an active base of members who will act in support of the Library.

The Friends agree to maintain a liaison to the Library Board.

The Friends agree to coordinate the schedules and duties of members or volunteers working in support of Friends' events and programs.

The Friends agree to advocate with local or state leaders on behalf of the Library and the Winnefox Library System under the guidance of the Library and the Library's Board of Trustees.

Memorandum of Understanding

signed this _____ day of _____

Kim Molitor
President
Oshkosh Public Library Board of Trustees

President
Friends of Oshkosh Public Library Board of Directors

"A Library in Every Life"
245

OSHKOSH PUBLIC LIBRARY
STATEMENT OF REVENUE
July 2016
58% of the Year

	ESTIMATED REVENUES	JULY REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
Fines	25,000.00	4,353.00	16,000.87	64.00%	(8,999.13)
Collection Service Fees - Collected in-house	6,500.00	320.00	4,495.93	69.17%	(2,004.07)
Photocopiers	2,500.00	214.76	2,363.82	94.55%	(136.18)
Other Copies	12,000.00	682.03	5,064.71	42.21%	(6,935.29)
TOTAL OPERATING REVENUES	46,000.00	5,569.79	27,925.33	60.71%	(18,074.67)
Winnebago County	514,926.00	0.00	257,463.00	50.00%	(257,463.00)
Calumet County (Act 420 Revenue)	2,678.00	0.00	2,678.00	100.00%	0.00
Fond du Lac County (Act 420 Revenue)	17,443.00	0.00	17,443.00	100.00%	0.00
Green Lake County (Act 420 Revenue)	1,751.00	0.00	1,751.00	100.00%	0.00
Waushara County (Act 420 Revenue)	6,770.00	0.00	6,770.00	100.00%	0.00
Winnefox Library System	57,400.00	0.00	0.00	0.00%	(57,400.00)
Winnefox Library System-WALS Program	187,700.00	0.00	1,820.43	0.97%	(185,879.57)
TOTAL CONTRACTUAL REVENUES	788,668.00	0.00	287,925.43	36.51%	(500,742.57)
Leander Choate Fund	2,200.00	0.68	4.00	0.18%	(2,196.00)
Abbey Harris Fund	4,500.00	15.27	1,419.51	31.54%	(3,080.49)
George Hilton Fund	300.00	4.57	36.08	12.03%	(263.92)
TOTAL TRUST REVENUES	7,000.00	20.52	1,459.59	20.85%	(5,540.41)
MEETING ROOM REVENUES	3,000.00	245.00	1,675.00	55.83%	(1,325.00)
PROCEEDS FROM SALE OF BONDS	0.00	0.00	0.00	#DIV/0!	0.00
INSURANCE PROCEEDS	0.00	0.00	0.00	#DIV/0!	0.00
MISCELLANEOUS REVENUES	0.00	20.00	606.52	#DIV/0!	606.52
CITY OF OSHKOSH LEVY	2,657,100.00	0.00	2,657,100.00	100.00%	0.00
TOTAL REVENUES	3,501,768.00	5,855.31	2,976,691.87	85.01%	(525,076.13)

Oshkosh Public Library
Statement of Expenditures
July 2016
58% of the year

	2016	JULY	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	July 31, 2016
Salaries, Wages, & Benefits					
Salaries & Wages	1,888,000.00	204,314.20	1,000,777.87	53.01	887,222.13
FICA	142,700.00	15,123.46	73,024.35	51.17	69,675.65
Wisconsin Retirement	112,300.00	12,265.72	60,308.41	53.70	51,991.59
Health Insurance	383,100.00	27,220.38	193,200.26	50.43	189,899.74
Dental Insurance	13,500.00	1,058.30	7,512.98	55.65	5,987.02
Life Insurance	5,900.00	531.24	3,752.74	63.61	2,147.26
Income Continuation Insurance	4,100.00	0.00	0.00	0.00	4,100.00
Sub Total Fringe Benefits	661,600.00	56,199.10	337,798.74	51.06	323,801.26
TOTAL PAYROLL	2,549,600.00	260,513.30	1,338,576.61	52.50	1,211,023.39
Contractual Services	298,700.00	4,075.34	182,649.76	61.15	116,050.24
Auto Allowance	200.00	0.00	132.74	66.37	67.26
Postage & Shipping	3,500.00	0.00	1,462.74	41.79	2,037.26
Advertising/Marketing	4,500.00	20.00	1,635.00	36.33	2,865.00
Promotional Services	4,000.00	0.00	1,943.50	48.59	2,056.50
Maint. Office Equipment	15,000.00	21.50	1,133.48	7.56	13,866.52
Maint. Mach, Equip, Structures	55,000.00	1,916.25	25,125.51	45.68	29,874.49
Equipment Rental	500.00	516.50	1,157.42	231.48	-657.42
Parking Rental	5,200.00	0.00	5,760.00	110.77	-560.00
Special Services	5,100.00	361.00	2,519.80	49.41	2,580.20
Legal Professional Services	0.00	0.00	539.00	#DIV/0!	-539.00
Conference & Training	3,200.00	220.00	3,170.08	99.07	29.92
Employee Training	0.00	0.00	0.00	#DIV/0!	0.00
Dues	1,100.00	206.00	667.00	60.64	433.00
Misc. Contractual Services	0.00	0.00	570.24	#DIV/0!	-570.24
Electricity	85,000.00	10,344.78	51,858.22	61.01	33,141.78
Sewer Service	3,200.00	896.81	1,711.39	53.48	1,488.61
Water Service	4,000.00	1,034.89	2,037.86	50.95	1,962.14
Gas Service	30,000.00	376.65	9,560.79	31.87	20,439.21
Telephone	5,700.00	223.32	1,631.74	28.63	4,068.26
Storm Water Utility	2,500.00	1,019.83	1,992.58	79.70	507.42
Workers Compensation	1,900.00	0.00	1,900.00	100.00	0.00
Building & Contents Insurance	11,800.00	6,342.50	6,342.50	53.75	5,457.50
Comprehensive Liability Ins	1,200.00	110.00	770.00	64.17	430.00
Boiler Insurance	1,200.00	0.00	0.00	0.00	1,200.00
Licenses and Permits	1,200.00	0.00	485.46	40.46	714.54
Office Supplies	30,000.00	2,282.72	16,349.05	54.50	13,650.95
Software	1,000.00	0.00	431.05	43.11	568.95
Computer Supplies	300.00	0.00	356.30	118.77	-56.30
Gasoline	100.00	0.00	0.00	0.00	100.00
Supplies/Repair Parts	10,000.00	306.26	3,881.31	38.81	6,118.69
Janitorial Supplies	3,500.00	479.36	2,563.01	73.23	936.99
Minor Equipment	0.00	0.00	0.00	#DIV/0!	0.00
Library Materials	348,100.00	12,443.86	133,967.27	38.49	214,132.73
Promotional Materials	12,000.00	2,071.64	4,113.19	34.28	7,886.81
Other Materials & Supplies	2,500.00	41.00	1,332.23	53.29	1,167.77
TOTAL LIBRARY BUDGET	3,501,800.00	305,823.51	1,809,184.43	51.66	1,692,615.57

Oshkosh Public Library Highlights

August 2016

1. OPL participated in the National Night Out event for the River East Neighborhood on Aug. 2. The library offered a game and talked with neighbors about library services and upcoming programs. Getting involved in River East and other neighborhood association activities is one of the outreach activities that OPL will undertake to achieve Strategic Plan Goal #2: A recognized downtown anchor destination.
2. Well-known Wisconsin author and historian Jerry Apps spoke at the library on Aug. 9, with 78 people attending his talk, which centered on his book, *Wisconsin Agriculture: A History*. The event was presented in partnership with the Winnebago County Historical and Archaeological Society.
3. Nearly 500 people of all ages attended Pokémon Go events at the library in July and August. The library held battle parties under the Dome and participated in a Downtown Pokémon Go Scavenger Hunt which brought more than 300 people to the library on July 23.
4. Children in the Summer Reading Program were rewarded for participating with two Grand Finale shows on Aug. 2 at the Oshkosh Masonic Center. The comedy team of Miller & Mike entertained 368 children and family members during morning and evening shows. A full report on the Summer Reading Program will be presented at a future meeting.
5. A new approach to the Summer Reading Program for adults was well-received by those who participated in the BINGO-style game. Numerous participants stated that they enjoyed the new format, which encouraged them to read books they might not have tried and to branch out into new areas of the library. A total of 83 people finished one BINGO card or more as of Aug. 8. The program ends on Aug. 26.
6. OPL, Winneconne Public Library and Omro Public Library partnered with the Oshkosh YMCA to offer free family time at its 20th Avenue location on Aug. 16. Non-members were able to use the YMCA facility free of charge from 4 to 8 p.m., sign up for or update their library cards, learn about library programs, get a demonstration of Overdrive eBooks and register for door prizes.

MONTHLY REPORT
Oshkosh Public Library
July 2016

CIRCULATION	Jul 2016	Jul 2015	% Change	YTD 2016	YTD 2015	% Change
Book-Adult	17,040	22,761	-25%	121,497	149,539	-19%
Book-Juvenile	19,975	23,217	-14%	126,317	137,455	-8%
Book-YA/Teen	2,603	0	#DIV/0!	14,621	0	#DIV/0!
CD-Adult	3,114	3,649	-15%	24,457	25,217	-3%
CD-Juvenile	189	394	-52%	1,692	2,250	-25%
CD-YA/Teen	0	0	#DIV/0!	45	0	#DIV/0!
CD-Book-Adult	1,690	2,227	-24%	12,867	14,907	-14%
CD-Book-Juvenile	392	438	-11%	2,527	2,295	10%
CD-Book-YA/Teen	38	0	#DIV/0!	244	0	#DIV/0!
DVD-Adult	12,835	15,192	-16%	98,061	110,303	-11%
DVD-Juvenile	5,488	6,523	-16%	34,479	36,909	-7%
DVD-YA/Teen	33	0	#DIV/0!	183	0	#DIV/0!
Game-Adult	712	1,512	-53%	4,414	8,590	-49%
Game-Juvenile	189	230	-18%	1,187	785	51%
Game-YA/Teen	1	0	#DIV/0!	5	0	#DIV/0!
Magazine-Adult	1,160	1,406	-17%	8,718	9,431	-8%
Magazine-Juvenile	124	98	27%	430	639	-33%
Magazine-YA/Teen	7	0	#DIV/0!	72	0	#DIV/0!
Other-Adult	101	13	677%	987	178	454%
Other-Juvenile	58	8	625%	399	216	85%
Other-YA/Teen	5	0	#DIV/0!	19	0	#DIV/0!
Total Adult	36,652	46,760	-22%	271,001	318,165	-15%
Total Juvenile	26,415	30,908	-15%	167,031	180,549	-7%
Total YA/Teen	2,687	0	#DIV/0!	15,189	0	#DIV/0!
SUB TOTAL	65,754	77,668	-15%	453,221	498,714	-9%
E-Books						
OverDrive E-Books	N/A	3,547	#VALUE!	20,685	22,994	-10%
OverDrive Audiobooks	N/A	1,479	#VALUE!	10,193	8,860	15%
SUB TOTAL	0	5,026	-100%	30,878	31,854	-3%
TOTAL CIRCULATION	65,754	82,694	-20%	484,099	530,568	-9%

PHYSICAL MATERIALS	Jul 2016	Jul 2015	% Change	YTD 2016	YTD 2015	% Change
% AV Materials Circulated	38%	39%	-3%	40%	40%	-1%
% Print Materials Circulated	62%	61%	2%	60%	60%	1%
% Adult Materials Circulated	60%	60%	-1%	63%	64%	-1%
% Youth Materials Circulated	40%	40%	1%	37%	36%	2%
Average Circulation Per Hour	268.4	313.2	-14%	239.2	257.8	-7%

ELECTRONIC RESOURCES	Jul 2016	Jul 2015	% Change	YTD 2016	YTD 2015	% Change
OPL Website Sessions	21,935	26,086	-16%	164,384	203,852	-19%
OPL Digital Collections Sessions	N/A	86	#VALUE!	689	921	-25%
EBSCO Sessions	145	334	-57%	2,071	3,376	-39%
HeritageQuest Sessions	35	62	-44%	496	1,158	-57%
NetLibrary Sessions	N/A	1	#VALUE!	24	80	-70%
ProQuest Sessions	37	88	-58%	782	472	66%
Vital Records Index Sessions	N/A	642	#VALUE!	3,724	4,131	-10%
TOTAL SESSIONS	22152	27299	-19%	172,170	213,990	-20%

PUBLIC COMPUTER USE	Jul 2016	Jul 2015	% Change	YTD 2016	YTD 2015	% Change
Wireless Use	25338	12091	110%	164,560	80907	103%
Public Computer Use						
Adult	3,263	3,469	-6%	25231	28581	-12%
Youth	1,139	1,299	-12%	6523	6583	-1%
TOTAL USE	4,402	4,768	-8%	31754	35164	-10%

QUESTIONS ANSWERED	Jul 2016	Jul 2015	% Change	YTD 2016	YTD 2015	% Change
Adult Department						
Reference	12,395	11,705	6%	91,387	91,394	0%
Directional/Rule/Policy	686	979	-30%	5,269	18,251	-71%
Knowledge Sharing	472	620	-24%	3,584	5,523	-35%
E-mail	7	17	-59%	72	91	-21%
Youth Department						
Reference	2,030	2,935	-31%	9,108	10,767	-15%
Directional/Rule/Policy	489	557	-12%	2,982	3,561	-16%
Knowledge Sharing	249	142	75%	1,886	945	100%
TOTAL QUESTIONS ANSWERED	16,328	16,955	-4%	114,288	130,532	-12%

MISCELLANEOUS	Jul 2016	Jul 2015	% Change	YTD 2016	YTD 2015	% Change
Library Facility Traffic	23,199	26,304	-12%	179,042	196,261	-9%
Average Daily Traffic	928	1,052	-12%	903	1,003	-10%
Meetings Held	57	70	-19%	528	450	17%
New Card Registrations	277	311	-11%	1,858	2,030	-8%
Self-check % of Checkout	43.9%	72.2%	-39%	39.3%	71.3%	-45%
Volunteer Hours Worked	336	809	-58%	3,630	4,142	-12%
Teacher Packs	0	2	-100%	36	50	-28%

PROGRAMS	Jul 2016	Jul 2015	% Change	YTD 2016	YTD 2015	% Change
Programs Given						
Adult	11	7	57%	66	29	128%
Teen	7	5	40%	33	17	94%
Youth	23	27	-15%	193	178	8%
Roving Reader	2	2	0%	43	52	-17%
TOTAL	43	41	5%	335	276	21%
Program Attendance						
Adult	268	60	347%	1,269	509	149%
Teen	130	26	400%	364	151	141%
Youth	772	926	-17%	8,946	7,359	22%
TOTAL	1170	1012	16%	10,579	8,019	32%

PROGRAMS

DATE

Adult

Knight Moves Chess Club	7/6/2016
Knight Moves Chess Club	7/13/2016
Pokemon Go Battle Party	7/14/2016
Dick Campbell The story of the Wright Brothers	7/14/2016
Star Wars Movie	7/18/2016
Knight Moves Chess Club	7/20/2016
Pokemon Go Battle Party	250 7/21/2016
Social Security & Medicare	7/21/2016

PROGRAMS

Adult (cont'd)

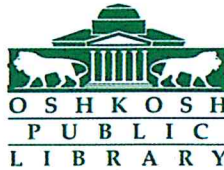
Pokemon Go Scavenger Hunt	7/23/2016
Adult DIY Cardmaking	7/26/2016
Pokemon Go Battle Party	7/28/2016

Teen

Teen Book Club	7/8/2016
Pokemon Go Battle Party	7/14/2016
Teen DIY Origami	7/15/2016
Pokemon Go Battle Party	7/21/2016
Pokemon Go Scavenger Hunt	7/23/2016
Pokemon Go Battle Party	7/28/2016
Teen Watch and Win	7/29/2016

Youth

High Hopes (2 sessions)	7/6/2016
Family Storytime (2 sessions)	7/11/2016
Read to a Dog	7/11/2016
Field Day at Roe Park	7/12/2016
Ready, Set, Play! Musical Demo	7/12/2016
Lil' Explorers/Helping Hands Daycare	7/12/2016
Kids Are Us in-Home Family Daycare	7/12/2016
Brick by Brick	7/13/2016
Pokemon Go Battle Party	7/14/2016
Family Storytime (2 sessions)	7/18/2016
Read to a Dog	7/18/2016
Food Art Contest	7/19/2016
High Hopes (2 sessions)	7/20/2016
Movies and More / Shaun the Sheep	7/20/2016
Pokemon Go Battle Party	7/21/2016
Pokemon Go Scavenger Hunt	7/23/2016
Family Storytime (2 sessions)	7/25/2016
Read to a Dog	7/25/2016
Library Olympics	7/26/2016
Brick by Brick	7/27/2016
Pokemon Go Battle Party	7/28/2016



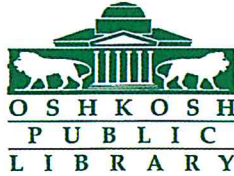
106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe
FROM: Libby Terrell
DATE: August 19, 2016
SUBJECT: July 2016 Donations

During the month of July 2016, the library received the following donations:

7/13/2016	From Chris Zingler & Sally Masters in memory of Betty Wilson	\$ 10.00
7/13/2016	From Friends of OPL for SLP prizes	\$123.20
7/15/2016	From Carol Sand in memory of Raymond Mahy	\$ 25.00
7/26/2016	From Pamela & Larry Lang in memory of Betty Wilson	\$ 20.00
7/26/2016	From an anonymous donor	\$ 7.00
7/31/2016	Donations from individual patrons in July 2016	\$ 40.17



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

To: Jeff Gilderson-Duwe
From: Libby Terrell
Date: August 19, 2016
Re: July 2016 Personnel Changes

There were no personnel changes in July to report.

"Connecting People with Information"

2016 Lakefly Writers Conference

The Lakefly Writers Conference was held May 13 and 14, at the Oshkosh Convention Center. The Wisconsin Association of Public Libraries (WAPL) held their state conference at the same venue, which wrapped up the morning of May 13th. After booking most of our speakers, I coordinated with WAPL and three of our Lakefly authors also spoke at WAPL.

WWA Bookstore/Marketplace

We partnered with the Wisconsin Writers Association (WWA) again this year; as in the past, they were in charge of the exhibitor/vendor area. Instead of the traditional exhibitor format, this year they created a bookstore/marketplace. All of the books from participating authors were sold at one table, and authors took turns staffing the table. This freed authors from being stuck at a table all day, but still made them available to autograph books and/or talk to readers. Businesses that were selling services such as proofreading or publishing were at tables adjacent to the bookstore.

In 2015, we charged WWA a \$15 rental fee for each table (\$255 for 17 tables) and they charged the authors \$25 per table. Under the bookstore format, WWA charged the authors 10% of their book sales and the author donated one hour of their time to staff the table. Given the small number of tables needed, Lakefly waived the table rental fee for 2016.

According to WWA's final report, there were 17 authors and 35 book titles available. About 40 books were sold total, and WWA charged four vendors a registration fee; WWA's net earnings from the event equaled \$162.50.

In addition to conference participants, there were seven walk-ins that visited the bookstore (free and open to the public). When asked, most said they saw postcards for the event at local businesses, which Lakefly had created and distributed prior to the event.

Other Highlights

There were a total of 87 paid registrants (up from 74 in 2015 and 63 in 2014).

The first person to register was from the state of New York. Also, two people from Illinois and one person from Indiana attend the event. Seventeen people from Oshkosh attended.

The Best Western Premiere reported a total of 40 room rentals over three days.

One of our speakers, Jessica Lourey, was invited to do a Tedx Talk this summer and we were able to find a place in the schedule for her to preview her talk with a live audience.

I attended the Public Library Association's national conference in Denver prior to Lakefly, and shipped back about 200 Advance Reader Copies. At the Lakefly Conference, we gave one to anyone who submitted a testimonial with written permission to use in future promotions. This has already helped us promote the 2017 conference.

The keynote speaker this year was Elizabeth Koehler-Pentacoff, author of "The Missing Kennedy." In addition to two presentations at Lakefly, Koehler-Pentacoff also spoke at the WAPL convention prior to Lakefly and did a library presentation on the following Monday. Two library patrons (and guests) won the opportunity to go to dinner with Koehler-Pentacoff and her husband at The Roxy before her library presentation. Her library program attracted 65 people and was so successful, our bookseller ran out of her books.

One of our speakers, Matthew Hefti, came to our attention via a teenage male who came into the library looking for the author's debut novel. It's not every day a teen boy is that eager to read so I looked up the author. His novel was getting great reviews and he is currently a law student at UW-Madison. He spoke at Lakefly as well as WAPL, and best of all, met the teen library patron.

We had representatives from three agencies take pitches this year. At least two writers were invited to send the first three chapters of their manuscript to the prospective agency after the conference.

Two attendees blogged about the event when it was over (see attached).

On Friday, we held a workshop on how to get started/use Twitter. It was attended by about 28 people, most of whom created an account and then followed each other. On Saturday, we had a live twitter feed on a big screen in the exhibit area, and by using the hashtag #Lakefly16, others could follow fellow attendees and comment on the days' events. About a dozen people still stay connected via twitter.

Financial Report

Revenue

\$3,375	Conference registration fees
\$1,000	Friends of the Library for writing contest cash prizes
\$2,000	Friends of the Library for speaker stipends
\$250	Friends of the Library for door prizes
\$3,022	Trust Funds for Library Excellence - Library Programming Fund
<u>\$2,574</u>	OPL Memorial Fund
\$12,221	

Expenses

\$1,000	Writing contest prize money
\$200	Writing contest awards ceremony refreshments and gifts
\$3,500	Speaker stipends (includes \$1500 for keynote speaker)
\$1,584	Lodging for speakers at Best Western Premiere Hotel
\$250	Door prizes
\$4,226	Convention Center rental/catering
\$1,138	Printing
\$100	Constant Contact (online registration)
\$116	The Roxy (dinner for contest winners, guests, keynote speaker and her husband)
<u>\$107</u>	Shipping
\$12,221	

Respectfully submitted by Ruth Percey

My Post-Conference High

by smnystoriak on May 16, 2016



Greetings!

I just got home from a writer's conference, and it was a good one. I thought I might share some of the awesomeness with you all. First, a little bit of background:

I heard about the Lakefly Literary conference in OshKosh, Wisconsin on Twitter a few months ago, when one of my good Twitter friends posted about it. My thought at the time: Sounds like fun! I wish I could go!

Then I went online, and read about the lineup of workshops and presenters. I admit that I was not familiar with the presenters. They seemed to be local to Wisconsin, and here I am in Northern New York. But the workshops seemed to be just what I needed, especially the one about making a marketing plan. Also, the price point couldn't be beat. But the final thing that tipped the cart for me was the fact that several of my Twitter friends would be there, live and in person, and what an opportunity it would be to meet face to face.

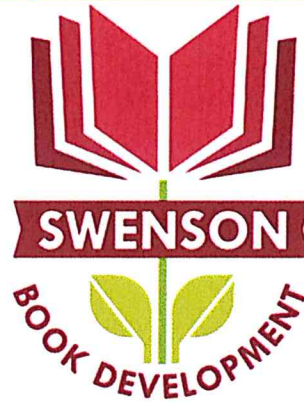
So I booked my conference and flight to Wisconsin!

The Lakefly Literary Conference is still pretty young, only in its 4th year. It is small enough for an out-of-stater like me to feel welcomed, yet offers enough of what I was looking for to really make it worthwhile.

Ruth Percey, who runs the OshKosh library, puts the event on along with several other folks, and they really went out of their way to make sure that the offerings met our needs. By the end of the conference, she knew me by name! I left there with a great feeling of accomplishment. Being able to meet and hang out with authors and publishers is a special thing. There were many opportunities to browse books of all sorts, and even have them signed. New friends were made, and folks I had only known in the Interwebs suddenly became real people.

So here I sit, in my Post Conference high. I look forward to using the information I gathered at #Lakefly16. Feels good!

Anyone else going to a writing conference? Have you been to any good ones recently? Feel free to share in the comments!



The Lakefly Writers Conference
Samantha Kolb | May 17, 2016

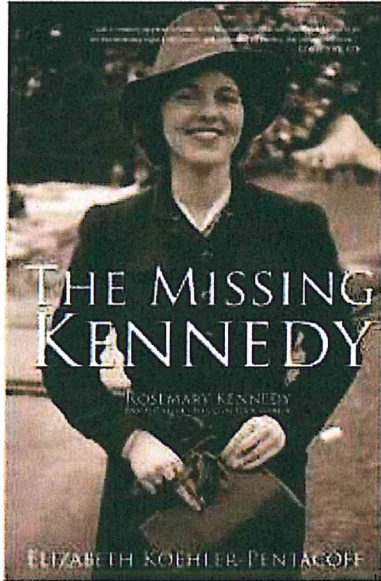
This past Saturday, May 14, Jill Swenson and I attended the [Lakefly Writers Conference](#) in Oshkosh, WI. This was my first time attending a literary conference and I experienced the joy of participating in a community of Wisconsin writers.



Sponsored by the [Friends of the Oshkosh Public Library](#), the Lakefly Writers Conference is named after the insects which annually appear briefly in early May along the shores of Lake Winnebago. The Oshkosh Convention Center is one block from the lake but the cold weather and wind kept them away from the conference site this year. Ruth Percey, Dixie Jarchow, and Tom Cannon pulled together a well-organized conference with a team of volunteers who assisted and met the needs and interests of every participant. We began our day by listening to a few book pitches from authors who sought representation and/or feedback. The brilliant thing about this conference is that it welcomes seasoned authors as well as those just getting their feet wet with the delights of writing. To be able to meet others who have a passion for a world of books and understand the ups and downs of writing always makes for good conversation, especially over lunch.

The variety of sessions held concurrently proved to be the highlight of the conference. On Friday, participants attended sessions on World Building, How to Deliver a Successful Pitch, Putting Your Best Voice Forward, 30-Day Promotional Plan, Writing What You Don't Know, and "How" to be an Indian in the 21st Century. Jill Swenson led a session on how to use Twitter as an author in the afternoon. Thursday evening the Oshkosh Public Library hosted the awards ceremony for the Annual Lakefly Writing Contest. On Friday, the conference offered a variety of sessions: From Idea to Novel, Write and Promote for a Younger Audience, Writing a Memorable Memoir, Dealing with Rejection, Writing Flash Fiction, Getting to Know Your Characters, and What's the Use of Poetry. Detective Jeremy Wilson of the Oshkosh Police Department led a Crime Workshop on how to write a perfect murder scene—including blood splatter. Jill Swenson led a workshop on how to prepare a book proposal and filled nearly every seat in the room.

Last summer as an intern with Swenson Book Development LLC I had learned the details of what is needed in a book proposal to a publisher. To hear this review of what goes into a proposal helped me refresh my understanding but it was the eager expressions on the attendees faces as they heard what would make their voices heard that I noticed most. “Don’t take it personally,” Jill explained. If a publisher rejects your proposal it doesn’t mean your writing is bad. It means the financial risk of investing in your project is too great. “It’s a business” is another phrase I’ve heard Jill say many times since I began my internship in 2015. A damper, perhaps, on the expectations of the literary dreamers, but a reality check.



[Elizabeth Koehler-Pentacoff](#) gave the keynote address on Saturday afternoon. The author of [*The Missing Kennedy: Rosemary Kennedy and the Secret Bonds of Four Women*](#), she described her research and writing process. Koehler-Pentacoff had a personal connection to Rosemary Kennedy through her aunt, a nun who cared for the woman after her lobotomy. The presentation featured pictures taken of Rosemary, as well as a detailed description of what a lobotomy was like in 1941. The end of the presentation featured a heartfelt message of accepting people with mental disabilities and how it means so much to them when we do.

Overall, my first experience at a writing conference convinced me it won’t be the last. The event kicked off the end of the school year for me and it’s one for the books!

**Oshkosh Public Library
Children's and Family Outreach Services
Visits/Tours/Outreach Summary
Winter/Spring 2016**

Children's and Family Outreach Services Staff conducted 43 tours and/or group visits between January and June of this year. Each spring, Children's and Family Outreach Services sees an increase in outreach with schools, daycares, and other agencies serving children and families. Public, private, and homeschooled families seek support to keep children and teens reading over the summer months. At the same time, agencies offering summer programs are also looking for local activities to meet the expectations families have of them to provide quality, educational experiences for their kids over the summer.

Following is a breakdown of the types and number of programs we have provided this spring:

School/group visits to the library

Each of these visits includes a literacy activity, such as storytime or a book talk, promotion of the summer reading program, and a tour of the youth department. Usually, parents do not participate in these visits.

Visits to schools/Agencies

Three general types of formats are used when library staff visits schools and other agencies. These are:

- Information Fair: Library has a booth/table at the event
- Individual classroom visits
- Assembly/large group presentation

Type of Program	Number of these programs	Attendance
<i>Program at Library</i>		
• School/group visit	16	384
<i>Program at School or Agency</i>		
• Information fair	3	137
• Classroom visit	21	1008
• Assembly program	3	805
TOTAL	43	2334

Oshkosh Public Library - OACF Trust Funds Quarterly Report

Funds for Library Excellence

	Collection Improvement		Facility Improvement		Library Development & Support		Technology		Programming Support	
	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date
Opening Fund Balance	\$ 961,385.00	\$ 965,064.31	\$ 962,640.89	\$ 967,979.82	\$ 341,329.72	\$ 339,395.50	\$ 223,405.09	\$ 224,584.97	\$ 126,815.56	\$ 130,551.84
Additions to Fund Balance										
Contributions	\$ -	\$ 647.00	\$ -	\$ 100.00	\$ 83.66	\$ 14,285.77	\$ -	\$ 100.00	\$ -	\$ 100.00
Unrealized Gains/Losses	\$ 7,376.37	\$ 4,688.57	\$ 7,386.01	\$ 4,668.53	\$ 2,617.90	\$ 1,482.78	\$ 1,714.11	\$ 1,085.86	\$ 973.00	\$ 557.69
Realized Gains/Losses	\$ (246.50)	\$ (297.25)	\$ (246.80)	\$ (297.64)	\$ (87.52)	\$ (105.06)	\$ (57.28)	\$ (69.10)	\$ (32.52)	\$ (39.29)
Investment Income	\$ 3,310.33	\$ 5,774.26	\$ 3,314.64	\$ 5,783.52	\$ 1,175.21	\$ 2,018.36	\$ 769.25	\$ 1,342.11	\$ 436.66	\$ 762.73
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 10,440.20	\$ 10,812.58	\$ 10,453.85	\$ 10,254.41	\$ 3,789.25	\$ 17,681.85	\$ 2,426.08	\$ 2,458.87	\$ 1,377.14	\$ 1,381.13
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (1,707.32)	\$ (3,525.54)	\$ (1,709.56)	\$ (3,531.23)	\$ (606.15)	\$ (1,229.36)	\$ (396.75)	\$ (819.42)	\$ (225.20)	\$ (465.47)
Program Expenses	\$ -	\$ (2,230.97)	\$ -	\$ (3,317.82)	\$ -	\$ (11,335.17)	\$ -	\$ (790.00)	\$ -	\$ (3,500.00)
Other Expenses	\$ -	\$ (2.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (1,707.32)	\$ (5,759.01)	\$ (1,709.56)	\$ (6,849.05)	\$ (606.15)	\$ (12,564.53)	\$ (396.75)	\$ (1,609.42)	\$ (225.20)	\$ (3,965.47)
Net Changes to Fund Balance	\$ 8,732.88	\$ 5,053.57	\$ 8,744.29	\$ 3,405.36	\$ 3,183.10	\$ 5,117.32	\$ 2,029.33	\$ 849.45	\$ 1,151.94	\$ (2,584.34)
Ending Fund Balance	\$ 970,117.88	\$ 970,117.88	\$ 971,385.18	\$ 971,385.18	\$ 344,512.82	\$ 344,512.82	\$ 225,434.42	\$ 225,434.42	\$ 127,967.50	\$ 127,967.50

260

Restricted Collection Funds

	Archer		Gruenewald		Hilton II Special		Hoxtel		Jackson	
	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date
Opening Fund Balance	\$ 1,552.19	\$ 1,555.50	\$ 2,318.35	\$ 2,357.20	\$ 11,900.07	\$ 12,024.32	\$ 12,184.71	\$ 11,405.57	\$ 1,412.01	\$ 1,415.04
Additions to Fund Balance										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 933.00	\$ -	\$ -
Unrealized Gains/Losses	\$ 11.91	\$ 7.64	\$ 17.81	\$ 10.71	\$ 91.31	\$ 56.41	\$ 93.49	\$ 60.76	\$ 10.83	\$ 6.94
Realized Gains/Losses	\$ (0.40)	\$ (0.48)	\$ (0.60)	\$ (0.72)	\$ (3.05)	\$ (3.68)	\$ (3.13)	\$ (3.74)	\$ (0.36)	\$ (0.44)
Investment Income	\$ 5.35	\$ 9.33	\$ 7.98	\$ 13.94	\$ 40.98	\$ 71.53	\$ 41.96	\$ 70.89	\$ 4.87	\$ 8.49
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 16.86	\$ 16.49	\$ 25.19	\$ 23.93	\$ 129.24	\$ 124.26	\$ 132.32	\$ 1,060.91	\$ 15.34	\$ 14.99
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (2.76)	\$ (5.70)	\$ (4.12)	\$ (8.51)	\$ (21.12)	\$ (43.64)	\$ (21.63)	\$ (43.10)	\$ (2.51)	\$ (5.19)
Program Expenses	\$ -	\$ -	\$ -	\$ (33.20)	\$ -	\$ (96.75)	\$ -	\$ (127.98)	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (2.76)	\$ (5.70)	\$ (4.12)	\$ (41.71)	\$ (21.12)	\$ (140.39)	\$ (21.63)	\$ (171.08)	\$ (2.51)	\$ (5.19)
Net Changes to Fund Balance	\$ 14.10	\$ 10.79	\$ 21.07	\$ (17.78)	\$ 108.12	\$ (16.13)	\$ 110.69	\$ 889.83	\$ 12.83	\$ 9.80
Ending Fund Balance	\$ 1,566.29	\$ 1,566.29	\$ 2,339.42	\$ 2,339.42	\$ 12,008.19	\$ 12,008.19	\$ 12,295.40	\$ 12,295.40	\$ 1,424.84	\$ 1,424.84

Q2 2016

8/19/2016

Oshkosh Public Library - OACF Trust Funds Quarterly Report

Restricted Collection Funds

	Kelsh		Kenny		Rasmussen, M.		Rojahn, F & A		Schuster, J & H	
	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date
Opening Fund Balance	\$ 2,446.86	\$ 2,497.84	\$ 8,647.13	\$ 8,717.04	\$ 9,580.42	\$ 9,922.80	\$ 449.03	\$ 449.97	\$ 174,472.58	\$ 177,830.28
Additions to Fund Balance										
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ 18.78	\$ 11.04	\$ 66.36	\$ 41.48	\$ 73.52	\$ 40.17	\$ 3.44	\$ 2.22	\$ 1,338.65	\$ 793.96
Realized Gains/Losses	\$ (0.62)	\$ (0.75)	\$ (2.22)	\$ (2.68)	\$ (2.46)	\$ (2.96)	\$ (0.11)	\$ (0.13)	\$ (44.73)	\$ (53.98)
Investment Income	\$ 8.42	\$ 14.72	\$ 29.76	\$ 51.95	\$ 32.98	\$ 57.64	\$ 1.55	\$ 2.69	\$ 600.76	\$ 1,049.07
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 26.58	\$ 25.01	\$ 93.90	\$ 90.75	\$ 104.04	\$ 94.85	\$ 4.88	\$ 4.78	\$ 1,894.68	\$ 1,789.05
Decreases to Fund Balance										
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (4.35)	\$ (8.99)	\$ (15.35)	\$ (31.72)	\$ (17.01)	\$ (35.19)	\$ (0.81)	\$ (1.65)	\$ (309.84)	\$ (640.39)
Program Expenses	\$ -	\$ (44.77)	\$ -	\$ (50.39)	\$ -	\$ (315.01)	\$ -	\$ -	\$ -	\$ (2,921.52)
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (4.35)	\$ (53.76)	\$ (15.35)	\$ (82.11)	\$ (17.01)	\$ (350.20)	\$ (0.81)	\$ (1.65)	\$ (309.84)	\$ (3,561.91)
Net Changes to Fund Balance	\$ 22.23	\$ (28.75)	\$ 78.55	\$ 8.64	\$ 87.03	\$ (255.35)	\$ 4.07	\$ 3.13	\$ 1,584.84	\$ (1,772.86)
Ending Fund Balance	\$ 2,469.09	\$ 2,469.09	\$ 8,725.68	\$ 8,725.68	\$ 9,667.45	\$ 9,667.45	\$ 453.10	\$ 453.10	\$ 176,057.42	\$ 176,057.42

26

Restricted Collection Funds

	Steiger		Zellmer	
	Q-2	2016 to Date	Q-2	2016 to Date
Opening Fund Balance	\$ 6,845.00	\$ 6,376.09	\$ 76,863.74	\$ 77,027.59
Additions to Fund Balance				
Contributions	\$ -	\$ 482.00	\$ -	\$ -
Unrealized Gains/Losses	\$ 52.54	\$ 35.57	\$ 589.78	\$ 378.34
Realized Gains/Losses	\$ (1.75)	\$ (2.09)	\$ (19.71)	\$ (23.75)
Investment Income	\$ 23.56	\$ 39.90	\$ 264.66	\$ 461.71
Transfers to Principal	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 74.35	\$ 555.38	\$ 834.73	\$ 816.30
Decreases to Fund Balance				
Transfers of Income	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (12.16)	\$ (24.28)	\$ (136.52)	\$ (281.94)
Program Expenses	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (12.16)	\$ (24.28)	\$ (136.52)	\$ (281.94)
Net Changes to Fund Balance	\$ 62.19	\$ 531.10	\$ 698.21	\$ 534.36
Ending Fund Balance	\$ 6,907.19	\$ 6,907.19	\$ 77,561.95	\$ 77,561.95

Q2 2016

8/19/2016

Oshkosh Public Library - OACF Trust Funds Quarterly Report

Other Restricted Funds

	AV Trust		Malnar		Nichols	
	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date
Opening Fund Balance	\$ 21,279.02	\$ 21,279.02	\$ 19,703.07	\$ 19,745.07	\$ 49,081.50	\$ 49,186.12
Additions to Fund Balance						
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gains/Losses	\$ (58.41)	\$ 225.86	\$ 151.18	\$ 96.97	\$ 376.57	\$ 241.56
Realized Gains/Losses	\$ (1.12)	\$ (5.27)	\$ (5.04)	\$ (6.08)	\$ (12.58)	\$ (15.17)
Investment Income	\$ 54.44	\$ 104.29	\$ 67.84	\$ 118.36	\$ 169.01	\$ 294.84
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ (5.09)	\$ 324.88	\$ 213.98	\$ 209.25	\$ 533.00	\$ 521.23
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (40.17)	\$ (67.93)	\$ (34.99)	\$ (72.26)	\$ (87.16)	\$ (180.01)
Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Decreases	\$ (40.17)	\$ (67.93)	\$ (34.99)	\$ (72.26)	\$ (87.16)	\$ (180.01)
Net Changes to Fund Balance	\$ (45.26)	\$ 256.95	\$ 178.99	\$ 136.99	\$ 445.84	\$ 341.22
Ending Fund Balance	\$ 21,233.76	\$ 21,535.97	\$ 19,882.06	\$ 19,882.06	\$ 49,527.34	\$ 49,527.34

26

Consolidated Totals

	All Unrestricted Funds		All Restricted Funds		All Funds	
	Q-2	2016 to Date	Q-2	2016 to Date	Q-2	2016 to Date
Opening Fund Balance	\$ 2,615,576.26	\$ 2,627,576.44	\$ 398,690.42	\$ 401,789.45	\$ 3,014,266.68	\$ 3,029,365.89
Additions to Fund Balance						
Contributions	\$ 83.66	\$ 15,232.77	\$ -	\$ 1,415.00	\$ 83.66	\$ 16,647.77
Unrealized Gains/Losses	\$ 20,067.39	\$ 12,483.43	\$ 3,180.44	\$ 2,009.63	\$ 23,247.83	\$ 14,493.06
Realized Gains/Losses	\$ (670.62)	\$ (808.34)	\$ (100.91)	\$ (121.92)	\$ (771.53)	\$ (930.26)
Investment Income	\$ 9,006.09	\$ 15,680.98	\$ 1,349.53	\$ 2,369.35	\$ 10,355.62	\$ 18,050.33
Transfers to Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fund Balance Increases	\$ 28,486.52	\$ 42,588.84	\$ 4,429.06	\$ 5,672.06	\$ 32,915.58	\$ 48,260.90
Decreases to Fund Balance						
Transfers of Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative/Bank Fees	\$ (4,644.98)	\$ (9,571.02)	\$ (698.09)	\$ (1,450.50)	\$ (5,343.07)	\$ (11,021.52)
Program Expenses	\$ -	\$ (21,173.96)	\$ -	\$ (3,589.62)	\$ -	\$ (24,763.58)
Other Expenses	\$ -	\$ (2.50)	\$ -	\$ -	\$ -	\$ (2.50)
Total Fund Balance Decreases	\$ (4,644.98)	\$ (30,747.48)	\$ (698.09)	\$ (5,040.12)	\$ (5,343.07)	\$ (35,787.60)
Net Changes to Fund Balance	\$ 23,841.54	\$ 11,841.36	\$ 3,730.97	\$ 631.94	\$ 27,572.51	\$ 12,473.30
Ending Fund Balance	\$ 2,639,417.80	\$ 2,639,417.80	\$ 402,421.39	\$ 402,421.39	\$ 3,041,839.19	\$ 3,041,839.19

Q2 2016

8/19/2016

Oshkosh Public Library

Electronic Resources – Statistics

The Monthly Report that is included in the Library Board Packet shows statistics for electronic resources that our users or public can access. The majority of the statistics being recorded are resources provided and funded by the state through BadgerLink. However, we have not been reporting statistics on use of the resources that Oshkosh Public Library is funding or creating for our users and public. It has been proposed to change what statistics will be recorded in the Monthly Report.

Statistics from databases that Oshkosh Public Library subscribes to through a vendor will be gathered and posted in the Monthly Report. In addition, Oshkosh Public Library has created several digital resources that contain searchable local history information such as the Vital Records Index, city directories and local history books. Usage statistics for these locally created resources will be reported in the Monthly Report.

Below is an explanation of the resources that will be reported. Attached are the statistics for these resources for 2016 through the month of July.

OPL Website – usage of the library’s website

Subscription Databases

Database provided by an outside vendor. Remotely, these are available to Oshkosh Public Library card holders since OPL funds are used to purchase the resource.

- Ancestry – Genealogy resource. Accessible in the library only
- Mango Languages – Users can learn 8 languages: Spanish, French, Japanese, Chinese (Mandarin), German, Italian, Korean and Arabic. Accessible in the library and remotely
- Mitchell Auto Repair - Diagnostics & repair information, service bulletins, wiring diagrams for vehicles back to 1960. Accessible in the library only
- Oshkosh Northwestern – Indexing and full-text articles of the newspaper from Dec 2002 – current. Accessible in the library and remotely
- RefUSA – Business & Residential telephone directory, can also be used for researching business and market research. Accessible in the library and remotely
- Tumblebooks - Animated, talking picture books with fiction, non-fiction and foreign language titles. Accessible in the library and remotely

Local Databases

Locally created database that is available to the public for searching and retrieving information or resources. All resources are available internally and remotely.

- 1957 Address Change – house numbers changed in 1957, this resource shows the old address and current address.
- City Directories – listing of residents and businesses arranged alphabetically, by street or business category. 1857-1922
- Digital Collections – 8 collections (Barns of Winnebago Co., Jungwirth Histories, Main Street, Oshkosh Businesses, Local History Books, Pioneer Churches, Postcards of Oshkosh, Public

Enemies, and Pride of Oshkosh) consisting of text, photographs, newspaper articles and documents.

- Oshkosh Facts, Firsts, and FAQs - Entries in this resource have been chosen to answer common questions about the City of Oshkosh and its history. Questions are grouped into categories such as architecture, military, people, streets, parks to name a few.
- Local History Books – Full text of books from our Local History collection (mostly books of pictures) from the time period 1887 to 1919.
- Oshkosh Newspaper Index - This is a selective index of local articles appearing in The Oshkosh Northwestern newspaper dated 2006-2008.
- Riverside Cemetery Index – Burials, incomplete list, for 1841-1908.
- UWDC – Atlases & Histories – Full text of history books of Oshkosh and Winnebago County, in addition to various plat maps.
- Oshkosh Vital Records – Primarily index to obituaries from various Oshkosh newspapers from 1861 to present. Also includes some marriage and birth announcements.

What is Counted

Not all resources are counted in the same way. If possible, we will record the number of searches that are conducted each month for the resource, both internally and remotely. If a vendor doesn't provide search statistics, then sessions will be recorded. Locally created databases' statistics are counted by the method of click tracking. Below are the explanations of what is being counted.

- Book Views: Number of books viewed
- Click Tracking: Each time a user clicks on the database's link to access it
- Page Views: Total number of pages viewed. Repeated views of a single page are counted.
- Searches: Each time a user conducts a search during their session in the database. There can be multiple searches during the user's session.
- Sessions: One cycle of user activities: starts when connection to database and ends by leaving the database.

Submitted by Sharon Schwartz

2016

OPL Website	Page Views	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Subscription Databases														
Ancestry	Searches, Internal	5,592	4,470	1,889	4,486	2,445	1,586	1,207						21,675
Mango Languages	Sessions	19	28	20	17	27	54	14						179
Mitchell Auto Repair	Sessions, Internal	11	4	5	18	11	3							52
Oshkosh Northwestern	Searches	250	228	259	305	237	251	164						1,694
RefUSA	Searches	143	358	338	310	137	149	144						1,579
Tumblebooks	Book Views	149	124	86	89	121	232	49						850
Local Databases														
1957 Address Change	Click Tracking	40	61	52	91	69	48							361
City Directories	Click Tracking	120	150	192	211	177	136							986
Digital Collections	Click Tracking	127	104	100	121	125	112							689
Oshkosh Facts, Firsts and FAQs	Click Tracking	7	8	2	12	4	4							37
Local History Books	Click Tracking	54	75	90	131	90	112							552
Oshkosh Newspaper Index	Click Tracking	14	7	13	11	9	15							69
Riverside Cemetery Index	Click Tracking	40	39	31	43	59	66							278
UWDC -Atlases & Histories	Click Tracking	69	43	45	64	96	38							355
Oshkosh Vital Records Index	Click Tracking	680	626	653	650	518	597							3,724

Explanations of What is Counted

Book Views - Number of books viewed

Click Tracking - Each time a user clicks on the database's link to access it

Internal - Available only in the library

Page Views - Total number of pages viewed. Repeated views of a single page are counted.

Searches - Each time a user conducts a search during their session in the database. There can be multiple searches during the user's session.

Sessions - One cycle of user activities: starts when connection to database and ends by leaving the database

Oshkosh Public Library
Strategic Plan Project Update - August 2016

Description

Project Leader

Project Duration

Comments

Goal: A library card in every hand.

Strategy: Increase awareness of the library card's value and ease of use.

Tactic: Focus outreach activities on card registration and use.

Project: Improve procedures for initiating card registration online.

FFPS Head	2016	1. Reworded/reconfiguring website language on library cards to make online registration more apparent DONE 2. Next step: Measure success of changes by comparison to other months/years online registrations
-----------	------	---

Strategy: Engage in marketing, outreach and service development to identified target populations.

Tactic: Conduct an outreach campaign to first grade students and their families.

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.

CFOS Head	2016	1. Invited potential focus / advisory group members to a meeting to discuss best ways to reach first graders and their families; 2. Next step: Waiting for responses to invitation to focus group meeting.
-----------	------	---

Tactic: Make data-driven choices about target-marketing initiatives.

Project: Gather demographic data about area population and card-holders.

Director	2016	1. Received demographic and market segmentation data from city Community Development staff (2 May 2016); 2. Next step: Enter data into spreadsheet, then analyze demographic data for city and River East neighborhood area.
----------	------	---

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: Lakefly Writer's Conference.

FFPS Head	2016	1. 2016 conference wrap-up report delivered to library board for 25 Aug 2016 meeting; 2. Next step: planning for 2017 conference.
-----------	------	--

Project: Writing: National Novel Writing Month (NaNoWriMo).

FFPS Head	2016	1. Met with regional NaNoWriMo coordinator to confirm partnership for 2016;
-----------	------	---

Project: Writing: Local authors spotlight programs.

FFPS Head	2016	1. Completed list of potential speakers;
-----------	------	--

2. Next step: Schedule programs to maximize attendance.

Project: 3-D Arts & Crafts: Adult Do It Yourself programs (DIY).

RASD Head	2016	1. Dates for Fall programs selected, meeting room booked; finalized partnership with Connie from Market Boutique on Main for Sept program; Oct & Nov projects determined & promotional posters in process of being created; 2. Next steps(s): obtain supplies and practice projects for Oct & Nov programs.
-----------	------	--

Project: STEAM: Teen Do It Yourself programs (DIY).

CFOS Head	2016	1. Hired new staff person to coordinate teen services & programming;
-----------	------	--

Project: STEAM: Tweens Create programs.

CFOS Head	2016	1. Complete transition of teen programming responsibilities to new staff. 2. Analysis found STEAM concepts already embodied in existing program; 2. Next step: Highlight STEAM concepts in promoting programs for tweens.
-----------	------	---

Oshkosh Public Library
Strategic Plan Project Update - August 2016

Project: STEAM: WonderLab programs.		CFOS Head	2016 1. Broadening scope of former LEGO storytimes to include other STEAM focused topics; 2. Next step: Develop promotional strategy that separately identifies LEGO & Wonderlab programming.
Tactic: Provide learning opportunities for library employees that will support development of a culture of inspiration and discovery within the organization.			
Project: Create a plan to engage employees in the vision and goals of the strategic plan.		Director	2016 1. Met with FFPS and CFOS employees in departmental meetings to discuss strategic vision and goals; 2. Next steps: Refine the engagement plan, roll out to employees; meet with additional groups of employees to discuss plan.
Strategy: Identify the reasons people come downtown and persuade them to add a visit to the library. Tactic: Work with downtown employers and neighbors to identify partnership opportunities.			
Project: Become involved with the River East Neighborhood Association, using the library's own neighborhood to pilot enhanced neighborhood engagement.		Director / Development Head	2016 1. Took part in River East Neighborhood gathering for "National Night Out" on 2 Aug 2016 with a booth and games/prizes for kids. 2. Next: Participate in River East Neighborhood planning activities, as coordinated by city Community Development Dept.
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.		Director	2016 1. Met with city Assistant Planner Elizabeth Williams to discuss how library might further city neighborhood development goals (27 Apr 2016); 2. Next steps: Remain engaged with city Community Development Dept. and River East Neighborhood Assoc., as William Waters Plaza will likely be a focus of activity; Find appropriate ways that the library may provide leadership and support on this project.
Strategy: Create public programming that encourages growth of the "library habit." Tactic: Expand partnerships to offer programs and broaden promotional reach.			
Project: Computer literacy for job searchers; partner: WCLC		RASD Head	2016 1. Reviewed outcomes from first session; status of second session; and planned for changes in third session (Fall 2016) with WCLC Director on 18 Aug 2016; 2. Promote / recruit students for Fall 2016 computer literacy classes to begin 9 Sep 2016.
Project: Memory Café;		RASD Head	2016 1. Provided support for Alzheimer's Assoc. grant application to OACF to continue support for program partnership; 2. Next step: Assess library role in program partnership.
Strategy: Make a visit to the library a convenient, comfortable and fun experience.			
Project: Partner with the Oshkosh Area School District (OASD) to implement Positive Behavior Intervention and Support (PBIS) expectations and techniques.		Head of CFOS	2016 1. Coordinated a date for OASD staff training with OPL project team, which will take place on 16 Sep 2016; 2. OASD conduct PBIS training for OPL team.

Oshkosh Public Library
Strategic Plan Project Update - August 2016

<p>Tactic: Improve parking lot functionality.</p>	<p>Director / Assistant Director / FFPS Head</p>	<p>2016 1. Met with City Manager and City Transportation Director to discuss taking library lot out of the parking utility 3 Aug 2016; 2. Work with City Transportation Dept and City Attorney to implement change in regulatory status of the library parking lot.</p>
<p>Goal: A provider of trusted "go-to" online resources. Strategy: Create and promote local online content. Tactic: Explore creation of local content for online distribution (e.g., house histories, genealogy, local history).</p>		
<p>Project: Create a self-guided audio-visual walking tour centered on the history and architecture of the 100-200 blocks of Washington Avenue.</p>		<p>1. Initial research (library & masonic temple) completed and compiled; Script (1st Draft) started. 2. Next: Complete 1st Draft Script; Begin planning voice talent recruitment; Determine additional research/interview requirements.</p>
<p>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. Project: Research and implement Search Engine Optimization (SEO) strategies for the library's collections, programs and services.</p>	<p>TS Head</p>	<p>2016 1. Met with Winnefox IT staff for advice; 2. Next step: assemble historical content, research technology.</p>
<p>Goal: A community institution with widespread public and private support. Strategy: Create and sustain meaningful engagement opportunities for Friends, volunteers, donors, and advocates. Tactic: Engage the Friends of the Library in support of the vision and strategic plan.</p>		
<p>Project: Resolve Friends governance and structure issues.</p>	<p>Director</p>	<p>2016 1. Drafted Memorandum of Understanding and revised Constitution / Bylaws; Friends board approved documents for forwarding to annual meeting. 2. Next steps: Memorandum of Understanding to Library Board 25 Aug 2016; MoU and Constitution / Bylaws to Friends membership at 27 Oct 2016 annual meeting.</p>
<p>Strategy: Be an active partner in building community capacity. Tactic: Identify elements of community capacity to which library efforts contribute and use these as the basis for outcome measurement. Project: Engage with developing partnerships at the state and regional level to improve library services to people seeking to participate in the labor force; inventory and define current services; gather data on service volumes and outcomes.</p>	<p>Assistant Director</p>	<p>2016 1. Participate in teleconference convened by DPI on development of a statewide web-based portal to labor force participation resources; develop a contact list of major Oshkosh area employers; 2. Next step: Submit OPL gathered content.</p>
<p>Tactic: Achieve better coordination of community efforts in support of literacy and lifelong learning. Project: Provide leadership to Oshkosh area group of "Family Literacy Partners"; engage the library in any new partnership opportunities that promise to improve literacy confidence and skills in our community.</p>	<p>Director</p>	<p>2016 1. Met with Family Literacy Partners in December 2015; 2. Next steps: Fulfill commitment to convene a meeting of these partners; explore collaborative opportunities.</p>