

**Oshkosh Public Library Board of Trustees**  
**Agenda – July 28, 2016**  
**Library Lower Level Meeting Room, 106 Washington Avenue**

| <u>AGENDA</u>   | <u>ACTION<br/>REQUIRED</u> | <u>PAGE</u> |
|---|----------------------------|-------------|
| <b><u>Call to Order:</u></b> 4:00 p.m.  |                            |             |
| <b><u>Public Comments</u></b>   |                            |             |
| <b><u>Consent Agenda:</u></b>   | YES                        | 206-210     |
| 1. Minutes of the Regular Meeting of June 30, 2016  |                            |             |
| 2. Regular Vouchers Payable \$232,158.64  |                            |             |
| 3. Special Fund Vouchers Payable \$1,659.30   |                            |             |
| <b><u>New Business</u></b>  |                            |             |
| 4. <u>Election of Library Board officers</u> - Library bylaws call for election of new officers at the July regular meeting each year. The slate put forward by the nominating committee is: President: Kim Molitor; Vice-President: Bob Biebel.                                      | YES                        |             |
| 5. <u>2017 Library Budget Outline</u> – Major potential features of a 2017 library board budget proposal will be presented for discussion. Library Director seeks guidance from the board in advance of developing a 2017 budget proposal for submission to the Oshkosh City Manager. | NO                         | 211-215     |
| <b><u>Informational Items</u></b>   | NO                         | 216-223     |
| 6. Introduction and brief presentation by new Public Services Librarian Maggie Mueller  |                            |             |
| 7. Revenues   |                            |             |
| 8. Expenditures   |                            |             |
| 9. Library Highlights   |                            |             |
| 10. Monthly Statistics  |                            |             |
| 11. Donations   |                            |             |
| 12. Personnel Changes   |                            |             |
| <b><u>Library Director's Report</u></b>   | NO                         |             |
| <b><u>Trustee Reports and Comments</u></b>  | NO                         |             |
| <b><u>Adjournment</u></b>   |                            |             |
| <b><u>Next Meeting Scheduled</u></b>  |                            |             |
| August 25, 2016 at 4 p.m.   |                            |             |

MINUTES OF THE LIBRARY BOARD  
**Oshkosh Public Library**  
June 30, 2016

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on June 30, 2016 and was called to order at 4:00 p.m. by Board President Kim Molitor. The meeting was held in the Meeting Room at the Oshkosh Public Library. Present were: Bob Biebel, Lurton Blassingame, Kristy Bradish, Stan Mack II, Christine Melms-Simon, Kim Molitor, Dave Romond and Amy Sitter. Absent were: Kathy Bermingham and Bill Wingren. Others present were: Jeff Gilderson-Duwe, Library Director; Vicki Vandenberg, Library Assistant Director; Lisa Voss, Head of Library Development; Kathy Grace, Head of Technical Services; Michael McArthur, Reference Librarian; JoAnn Brewer, Library Assistant II; and Julie Schmude, Administrative Coordinator.

The Board welcomed Kristy Bradish as a new member.

**Public Comments:** None

**Consent Agenda Items:**

**Regular Meeting Minutes** - of the May 26, 2016 regular meeting of the library board.

**Financial Reports** - May 2016 Regular Vouchers Payable in the amount of \$228,907.39  
- May 2016 Special Funds Vouchers Payable in the amount of \$35,037.55  
- Position Descriptions – Circulation Supervisor; First Floor Public Services Librarian; Page – Technical Services; Technical Services Librarian.

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

Discussion of the 2017 Library Budget Process.

Motion to approve the Collection Development Policy. **Motion:** Melms-Simon; **Second:** Blassingame; **Vote:** Unanimous.

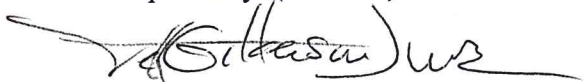
Motion to approve the revision of Floating Holidays, Section 208(c) of the Employee Handbook. **Motion:** Sitter; **Second:** Biebel; **Vote:** Unanimous.

Motion to approve the Trust Fund Proposal. **Motion:** Bradish; **Second:** Blassingame; **Vote:** Unanimous.

Michael McArthur gave a report to the Board on the Adult Summer Reading Program.

Motion to adjourn the regular meeting at 5:10 p.m. **Motion:** Blassingame; **Second:** Bradish; **Vote:** Unanimous.

Respectfully submitted,



Jeff Gilderson-Duwe,  
Secretary

Julie Schmude, recorder

**Oshkosh Public Library  
Vouchers Payable  
June 2016**

|   | <u>Invoices</u>   | <u>Totals</u> |
|---|-------------------|---------------|
| <b><u>239-1060-6102 - Regular Pay</u></b>                                       |                   |               |
| Salaries & Wages  | <u>134,323.30</u> | 134,323.30    |
| <b><u>239-1060-6300 - Fringe Benefits</u></b>                                   |                   |               |
| FICA / Social Security  | 9,761.27          |               |
| Wisconsin Retirement  | 8,072.02          |               |
| Group Health Insurance  | 27,220.38         |               |
| Group Dental Insurance  | 1,058.30          |               |
| Group Life Insurance  | 531.24            |               |
| Unemployment Compensation   | <u>0.00</u>       | 46,643.21     |
| <b><u>239-1060-6401 - Contractual Services</u></b>                              |                   |               |
| Carlson Consulting  | 4,500.00          |               |
| Serwas Windown Cleaning Services, LLC   | 710.00            |               |
| T and L Janitorial Services   | 2,916.00          |               |
| Unique Management Services Inc.   | <u>528.05</u>     | 8,654.05      |
| <b><u>239-1060-6404 - Postage &amp; Shipping</u></b>                            |                   |               |
| Winnefox Library System   | <u>637.35</u>     | 637.35        |
| <b><u>239-1060-6410 - Advertising/Marketing</u></b>                             |                   |               |
| 44 North Advertising & Design   | <u>500.00</u>     | 500.00        |
| <b><u>239-1060-6411 - Promotional Services</u></b>                              |                   |               |
| Winnefox Library System   | <u>1,478.50</u>   | 1,478.50      |
| <b><u>239-1060-6424 - Maintenance Office Equipment</u></b>                      |                   |               |
| Oshkosh Office Systems  | <u>23.21</u>      | 23.21         |
| <b><u>239-1060-6426 - Maintenance Machinery, Equipment &amp; Structures</u></b> |                   |               |
| Cummins Npower  | 447.20            |               |
| Gartman Mechanical Services   | 1,013.90          |               |
| Harold Carpenter Overhead Doors   | 143.50            |               |
| Miller Clock Service  | 525.00            |               |
| Oshkosh Fire & Police Equipments, Inc.  | 421.50            |               |
| Otis Elevator Company   | 6,861.66          |               |
| Tyco Intergrated Security LLC   | <u>874.46</u>     | 10,287.22     |
| <b><u>239-1060-6432 - Equipment Rental</u></b>                                  |                   |               |
| Great America Financial Services  | <u>87.66</u>      | 87.66         |
| <b><u>239-1060-6458 - Conference &amp; Training</u></b>                         |                   |               |
| Joan Kaeding  | 110.00            |               |
| Mara Munroe   | 85.00             |               |
| Winnefox Library System   | <u>246.00</u>     | 441.00        |

**Oshkosh Public Library  
Vouchers Payable  
June 2016**

|   | <u>Invoices</u> | <u>Totals</u> |
|---|-----------------|---------------|
| <b><u>239-1060-6471 - Electricity</u></b>             |                 |               |
| Wisconsin Public Service                              | <u>9,489.98</u> | 9,489.98      |
| <b><u>239-1060-6474 - Gas Service</u></b>             |                 |               |
| Constellation Energy Services - Natural Gas LLC       | <u>426.82</u>   | 426.82        |
| <b><u>239-1060-6475 - Telephones</u></b>              |                 |               |
| City Revolving Charge                                 | 207.16          |               |
| Winnefox Library System                               | <u>25.38</u>    | 232.54        |
| <b><u>239-1060-6483 - Comprehensive Liability</u></b> |                 |               |
| City Revolving Charge                                 | <u>110.00</u>   | 110.00        |
| <b><u>239-1060-6505 - Office Supplies</u></b>         |                 |               |
| Amazon (pc)   | 608.26          |               |
| Brodart Co.   | 167.06          |               |
| Polyline  | 50.12           |               |
| Showcases   | 25.90           |               |
| Teleview Services, Inc.                               | 597.85          |               |
| Uline   | 77.06           |               |
| WalMart (pc)  | 14.97           |               |
| Winnefox Library System                               | <u>483.36</u>   | 2,024.58      |
| <b><u>239-1060-6509 - Computer Supplies</u></b>       |                 |               |
| Amazon (pc)   | <u>5.45</u>     | 5.45          |
| <b><u>239-1060-6517 - Supplies/Repair Parts</u></b>   |                 |               |
| Kitz & Pfeil Hardware, Inc.                           | 16.89           |               |
| Winnefox Library System                               | <u>55.00</u>    | 71.89         |
| <b><u>239-1060-6527 - Janitorial Supplies</u></b>     |                 |               |
| City Revolving Charge                                 | <u>447.44</u>   | 447.44        |
| <b><u>239-1060-6575 - Library Materials</u></b>       |                 |               |
| Amazon (pc)   | 1829.80         |               |
| Baker & Taylor  | 9607.47         |               |
| Brilliance Publishing                                 | 12.50           |               |
| Cengage   | 1362.23         |               |
| Center Point Large Print                              | 221.10          |               |
| Gannett (pc)  | 403.69          |               |
| Ingram  | 400.81          |               |
| Midwest Tape  | 83.97           |               |
| Penguin Random  | 84.00           |               |
| Quality Books   | 18.03           |               |
| Recorded Books  | 1365.60         |               |
| Thomson Reuters                                       | <u>292.84</u>   | 15,682.04     |



**Oshkosh Public Library  
Vouchers Payable  
June 2016**

|  | <u>Invoices</u> | <u>Totals</u>     |
|--|-----------------|-------------------|
| <b><u>239-1060-6576 - Promotional Materials</u></b>          |                 |                   |
| Downtown Oshkosh Chalk Walk                                  | 250.00          |                   |
| The Oshkosh Connection                                       | 100.00          |                   |
| Winnefox Library System                                      | <u>48.00</u>    | 398.00            |
| <b><u>239-1060-6589 - Other Materials &amp; Supplies</u></b> |                 |                   |
| City Revolving Charge  | 59.85           |                   |
| Party City (pc)  | 25.41           |                   |
| Winnefox Library System                                      | <u>109.14</u>   | 194.40            |
|  |                 | <u>232,158.64</u> |

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

| <b><u>239-1060-1327 - OPL Collection Improvement Fund</u></b>                   | <b><u>Invoices</u></b> | <b><u>Totals</u></b> |
|---|------------------------|----------------------|
| Amazon (pc)   | 75.57                  |                      |
| Baker & Taylor  | 487.23                 |                      |
| Penguin Random House  | 270.00                 |                      |
| Recorded Books  | <u>193.65</u>          |                      |
|   |                        | 269.22               |
| <b><u>239-1060-1327 - OPL Collection Improvement Fund - Mabel Rasmussen</u></b> |                        |                      |
| Amazon (pc)   | 19.99                  |                      |
| Genealogical Publishing   | <u>43.00</u>           |                      |
|   |                        | 62.99                |
| <b><u>239-1060-1327 - OPL Collection Improvement Fund - Helen Schuster</u></b>  |                        |                      |
| Center Point Large Print  | <u>173.76</u>          |                      |
|   |                        | 173.76               |
| <b><u>239-1060-1327 - OPL Programming Support Fund</u></b>                      |                        |                      |
| Constant Contact (pc)   | 20.00                  |                      |
| Winnefox Library System   | <u>182.01</u>          |                      |
|   |                        | 202.01               |
| <b><u>239-1060-1327 - OPL Memorial Fund</u></b>                                 |                        |                      |
| Amazon (pc)   | 28.99                  |                      |
| Baker & Taylor  | 835.93                 |                      |
| Paypal- Innovative Solutions (pc)   | 49.95                  |                      |
| Trading Post (pc)   | <u>36.45</u>           |                      |
|   |                        | 951.32               |
|   |                        | <u>1,659.30</u>      |



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** July 21, 2016  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Library Director  
**SUBJECT:** 2017 Operating Budget Conditions and Proposal Outline

The City of Oshkosh 2017 budget preparation calendar calls for submission of a library board budget proposal for consideration by the Oshkosh City Manager by August 12, 2016.

In this memo, I will describe the factors and assumptions that will influence the library budget in 2017. At the meeting on July 28, I hope to discuss with and receive guidance from the library board on the priorities that ought to be embodied in the 2017 library budget.

### **2016 Year-End Estimates and Discussion**

#### Carryover

2015 – 2016 Carryover (accumulated surplus from past years): \$132,200

Table 1 below shows my current estimate of 2016 year-end expenditures and revenues. The table compares budgeted amounts to the estimates. These numbers need further verification and refinement, but I feel confident that our year-end surplus of revenues to expenditures will be in the range of \$100,000 - \$200,000.

The main reason for our lower than budgeted expenditures is that two professional-level positions that were budgeted with full benefits remained vacant much of the year. One Librarian position has recently been filled and the Coordinator of Volunteers will begin work soon. Other staffing developments in the Library Assistant ranks also resulted in savings. I believe that, at year end, we will have a net budget surplus even though we have committed to several unbudgeted projects pertaining to the library building and grounds: 1) consultant services for the repair of the buildings stone exterior; 2) painting exterior fixtures such as bollards, garage door openings and metal fencing; and 3) remodeling the Friends gift shop to become a bookstore that will be open for business during library open hours.

*"Connecting People with Information"*

**Table 1: 2016 Budgeted and Year-End Estimates**

|   | <b>2016</b>   | <b>2016</b> |
|---|---------------|-------------|
|   | <b>Budget</b> | <b>Est</b>  |
| <b>TOTAL DIRECT LABOR</b>               | 1888000       | 1748000     |
| <b>TOTAL INDIRECT LABOR</b>             | 663300        | 583600      |
| <b>TOTAL CONTRACTUAL SERVICES</b>       | 396000        | 416500      |
| <b>TOTAL UTILITIES</b>                  | 130400        | 130400      |
| <b>TOTAL SUNDRY FIXED CHARGES</b>       | 17300         | 17300       |
| <b>TOTAL MATERIALS &amp; SUPPLIES</b>   | 406800        | 403900      |
| <b>TOTAL LIBRARY</b>                    | 3501800       | 3299700     |
|   |               |             |
| <b>Estimated Revenues</b>               | 844700        | 841100      |
|   |               |             |
| <b>TOTAL NET LEVY</b>                   | 2657100       | 2657100     |
|   |               |             |
| <b>NET BUDGET SURPLUS /<br/>DEFICIT</b> | 0             | 198500      |

### **2017 Budget Outline**

I will provide a narrative of the major features that I recommend including in the board's 2017 proposal to the city manager.

#### **Personnel Budget Features**

(Personnel costs represent 72.8% of the 2016 budget)

- 1) Graphic Artist: I propose to create a position for a full-time Graphic Artist on the library staff. This new position will make it possible for us to maintain and improve upon the high level of branding and public information that has been established by OPL. With the 2016 elimination of the Winnefox graphic design service, we find that we are unable to maintain that standard with current staff. Having an artist on staff will give us the ability for quick turnaround and consistency that would be difficult to achieve using outside freelance graphic design services.

The 2017 costs for this proposed position are as follows:

- Salary: \$45,500
- Retirement: \$3,200
- Social Security: \$3,600
- Health Insurance: \$21,500
- Dental Insurance: \$1,200
- Life Insurance: \$200
- Income Continuation Insurance: \$100
- Total Cost: \$75,300



- 2) Retirement Payouts: A new feature of the city's budget process for 2017 is that it will be collecting information about projected retirement payouts. It remains to be seen whether the Library will continue to be required to fund retirement benefits payouts from the carried over surpluses from past years or whether the city manager will implement a new approach to this issue. I will keep the board informed as this process develops.
- 3) Community Engagement Position: The city manager's budget process each year allows departments to propose new programs, services and staff in an "Enhancements" section of the budget. I propose to include a request for new funding for a position (either a Librarian or someone in the same pay grade) that would spearhead our neighborhood and other library outreach activities. I envision this position taking the lead on building relationships with the city's neighborhood associations, designing programs and services that address the needs of neighborhoods, and tapping into skills and talents that people in Oshkosh may be willing to share with their neighbors.

The 2017 costs for this proposed position are as follows:

- Salary: \$51,200
- Retirement: \$3,500
- Social Security: \$3,900
- Health Insurance: \$21,500
- Dental Insurance: \$1,200
- Life Insurance: \$200
- Income Continuation Insurance: \$100
- Total Cost: \$81,600

Please note that budget estimates for both the Graphic Artist and Community Engagement positions must assume the library's cost of providing family health insurance coverage. The people actually recruited into those positions may not require family coverage, so their actual budget impact could be less.

I am also recommending increases to two other personnel-related budget lines – Extra Hours and Performance Pay. I am recommending increasing the budget for Extra Hours pay (used for Sunday shift premiums, emptying bookdrops when the library is closed, overtime for snow removal, covering desk shifts when employees are out for extended medical leaves, etc.) The budget for this line has hovered around \$12,000 - \$13,000 but I think that \$15,000 is more realistic. On performance pay, I believe the Library should offer the same levels of recognition as does the rest of the City (\$500 for good performance; \$1,000 for excellent performance). This will require doubling the budgeted amount from \$11,000 to \$22,000.

**Table 2: Preliminary 2017 Library Personnel Budget**

| <b>Position Title</b>   | <b>Current Actual FTE</b> | <b>Current Budgeted FTE</b> | <b>2017 Proposed Employees</b> | <b>Proposed Est 2017 Base</b> |
|-------------------------|---------------------------|-----------------------------|--------------------------------|-------------------------------|
| LIBRARY DIRECTOR        | 1.00                      | 1.00                        | 1.00                           | 124,600                       |
| ASSISTANT LIBRARY DR    | 1.00                      | 1.00                        | 1.00                           | 83,100                        |
| LIBRARY DEV MANAGER     | 1.00                      | 1.00                        | 1.00                           | 66,500                        |
| MANAGING LIBRARIAN      | 4.00                      | 4.00                        | 4.00                           | 282,400                       |
| LIBRARIAN               | 6.60                      | 5.60                        | 6.60                           | 374,200                       |
| LIBRARY SUPERVISOR      | 1.00                      | 2.00                        | 1.00                           | 58,200                        |
| LIBRARY ASSISTANT II    | 13.40                     | 14.00                       | 13.40                          | 582,100                       |
| LIBRARY ASSISTANT I     | 2.40                      | 2.40                        | 2.40                           | 78,600                        |
| LIB MAINT ENGINEER      | 1.00                      | 1.00                        | 1.00                           | 51,800                        |
| BUILD MAINT CUST        | 0.50                      | 0.50                        | 0.50                           | 20,500                        |
| GRAPHIC ARTIST          | 0.00                      | 0.00                        | 1.00                           | 46,500                        |
| PAGE                    | 6.33                      | 6.33                        | 6.33                           | 126,900                       |
| EXTRA HOURS             |                           |                             |                                | 15,000                        |
| PERFORMANCE PAY         |                           |                             |                                | 22,000                        |
| HEALTH INSURANCE        |                           |                             |                                | 382,900                       |
| DENTAL INSURANCE        |                           |                             |                                | 15,100                        |
| RETIREMENT              |                           |                             |                                | 128,900                       |
| SOCIAL SECURITY         |                           |                             |                                | 145,000                       |
| LIFE INSURANCE          |                           |                             |                                | 6,800                         |
| INCOME CONTINUATION INS |                           |                             |                                | 4,400                         |
|                         | 38.23                     | 38.83                       | 39.23                          | 2,615,500                     |

Other Operating Expenditures:

(The expenditure budget lines mentioned below represent 24.8% of the 2016 budget)

Category: Contractual

The ***Contractual Services*** line covers work done on behalf of OPL primarily by Winnefox and by cleaning contractors. The maintenance contract payment to the Winnefox Automated Library Services (WALS) has traditionally included funding a technology reserve account that funds replacement of hardware and software (public and staff PCs and laptops, self-checkout equipment, etc.) We have drawn the technology reserve account for several years without adding anything back. I propose to add \$20,000 to the technology reserve account above and beyond the cost of our share of the WALS consortium support (amount pending).

We have consistently under-funded the *Maintenance of Machinery, Equipment, Building and Structures* line in recent years. The 2016 budget is \$55,000, but we will likely exceed that. One reason is that we have resigned ourselves to the need to have annual maintenance painting to the trim and fixtures on the building and in the grounds (window frames, fences, gates, benches, bike racks, bollards, trash receptacles, etc.). We probably need to devote \$5,000 - \$10,000 to this as an annual summertime maintenance activity. I will propose setting this budget line at \$60,000.

Category: Utilities

The most significant change in this area is a 4% increase in the cost of *Electric service* (from \$85,000 to \$88,400). No increase to *Natural Gas service* is expected.

Category: Materials and Supplies

I am not recommending significant increases in any of the larger budget lines in this category over 2016 levels – *Office Supplies* stands at \$30,000; *Supplies / Repair Parts* at \$10,000; *Library Materials* at \$348,100; and *Promotional Materials* at \$12,000. I believe these amounts will be adequate for 2017.

Revenues

The most significant changes to non-levy revenues expectations for 2017 are: 1) a \$50,000 increase in the funding request from Winnebago County, and a projected addition of \$15,000 in revenues resulting in the Library taking over used book sales from the Friends of the Library.

I look forward to receiving direction on the proposals above from the library board at its July 28, 2016 regular meeting. With the advice and support of the board behind me, I will be able to present the city manager with a 2017 budget proposal that will enable us to energetically pursue realization of our vision of “A Library in Every Life.”



**OSHKOSH PUBLIC LIBRARY**  
**STATEMENT OF REVENUE**  
June 2016  
50% of the Year

|  | <b>ESTIMATED<br/>REVENUES</b> | <b>JUNE<br/>REVENUES</b> | <b>REVENUES<br/>TO DATE</b> | <b>% of<br/>ANNUAL<br/>EST. TOTAL</b> | <b>REVENUE<br/>EXCESS<br/>(DEFICIENCY)</b> |
|--|-------------------------------|--------------------------|-----------------------------|---------------------------------------|--|
| Fines  | 25,000.00                     | 792.41                   | 11,647.87                   | 46.59%                                | (13,352.13)                                |
| Collection Service Fees - Collected in-house | 6,500.00                      | 749.88                   | 4,175.93                    | 64.25%                                | (2,324.07)                                 |
| Photocopiers                                 | 2,500.00                      | 249.49                   | 2,149.06                    | 85.96%                                | (350.94)                                   |
| Other Copies                                 | 12,000.00                     | 761.71                   | 4,382.68                    | 36.52%                                | (7,617.32)                                 |
| <b>TOTAL OPERATING REVENUES</b>              | <b>46,000.00</b>              | <b>2,553.49</b>          | <b>22,355.54</b>            | <b>48.60%</b>                         | <b>(23,644.46)</b>                         |
| Winnebago County                             | 514,926.00                    | 128,731.50               | 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)                               |
| <b>TOTAL CONTRACTUAL REVENUES</b>            | <b>788,668.00</b>             | <b>128,731.50</b>        | <b>287,925.43</b>           | <b>36.51%</b>                         | <b>(500,742.57)</b>                        |
| Leander Choate Fund                          | 2,200.00                      | 0.59                     | 3.32                        | 0.15%                                 | (2,196.68)                                 |
| Abbey Harris Fund                            | 4,500.00                      | 13.83                    | 1,404.24                    | 31.21%                                | (3,095.76)                                 |
| George Hilton Fund                           | 300.00                        | 4.58                     | 31.51                       | 10.50%                                | (268.49)                                   |
| <b>TOTAL TRUST REVENUES</b>                  | <b>7,000.00</b>               | <b>19.00</b>             | <b>1,439.07</b>             | <b>20.56%</b>                         | <b>(5,560.93)</b>                          |
| MEETING ROOM REVENUES                        | 3,000.00                      | 210.00                   | 1,430.00                    | 47.67%                                | (1,570.00)                                 |
| 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                          | 106.50                   | 586.52                      | #DIV/0!                               | 586.52                                     |
| CITY OF OSHKOSH LEVY                         | 2,657,100.00                  | 0.00                     | 2,657,100.00                | 100.00%                               | 0.00                                       |
| <b>TOTAL REVENUES</b>                        | <b>3,501,768.00</b>           | <b>131,620.49</b>        | <b>2,970,836.56</b>         | <b>84.84%</b>                         | <b>(530,931.44)</b>                        |



Oshkosh Public Library  
Statement of Expenditures  
June 2016  
50% of the year

|                                | 2016<br>BUDGET      | JUNE<br>EXPENSES  | NET<br>EXPENSES<br>TO DATE | % OF<br>ANNUAL<br>BUDGET | UNEXPENDED<br>BALANCE<br>June 30, 2016 |
|--------------------------------|---------------------|-------------------|----------------------------|--------------------------|--|
| Salaries, Wages, & Benefits    |                     |                   |                            |                          |  |
| Salaries & Wages               | 1,888,000.00        | 134,323.30        | 796,463.67                 | 42.19                    | 1,091,536.33                           |
| FICA                           | 142,700.00          | 9,761.27          | 57,900.89                  | 40.58                    | 84,799.11                              |
| Wisconsin Retirement           | 112,300.00          | 8,072.02          | 48,042.69                  | 42.78                    | 64,257.31                              |
| Health Insurance               | 383,100.00          | 27,220.38         | 165,979.88                 | 43.33                    | 217,120.12                             |
| Dental Insurance               | 13,500.00           | 1,058.30          | 6,454.68                   | 47.81                    | 7,045.32                               |
| Life Insurance                 | 5,900.00            | 531.24            | 3,221.50                   | 54.60                    | 2,678.50                               |
| Income Continuation Insurance  | 4,100.00            | 0.00              | 0.00                       | 0.00                     | 4,100.00                               |
| Sub Total Fringe Benefits      | 661,600.00          | 46,643.21         | 281,599.64                 | 42.56                    | 380,000.36                             |
| <b>TOTAL PAYROLL</b>           | <b>2,549,600.00</b> | <b>180,966.51</b> | <b>1,078,063.31</b>        | <b>42.28</b>             | <b>1,471,536.69</b>                    |
| Contractual Services           | 298,700.00          | 8,654.05          | 178,574.42                 | 59.78                    | 120,125.58                             |
| Auto Allowance                 | 200.00              | 0.00              | 132.74                     | 66.37                    | 67.26                                  |
| Postage & Shipping             | 3,500.00            | 637.35            | 1,462.74                   | 41.79                    | 2,037.26                               |
| Advertising/Marketing          | 4,500.00            | 500.00            | 1,615.00                   | 35.89                    | 2,885.00                               |
| Promotional Services           | 4,000.00            | 1,478.50          | 1,943.50                   | 48.59                    | 2,056.50                               |
| Maint. Office Equipment        | 15,000.00           | 23.21             | 1,111.98                   | 7.41                     | 13,888.02                              |
| Maint. Mach, Equip, Structures | 55,000.00           | 10287.22          | 23,209.26                  | 42.20                    | 31,790.74                              |
| Equipment Rental               | 500.00              | 87.66             | 640.92                     | 128.18                   | -140.92                                |
| Parking Rental                 | 5,200.00            | 0.00              | 5,760.00                   | 110.77                   | -560.00                                |
| Special Services               | 5,100.00            | 0.00              | 2,158.80                   | 42.33                    | 2,941.20                               |
| Legal Professional Services    | 0.00                | 0.00              | 539.00                     | #DIV/0!                  | -539.00                                |
| Conference & Training          | 3,200.00            | 441.00            | 2,950.08                   | 92.19                    | 249.92                                 |
| Employee Training              | 0.00                | 0.00              | 0.00                       | #DIV/0!                  | 0.00                                   |
| Dues                           | 1,100.00            | 0.00              | 461.00                     | 41.91                    | 639.00                                 |
| Misc. Contractual Services     | 0.00                | 0.00              | 570.24                     | #DIV/0!                  | -570.24                                |
| Electricity                    | 85,000.00           | 9,489.98          | 41,513.44                  | 48.84                    | 43,486.56                              |
| Sewer Service                  | 3,200.00            | 0.00              | 814.58                     | 25.46                    | 2,385.42                               |
| Water Service                  | 4,000.00            | 0.00              | 1,002.97                   | 25.07                    | 2,997.03                               |
| Gas Service                    | 30,000.00           | 426.82            | 9,184.14                   | 30.61                    | 20,815.86                              |
| Telephone                      | 5,700.00            | 232.54            | 1,408.42                   | 24.71                    | 4,291.58                               |
| Storm Water Utility            | 2,500.00            | 0.00              | 972.75                     | 38.91                    | 1,527.25                               |
| Workers Compensation           | 1,900.00            | 0.00              | 1,900.00                   | 100.00                   | 0.00                                   |
| Building & Contents Insurance  | 11,800.00           | 0.00              | 0.00                       | 0.00                     | 11,800.00                              |
| Comprehensive Liability Ins    | 1,200.00            | 110.00            | 660.00                     | 55.00                    | 540.00                                 |
| 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           | 2,024.58          | 14,066.33                  | 46.89                    | 15,933.67                              |
| Software                       | 1,000.00            | 0.00              | 431.05                     | 43.11                    | 568.95                                 |
| Computer Supplies              | 300.00              | 5.45              | 356.30                     | 118.77                   | -56.30                                 |
| Gasoline                       | 100.00              | 0.00              | 0.00                       | 0.00                     | 100.00                                 |
| Supplies/Repair Parts          | 10,000.00           | 71.89             | 3,575.05                   | 35.75                    | 6,424.95                               |
| Janitorial Supplies            | 3,500.00            | 447.44            | 2,083.65                   | 59.53                    | 1,416.35                               |
| Minor Equipment                | 0.00                | 0.00              | 0.00                       | #DIV/0!                  | 0.00                                   |
| Library Materials              | 348,100.00          | 15,682.04         | 121,523.41                 | 34.91                    | 226,576.59                             |
| Promotional Materials          | 12,000.00           | 398.00            | 2,041.55                   | 17.01                    | 9,958.45                               |
| Other Materials & Supplies     | 2,500.00            | 194.40            | 1,291.23                   | 51.65                    | 1,208.77                               |
| <b>TOTAL LIBRARY BUDGET</b>    | <b>3,501,800.00</b> | <b>232,158.64</b> | <b>1,503,360.92</b>        | <b>42.93</b>             | <b>1,998,439.08</b>                    |

## Oshkosh Public Library Highlights

### July 2016

1. Local history aficionado Dick Campbell presented two programs at the library over the last month. Campbell's program on Sir Ernest Shackleton's voyage to the Antarctic and his talk on the Wright Brothers drew a total of 34 people.
2. Local author Beth Ziarnik presented a program on writing her first novel of Christian romantic suspense. A longtime contributor to numerous Christian publications, Ziarnik talked about the journey that led her to write the novel, *Her Deadly Inheritance*.
3. OPL is on board with the Pokémon Go craze, hosting weekly battle parties under the Dome and participating in a scavenger hunt happening throughout the downtown area on July 23. The popular app, which encourages players to explore their communities in search of Pokémon characters, identifies the library as both a PokéStop and a Gym – both locations where players are likely to capture Pokémon.
4. The library had a booth at the Oshkosh Saturday Farmer's Market for Kids' Day on July 16. At the OPL booth families voted for their favorite kids and teen books, entered prize drawings and made animal headbands. Staff estimate that well over 300 people visited the OPL booth.
5. Family programs have been popular at the library this summer, with more than 700 people attending music performances, an animal program and a field day event. In addition, 72 people attended the Kitten Kuddle, where teens helped to socialize kittens and made a craft for the Oshkosh Area Humane Society.
6. The library partnered with the Paine Art Center & Gardens to offer a program based on their current exhibit, Birds of America. Laura Fiser, curator at the Paine, presented the program, *John James Audubon's Birds of America*, a look at the life of the celebrated artist, naturalist and namesake for the National Audubon Society. This type of program enhances the experience for those who have visited or plan to visit the exhibit.
7. The library partnered with the Oshkosh Social Security office to offer a program about Social Security and how it fits into the individual's life. The afternoon program was attended by 12 people, who had the opportunity to get resource materials and ask questions of the presenters.



MONTHLY REPORT  
Oshkosh Public Library  
June 2016

| CIRCULATION              | June 2016     | June 2015     | % Change       | YTD 2016       | YTD 2015       | % Change       |
|--------------------------|---------------|---------------|----------------|----------------|----------------|----------------|
| Book-Adult               | 17531         | 22,361        | 22%            | 104,457        | 126,778        | -18%           |
| Book-Juvenile            | 22186         | 23,534        | 6%             | 106,342        | 114,238        | -7%            |
| Book-YA/Teen             | 2610          | 0             | #DIV/0!        | 24,036         | 0              | #DIV/0!        |
| CD-Adult                 | 2925          | 3,311         | 12%            | 21,343         | 21,568         | -1%            |
| CD-Juvenile              | 204           | 341           | 40%            | 1,503          | 1,856          | -19%           |
| CD-YA/Teen               | 0             | 0             | #DIV/0!        | 45             | 0              | #DIV/0!        |
| CD-Book-Adult            | 1719          | 2,078         | 17%            | 11,177         | 12,680         | -12%           |
| CD-Book-Juvenile         | 436           | 367           | -19%           | 2,135          | 1,857          | 15%            |
| CD-Book-YA/Teen          | 29            | 0             | #DIV/0!        | 206            | 0              | #DIV/0!        |
| DVD-Adult                | 13434         | 15,362        | 13%            | 85,226         | 95,111         | -10%           |
| DVD-Juvenile             | 5390          | 6,073         | 11%            | 28,991         | 30,386         | -5%            |
| DVD-YA/Teen              | 40            | 0             | #DIV/0!        | 150            | 0              | #DIV/0!        |
| Game-Adult               | 695           | 1,257         | 45%            | 3,702          | 7,078          | -48%           |
| Game-Juvenile            | 193           | 259           | 25%            | 998            | 555            | 80%            |
| Game-YA/Teen             | 0             | 0             | #DIV/0!        | 4              | 0              | #DIV/0!        |
| Magazine-Adult           | 1271          | 1,326         | 4%             | 7,558          | 8,025          | -6%            |
| Magazine-Juvenile        | 83            | 107           | 22%            | 306            | 541            | -43%           |
| Magazine-YA/Teen         | 16            | 0             | #DIV/0!        | 65             | 0              | #DIV/0!        |
| Other-Adult              | 122           | 16            | -663%          | 886            | 165            | 437%           |
| Other-Juvenile           | 36            | 9             | -300%          | 341            | 208            | 64%            |
| Other-YA/Teen            | 3             | 0             | #DIV/0!        | 14             | 0              | #DIV/0!        |
| <b>Total Adult</b>       | <b>37697</b>  | <b>45,711</b> | <b>18%</b>     | <b>234,349</b> | <b>271,405</b> | <b>-14%</b>    |
| <b>Total Juvenile</b>    | <b>28528</b>  | <b>30,690</b> | <b>7%</b>      | <b>140,616</b> | <b>149,641</b> | <b>-6%</b>     |
| <b>Total YA/Teen</b>     | <b>2698</b>   | <b>0</b>      | <b>#DIV/0!</b> | <b>12,502</b>  | <b>0</b>       | <b>#DIV/0!</b> |
| <b>SUB TOTAL</b>         | <b>62,609</b> | <b>76,401</b> | <b>-18%</b>    | <b>381,153</b> | <b>421,046</b> | <b>-9%</b>     |
| <b>E-Books</b>           |               |               |                |                |                |                |
| OverDrive E-Books        | 3265          | 3,274         | 0%             | 20,685         | 19,447         | 6%             |
| OverDrive Audiobooks     | 1537          | 1,331         | -15%           | 10,193         | 7,381          | 38%            |
| <b>SUB TOTAL</b>         | <b>4,802</b>  | <b>4,605</b>  | <b>4%</b>      | <b>30,878</b>  | <b>26,828</b>  | <b>15%</b>     |
| <b>TOTAL CIRCULATION</b> | <b>67,411</b> | <b>81,006</b> | <b>-17%</b>    | <b>412,031</b> | <b>447,874</b> | <b>-8%</b>     |

| PHYSICAL MATERIALS           | June 2016 | June 2015 | % Change | YTD 2016 | YTD 2015 | % Change |
|------------------------------|-----------|-----------|----------|----------|----------|----------|
| % AV Materials Circulated    | 40%       | 38%       | 6%       | 41%      | 41%      | 1%       |
| % Print Materials Circulated | 60%       | 62%       | -4%      | 64%      | 59%      | 7%       |
| % Adult Materials Circulated | 66%       | 60%       | 10%      | 68%      | 64%      | 5%       |
| % Youth Materials Circulated | 34%       | 40%       | -14%     | 37%      | 36%      | 4%       |
| Average Circulation Per Hour | 251.5     | 302.3     | -17%     | 239.2    | 257.8    | -7%      |

| ELECTRONIC RESOURCES             | June 2016    | June 2015    | % Change    | YTD 2016       | YTD 2015       | % Change    |
|----------------------------------|--------------|--------------|-------------|----------------|----------------|-------------|
| OPL Website Sessions             | 22,709       | 26,757       | -15%        | 142,449        | 177,766        | -20%        |
| OPL Digital Collections Sessions | 112          | 86           | 30%         | 689            | 835            | -17%        |
| EBSCO Sessions                   | 206          | 584          | -65%        | 1,926          | 3,042          | -37%        |
| HeritageQuest Sessions           | 62           | 584          | -89%        | 461            | 1,096          | -58%        |
| NetLibrary Sessions              | 2            | 55           | -96%        | 24             | 79             | -70%        |
| ProQuest Sessions                | 47           | 1            | 4600%       | 745            | 384            | 94%         |
| Vital Records Index Sessions     | 597          | 93           | 542%        | 3,724          | 3,489          | 7%          |
| <b>TOTAL SESSIONS</b>            | <b>23735</b> | <b>28160</b> | <b>-16%</b> | <b>150,018</b> | <b>186,691</b> | <b>-20%</b> |

| PUBLIC COMPUTER USE | June 2016    | June 2015    | % Change    | YTD 2016     | YTD 2015     | % Change    |
|---------------------|--------------|--------------|-------------|--------------|--------------|-------------|
| Wireless Use        | 24997        | 11910        | 110%        | 139,222      | 68816        | 102%        |
| Public Computer Use |              |              |             |              |              |             |
| Adult               | 3,507        | 4,153        | -16%        | 21968        | 25112        | -13%        |
| Youth               | 1,112        | 1,052        | 6%          | 5384         | 5284         | 2%          |
| <b>TOTAL USE</b>    | <b>4,619</b> | <b>5,205</b> | <b>-11%</b> | <b>27352</b> | <b>30396</b> | <b>-10%</b> |

| QUESTIONS ANSWERED              | June 2016     | June 2015     | % Change   | YTD 2016      | YTD 2015       | % Change    |
|---------------------------------|---------------|---------------|------------|---------------|----------------|-------------|
| Adult Department                |               |               |            |               |                |             |
| Reference                       | 12,981        | 12,225        | 6%         | 78,992        | 79,689         | -1%         |
| Directional/Rule/Policy         | 699           | 842           | -17%       | 4,583         | 17,272         | -73%        |
| Knowledge Sharing               | 466           | 689           | -32%       | 3,112         | 4,903          | -37%        |
| E-mail                          | 11            | 9             | 22%        | 65            | 74             | -12%        |
| Youth Department                |               |               |            |               |                |             |
| Reference                       | 3,263         | 3,560         | -8%        | 7,078         | 7,832          | -10%        |
| Directional/Rule/Policy         | 205           | 775           | -74%       | 2,493         | 3,004          | -17%        |
| Knowledge Sharing               | 315           | 138           | 128%       | 1,637         | 803            | 104%        |
| <b>TOTAL QUESTIONS ANSWERED</b> | <b>17,940</b> | <b>18,238</b> | <b>-2%</b> | <b>97,960</b> | <b>113,577</b> | <b>-14%</b> |

| MISCELLANEOUS            | June 2015 | June 2015 | % Change | YTD 2016 | YTD 2015 | % Change |
|--------------------------|-----------|-----------|----------|----------|----------|----------|
| Library Facility Traffic | 26,574    | 29,547    | -10%     | 155,843  | 169,957  | -8%      |
| Average Daily Traffic    | 1,022     | 1,136     | -10%     | 899      | 995      | -10%     |
| Meetings Held            | 68        | 65        | 5%       | 471      | 380      | 24%      |
| New Card Registrations   | 418       | 431       | -3%      | 1,581    | 1,719    | -8%      |
| Self-check % of Checkout | 48%       | 74%       | -36%     | 39%      | 71%      | -46%     |
| Volunteer Hours Worked   | 295       | 769       | -62%     | 3,294    | 3,333    | -1%      |
| Teacher Packs            | 5         | 7         | -29%     | 36       | 48       | -25%     |

| PROGRAMS           | June 2016   | June 2015   | % Change   | YTD 2016     | YTD 2015     | % Change   |
|--------------------|-------------|-------------|------------|--------------|--------------|------------|
| Programs Given     |             |             |            |              |              |            |
| Adult              | 7           | 1           | 600%       | 55           | 22           | 150%       |
| Teen               | 4           | 3           | 33%        | 26           | 12           | 117%       |
| Youth              | 31          | 22          | 41%        | 170          | 151          | 13%        |
| Roving Reader      | 1           | 3           | -67%       | 41           | 50           | -18%       |
| <b>TOTAL</b>       | <b>43</b>   | <b>29</b>   | <b>48%</b> | <b>292</b>   | <b>235</b>   | <b>24%</b> |
| Program Attendance |             |             |            |              |              |            |
| Adult              | 98          | 15          | 553%       | 1,001        | 449          | 123%       |
| Teen               | 113         | 73          | 55%        | 234          | 125          | 87%        |
| Youth              | 2893        | 1671        | 73%        | 8,174        | 6,433        | 27%        |
| <b>TOTAL</b>       | <b>3104</b> | <b>1759</b> | <b>76%</b> | <b>9,409</b> | <b>7,007</b> | <b>34%</b> |

#### PROGRAMS

#### DATE

##### Adult

Knight Moves Chess Club  
Ron La Point Local Author Bk Talk  
Knight Moves Chess Club  
Knight Moves Chess Club  
Movie Matinee: Concussion  
WCLC Eng Lang Learners Visit  
Knight Moves Chess Club

6/1/2016  
6/2/2016  
6/8/2016  
6/15/2016  
6/20/2016  
220 6/21/2016  
6/22/2016



**Adult, cont'd**

|                           |           |
|---------------------------|-----------|
| Adult DIY - Summer crafts | 6/28/2016 |
| Knight Moves Chess Club   | 6/29/2016 |

**Teen**

|                             |           |
|-----------------------------|-----------|
| SRP promo at Webster-St. MS | 6/1/2016  |
| Teen Book Club              | 6/3/2016  |
| Teen Watch & Win            | 6/10/2016 |
| Sharpie Tie Dye             | 6/17/2016 |
| Kitten Cuddle               | 6/24/2016 |

**Youth**

|                                      |            |
|--------------------------------------|------------|
| SRP promo at Seton                   | 6/2/2016   |
| SRP promo at Washington El.          | 6/2/2016   |
| SRP promo Washington El Kinderg      | 6/6/2016   |
| SRPpromo Valley Christian visit      | 6/6/2016   |
| Drop-In & Read                       | 6/7/2016   |
| Merrill EL SRP promo                 | 6/8/2016   |
| Lil' Explorers/Helping Hands Daycare | 6/8/2016   |
| Family Storytime (2 sessions)        | 6/13/2016  |
| Read to a Dog                        | 6/13/2016  |
| Tom Kastle (2 shows)                 | 6/14/2016  |
| SRP Promo Read School                | 6/15/2016  |
| SRP Promo Arts for Kids              | 6/15/2016  |
| Movie & More                         | 6/15/2016  |
| Family Storytime (2 sessions)        | 6/20/2016  |
| SRP Promo Davis Childcare 3-5 yrs)   | 6/20/2016  |
| SRP Promo Davis Childcare (6-9 yrs)  | 6/20/2016  |
| Read to a Dog                        | 6/20/2016  |
| Animal Acrobats (2 sessions)         | 6/21/2016  |
| WCLC Eng Lang Learners Visit         | 6/21/2016  |
| High Hopes (2 sessions)              | 6/22/2016  |
| OASD Eng Immersion summer group      | 6/22/2016  |
| SRP promo YMCA (older group)         | 6/22/2016  |
| Brick by Brick                       | 6/22/2016  |
| Family Storytime (2 sessions)        | 6/27/2016  |
| Read to a Dog                        | 6/27/2016  |
| Randy Peterson Concert (2 sessions)  | 6/28/2016  |
| Movie and More/Space Jam             | 6/29/2016  |
| Interactive Sports Display           | Month Long |



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe  
FROM: Libby Terrell  
DATE: July 18, 2016  
SUBJECT: June 2016 Donations

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

|           |   |          |
|-----------|---|----------|
| 6/23/2016 | From OACF, Joyce Jones Fick Book Fund<br>for books for 4th graders at Emmeline Cook Elementary School | \$445.40 |
| 6/29/2016 | From Friends of OPL for Teen SLP prizes   | \$ 64.74 |
| 6/29/2016 | From Friends of OPL for Kids & Teen SLP prizes  | \$698.08 |
| 6/30/2016 | Donations from individual patrons in June 2016  | \$ 17.29 |



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**To:** Jeff Gilderson-Duwe  
**From:** Libby Terrell  
**Date:** July 18, 2016  
**Re:** June 2016 Personnel Changes

Char Ziebell was rehired as a seasonal employee effective June 1, 2016.

Maggie Mueller was promoted from Library Assistant II to First Floor Public Services Librarian effective June 13, 2016.

*"Connecting People with Information"*