

Oshkosh Public Library Board of Trustees
Agenda – October 27, 2016
Library Lower Level Meeting Room, 106 Washington Avenue

<u>AGENDA</u>	<u>ACTION REQUIRED</u>	<u>PAGE</u>
<u>Call to Order:</u> 4:00 p.m.		
<u>Public Comments</u>		
<u>Consent Agenda:</u>	YES	302-307
1. Minutes of the Regular Meeting of September 29, 2016		
2. Regular Vouchers Payable \$231,215.81		
3. Special Fund Vouchers Payable \$595.82		
4. 2017 Schedule of Library Facility Closings		
5. 2017 Calendar of Board Meetings		
<u>Items Removed From Consent Agenda</u>		
<u>New Business</u>		
6. 2017 OPL Budget amendment: Expected savings due to changes to the city's health insurance plan have led the city manager to reduce the 2017 library levy he will support downward by \$36,000 to a total of \$2,624,000. Action Requested: Approve the amended 2017 library budget as presented.	YES	308
7. <u>Retirement Planning Incentive Program for 2017</u> – Library Director proposes to continue incentive program for advance notification of intention to retire. Memo included in board packet. Action Requested: Decide whether to extend the retirement notification incentive into 2017.	YES	309
<u>Informational Items</u>	NO	310-318
8. Revenues		
9. Expenditures		
10. Library Highlights		
11. Monthly Statistics		
12. Donations		
13. Personnel Changes		
14. City of Oshkosh: 2017 – 2018 Strategic Plan (Handout)		
<u>Library Director's Report</u>		
<u>Trustee Reports and Comments</u>	NO	
<u>Future Agenda Items</u>		

Adjournment

Next Meeting Scheduled

November 17, 2016 at 4 p.m.

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
September 29, 2016

The Regular Meeting of the Library Board of the Oshkosh Public Library was held on September 29, 2016 and was called to order at 4:15 p.m. by Board Vice-President Bob Bieble. The meeting was held in the Meeting Room at the Oshkosh Public Library. Present were: Kathy Bermingham; Bob Biebel, Kristy Bradish, Stan Mack II, Christine Melm-Simon, Dave Romond and Amy Sitter. Absent were: Lurton Blassingame, Kim Molitor, and Bill Wingren. Others present were: Jeff Gilderson-Duwe, Library Director; Lisa Voss, Head of Library Development; Adeline Miller, Children's and Family Outreach Services Librarian; and Julie Schmude, Administrative Coordinator.

Public Comments: None

Consent Agenda Items:

Regular Meeting Minutes - of the August 25, 2016 regular meeting of the library board.

Financial Reports - August 2016 Regular Vouchers Payable in the amount of \$246,070.13
- August 2016 Special Funds Vouchers Payable in the amount of \$5,517.16
- Position Description – Graphic Designer / Artist

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

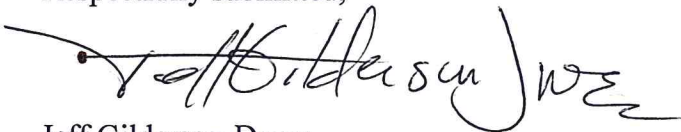
Motion to approve the revised 2017 Budget Proposal. **Motion:** Romond; **Second:** Mack; **Vote:** Unanimous.

Motion to approve the 2017 Resource Library Agreement. **Motion:** Bradish; **Second:** Melms-Simon; **Vote:** Unanimous.

Motion to approve the 2017 Contractual Services Agreement. **Motion:** Sitter; **Second:** Bermingham; **Vote:** Unanimous.

Motion to adjourn the regular meeting at 5:05 p.m. **Motion:** Sitter; **Second:** Bradish; **Vote:** Unanimous.

Respectfully submitted,



Jeff Gilderson-Duwe,
Secretary

Julie Schmude, recorder

It

**Oshkosh Public Library
Vouchers Payable
September 2016**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6102 - Regular Pay</u>		
Salaries & Wages	141,359.98	141,359.98
<u>239-1060-6300 - Fringe Benefits</u>		
FICA / Social Security	10,228.07	
Wisconsin Retirement	8,485.48	
Group Health Insurance	27,884.78	
Group Dental Insurance	1,084.52	
Group Life Insurance	531.24	
Unemployment Compensation	0.00	48,214.09
<u>239-1060-6401 - Contractual Services</u>		
T and L Janitorial Services	2,958.59	
Unique Management Services Inc.	671.25	
WiLS	50.00	
Winnefox Automated Library Services	210.98	3,890.82
<u>239-1060-6404 - Postage & Shipping</u>		
Winnefox Library System	469.08	469.08
<u>239-1060-6410 - Advertising/Marketing</u>		
Winnefox Library System	400.00	400.00
<u>239-1060-6411 - Promotional Services</u>		
City of Oshkosh	1,000.00	1,000.00
<u>239-1060-6424 - Maintenance Office Equipment</u>		
Oshkosh Office Systems	14.31	14.31
<u>239-1060-6426 - Maintenance Machinery, Equipment & Structures</u>		
JKS of Wisconsin, Inc. DBA Servicemaster	290.00	
Kitz & Pfeil	40.32	330.32
<u>239-1060-6448 - Special Services</u>		
Advanced Disposal Services	361.00	361.00
<u>239-1060-6458 - Conference & Training</u>		
Oshkosh Area United Way	11.43	11.43
<u>239-1060-6460 - Membership Dues</u>		
Oshkosh Mid-Morning Kiwanis Club	280.00	280.00
<u>239-1060-6471 - Electricity</u>		
Wisconsin Public Service	9,430.25	9,430.25
<u>239-1060-6474 - Gas Service</u>		
Constellation Energy Services - Natural Gas LLC	194.58	194.58
<u>239-1060-6475 - Telephones</u>		
City Revolving Charge	164.92	
Winnefox Library System	16.74	181.66

**Oshkosh Public Library
Vouchers Payable
September 2016**

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-6483 - Comprehensive Liability</u>		
City Revolving Charge	<u>110.00</u>	110.00
<u>239-1060-6496 - Licenses and Permits</u>		
Winnefox Library System	<u>496.00</u>	496.00
<u>239-1060-6505 - Office Supplies</u>		
Demco	971.87	
Penguin Random House LLC	120.00	
School Specialty	50.00	
Winnefox Library System	<u>120.62</u>	1,262.49
<u>239-1060-6517 - Supplies/Repair Parts</u>		
Kitz & Pfeil Hardware, Inc.	<u>95.85</u>	95.85
<u>239-1060-6527 - Janitorial Supplies</u>		
City Revolving Charge	447.44	
Pingry-Caswell	<u>59.76</u>	507.20
<u>239-1060-6550 - Minor Equipment</u>		
School Specialty	<u>956.26</u>	956.26
<u>239-1060-6575 - Library Materials</u>		
Baker & Taylor	14819.00	
Brilliance Publishing	322.54	
Cavendish Square	258.38	
Cengage	1476.33	
Center Point Publishing	248.06	
Ingram	856.06	
Marquette University Memorial Library	65.00	
Midwest Tape	24.79	
Penguin Random House	552.00	
Quality Books	547.56	
Recorded Books	1407.80	
Regent Book Company	16.06	
Thomson Reuters	292.84	
Wisconsin Taxpayers Alliance	<u>32.95</u>	20,919.37
<u>239-1060-6576 - Promotional Materials</u>		
Winnefox Library System	<u>663.40</u>	663.40
<u>239-1060-6589 - Other Materials & Supplies</u>		
Winnefox Library System	<u>67.72</u>	67.72
		<u>231,215.81</u>

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

	<u>Invoices</u>	<u>Totals</u>
<u>239-1060-1327 - OPL Collection Improvement Fund</u>		
Amazon (pc)	29.44	
Baker & Taylor	23.99	
Recorded Books	<u>39.75</u>	
		93.18
<u>239-1060-1327 - OPL Collection Improvement Fund - Herman Hoxtel</u>		
Penguin Random House	<u>30.00</u>	
		30.00
<u>239-1060-1327 - OPL Collection Improvement Fund - Kelsh</u>		
Baker & Taylor	<u>22.40</u>	
		22.40
<u>239-1060-1327 - OPL Collection Improvement Fund - Helen Schuster</u>		
Baker & Taylor	98.29	
Center Point Large Print	<u>173.76</u>	
		272.05
<u>239-1060-1327 - OPL Technology Fund</u>		
Promevo	<u>30.00</u>	
		30.00
<u>239-1060-1327 - OPL Memorial Fund</u>		
Amazon (pc)	32.98	
Baker & Taylor	17.92	
Ingram	33.54	
Penguin Random House	<u>63.75</u>	
		148.19
		<u>595.82</u>



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

TO: Oshkosh Public Library Board of Trustees

FROM: Jeff Gilderson-Duwe

DATE: October 12, 2016

RE: 2017 SCHEDULE OF LIBRARY FACILITY CLOSINGS

The proposed closings are based upon a combination of factors including holidays established in the Library Employee Handbook, days of anticipated low usage, and other special circumstances. This proposed schedule is consistent with those of previous years.

Saturday, December 31, 2016	New Year's Eve - normal closing time of 5 p.m.
Sunday, January 1, 2017	New Year's Day
Monday, January 2, 2017	New Year's Day – 8 hour holiday for full-time employees
Friday, February 17, 2017	Staff Development Day
Sunday, April 16, 2017	Easter Sunday
Sunday, May 28, 2017	Memorial Day Sunday
Monday, May 29, 2017	Memorial Day
	Summer Schedule Begins
Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
	Fall Schedule Begins
Thursday, November 23, 2017	Thanksgiving Day
Sunday, December 24, 2017	Christmas Eve
Monday, December 25, 2017	Christmas Day
Tuesday, December 26, 2017	Christmas Day - 8-hour holiday for full time employees
Sunday, December 31, 2017	New Year's Eve - normal closing time of 5 p.m.
Monday, January 1, 2018	New Year's Day
Tuesday, January 2, 2018	New Year's Day – 8-hour holiday for full-time employees



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

TO: Oshkosh Public Library Board
FROM: Jeff Gilderson-Duwe
DATE: October 13, 2016
SUBJECT: 2017 Calendar of Board Meetings - Proposed

The Oshkosh Public Library Board meetings fall on the last Thursday of the month (which is not always the fourth Thursday) in accordance with the By-Laws. This will accommodate Trustee scheduling conflicts and the timeliness with which we receive financial information. Meetings begin at 4:00 p.m.

The Winnefox Library System Board meetings are scheduled for the last Wednesday of every other month, starting at 4:30 p.m.

Exceptions have been made in both board schedules to avoid conflict with holidays.

Oshkosh Public Library	Winnefox Library System
Thursday, January 26, 2017	Wednesday, January 25, 2017
Thursday, February 23, 2017	
Thursday, March 30, 2017	Wednesday, March 29, 2017
Thursday, April 27, 2017	
Thursday, May 25, 2017	Wednesday, May 31, 2017
Thursday, June 29, 2017	
Thursday, July 27, 2017	Wednesday, July 26, 2017
Thursday, August 31, 2017	
Thursday, September 28, 2017	Wednesday, September 27, 2017
Thursday, October 26, 2017	
Thursday, November 30, 2017	Wednesday, November 29, 2017
* Thursday, December 21, 2017*	
Thursday, January 25, 2018	Wednesday, January 31, 2018

* Denotes meeting moved to avoid conflict with holiday.

Oshkosh Public Library
2017 Operating Budget Proposal - Expense Detail

		OPERATIONS			
		2016 Budget	2016 Est	2017 Budget	2017 NOTES
TOTAL DIRECT LABOR		1,888,000	1,798,700	1,942,100	2% market adj; PFP fully funded
TOTAL INDIRECT LABOR		663,300	593,400	649,200	8% health ins premium incr
6401-00000	Contractual Services	298,700	317,100	328,529	Tech replacement funded at \$20K
6402-00000	Auto Allowance	200	200	200	
6404-00000	Postage & Shipping	3,500	3,500	3,500	
6410-00000	Advertising/Marketing	4,500	4,500	4,000	
6411-00000	Promotional Services	4,000	4,000	4,300	
6418-00000	Repairs to Motor Vehicles	0	0	0	
6424-00000	Maintenance Office Equipment	15,000	10,000	4,500	
6426-00000	Maint Mach/Equip/Bldg/Struct	55,000	70,200	60,000	
6432-00000	Equipment Rental	500	600	600	
6437-00000	Parking Facility Rental	5,200	5,200	0	
6448-00000	Special Services	5,100	5,100	5,100	
6454-00000	Legal Professional Service	0	500	0	
6458-00000	Conference & Training	3,200	4,500	3,500	
6459-00000	Other Employee Training	0	0	500	
6460-00000	Membership Dues	1,100	1,100	1,500	
6466-00000	Misc Contractual Services	0	0	0	
TOTAL CONTRACTUAL SERVICES		396,000	426,500	416,200	
Utilities					
6471-00000	Electricity	85,000	85,000	85,000	
6472-00000	Sewer Service	3,200	3,200	3,500	10% increase
6473-00000	Water Service	4,000	4,000	4,000	
6474-00000	Gas Service	30,000	30,000	31,200	4% increase
6475-00000	Telephones	5,700	5,700	5,500	
6476-00000	Storm Water	2,500	2,500	2,800	10% increase
TOTAL UTILITIES		130,400	130,400	132,000	4% Electric incr; Natural Gas 0%
Sundry Fixed Charges					
6481-00000	Workers Compensation	1,900	1,900	3,600	
6482-00000	Building & Contents	11,800	11,800	6,300	Building/Contents Ins decr
6483-00000	Comprehensive Liability	1,200	1,200	1,200	
6494-00000	Boiler Insurance	1,200	1,200	1,200	
6496-00000	Licenses and Permits	1,200	1,200	1,200	
TOTAL SUNDRY FIXED CHARGES		17,300	17,300	13,500	
Materials & Supplies					
6505-00000	Office Supplies	30,000	30,000	30,000	
6506-00000	Software Supplies	1,000	1,000	1,000	
6509-00000	Computer Supplies	300	400	300	
6514-00000	Gasoline	100	100	100	
6517-00000	Supplies/Repair Parts	10,000	10,000	12,000	
6527-00000	Janitorial Supplies	3,500	3,500	3,500	
6529-00000	Chemicals	1,000	0	500	
6550-00000	Minor Equipment	0	0	0	
6575-00000	Library Materials	346,400	346,400	344,800	Book Pages/Teen Ink \$1000
6576-00000	Promotional Materials	12,000	10,000	10,500	
6589-00000	Other Materials & Supplies	2,500	2,500	1,000	
TOTAL MATERIALS & SUPPLIES		406,800	403,900	403,700	
TOTAL LIBRARY		3,501,800	3,370,200	3,556,700	
Estimated Revenues		844,700	841,100	932,700	Incr county rev, bk sales, graphics contractual rev
TOTAL NET LEVY		2,657,100	2,657,100	2,624,000	-1.25%
NET BUDGET SURPLUS / DEFICIT		0	128,000	0	
CARRYOVER SURPLUS / DEFICIT			132,200		
ACCUMULATED NET SURPLUS / DEFICIT			260,200		



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: October 13, 2016
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe, Director
SUBJECT: Retirement Planning Incentive Program for 2017

I propose that the library continue to offer an incentive program for employees to give advance notice of their intention to retire. The main benefit of continuing this program is that it will give library administration time to plan for vacancies and recruitment.

I propose to continue to offer a payment of \$1000 per regular full- time employee or a payment of \$500 per regular part time employee with their final check to employees who:

- are WRS eligible; and
- will have been employed with the Library for at least ten (10) years upon their date of retirement; and
- will or have already given at least eight (8) weeks formal notice to the Library of their intention to retire on an immediate WRS annuity between January 1, 2017 and December 31, 2017.

I believe that this incentive program has been very helpful to library administration since it was instituted in 2011, and I urge the library board to approve its continuation.

"A Library In Every Life"

OSHKOSH PUBLIC LIBRARY
STATEMENT OF REVENUE
September 2016
75% of the Year

	ESTIMATED REVENUES	SEPTEMBER REVENUES	REVENUES TO DATE	% of ANNUAL EST. TOTAL	REVENUE EXCESS (DEFICIENCY)
Fines	25,000.00	629.22	17,037.57	68.15%	(7,962.43)
Collection Service Fees - Collected in-house	6,500.00	359.85	5,057.93	77.81%	(1,442.07)
Photocopiers	2,500.00	236.35	2,889.84	115.59%	389.84
Other Copies	12,000.00	656.28	6,483.59	54.03%	(5,516.41)
TOTAL OPERATING REVENUES	46,000.00	1,881.70	31,468.93	68.41%	(14,531.07)
Winnebago County	514,926.00	128731.50	386,194.50	75.00%	(128,731.50)
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
Wausara 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	128,731.50	416,656.93	52.83%	(372,011.07)
Leander Choate Fund	2,200.00	1.40	5.40	0.25%	(2,194.60)
Abbey Harris Fund	4,500.00	23.80	2,107.69	46.84%	(2,392.31)
George Hilton Fund	300.00	4.14	44.39	14.80%	(255.61)
TOTAL TRUST REVENUES	7,000.00	29.34	2,157.48	30.82%	(4,842.52)
MEETING ROOM REVENUES	3,000.00	115.00	2,082.50	69.42%	(917.50)
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	54.50	1,522.81	#DIV/0!	1,522.81
CITY OF OSHKOSH LEVY	2,657,100.00	0.00	2,657,100.00	100.00%	0.00
TOTAL REVENUES	3,501,768.00	130,812.04	3,110,988.65	88.84%	(390,779.35)

Oshkosh Public Library
Statement of Expenditures
September 2016
75% of the year

	2016	SEPTEMBER	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	September 30, 2016
Salaries, Wages, & Benefits					
Salaries & Wages	1,888,000.00	141,359.98	1,281,417.26	67.87	606,582.74
FICA	142,700.00	10,228.07	93,388.97	65.44	49,311.03
Wisconsin Retirement	112,300.00	8,485.48	77,148.77	68.70	35,151.23
Health Insurance	383,100.00	27,884.78	248,305.42	64.81	134,794.58
Dental Insurance	13,500.00	1,084.52	9,655.80	71.52	3,844.20
Life Insurance	5,900.00	531.24	4,815.22	81.61	1,084.78
Income Continuation Insurance	4,100.00	0.00	0.00	0.00	4,100.00
Sub Total Fringe Benefits	661,600.00	48,214.09	433,314.18	65.49	228,285.82
TOTAL PAYROLL	2,549,600.00	189,574.07	1,714,731.44	67.25	834,868.56
Contractual Services	298,700.00	3,890.82	190,881.77	63.90	107,818.23
Auto Allowance	200.00	0.00	230.48	115.24	-30.48
Postage & Shipping	3,500.00	469.08	1,931.82	55.19	1,568.18
Advertising/Marketing	4,500.00	400.00	2,035.00	45.22	2,465.00
Promotional Services	4,000.00	1,000.00	3,743.50	93.59	256.50
Maint. Office Equipment	15,000.00	14.31	1,165.33	7.77	13,834.67
Maint. Mach, Equip, Structures	55,000.00	330.32	37,839.86	68.80	17,160.14
Equipment Rental	500.00	0.00	1,245.08	249.02	-745.08
Parking Rental	5,200.00	0.00	5,760.00	110.77	-560.00
Special Services	5,100.00	361.00	3,602.80	70.64	1,497.20
Legal Professional Services	0.00	0.00	539.00	#DIV/0!	-539.00
Conference & Training	3,200.00	11.43	3,345.07	104.53	-145.07
Employee Training	0.00	0.00	0.00	#DIV/0!	0.00
Dues	1,100.00	280.00	947.00	86.09	153.00
Misc. Contractual Services	0.00	0.00	570.24	#DIV/0!	-570.24
Electricity	85,000.00	9,430.25	69,845.70	82.17	15,154.30
Sewer Service	3,200.00	0.00	1,711.39	53.48	1,488.61
Water Service	4,000.00	0.00	2,037.86	50.95	1,962.14
Gas Service	30,000.00	194.58	10,144.16	33.81	19,855.84
Telephone	5,700.00	181.66	2,101.67	36.87	3,598.33
Storm Water Utility	2,500.00	0.00	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	0.00	12,685.00	107.50	-885.00
Comprehensive Liability Ins	1,200.00	110.00	990.00	82.50	210.00
Boiler Insurance	1,200.00	0.00	0.00	0.00	1,200.00
Licenses and Permits	1,200.00	496.00	1,131.46	94.29	68.54
Office Supplies	30,000.00	1,262.49	18,314.88	61.05	11,685.12
Software	1,000.00	0.00	671.05	67.11	328.95
Computer Supplies	300.00	0.00	536.64	178.88	-236.64
Gasoline	100.00	0.00	0.00	0.00	100.00
Supplies/Repair Parts	10,000.00	95.85	4,423.79	44.24	5,576.21
Janitorial Supplies	3,500.00	507.20	3,070.21	87.72	429.79
Minor Equipment	0.00	956.26	1,122.67	#DIV/0!	-1,122.67
Library Materials	348,100.00	20,919.37	176,018.30	50.57	172,081.70
Promotional Materials	12,000.00	663.40	5,003.57	41.70	6,996.43
Other Materials & Supplies	2,500.00	67.72	1,427.02	57.08	1,072.98
TOTAL LIBRARY BUDGET	3,501,800.00	231,215.81	2,286,470.37	65.29	1,215,329.63

Oshkosh Public Library Highlights October 2016

1. As part of OPL's strategic plan to "make a visit to the library a comfortable and pleasant experience," the Library's PBIS Team has completed Tier 1 training with the Oshkosh Public School District. PBIS stands for Positive Behaviors and Intervention Supports. It is a national program that has been used in most of the Oshkosh Public Schools for a couple of years. The broad goal is prepare kids to be "community and employment ready." It gives equal importance to teaching appropriate behaviors as it does to any other subject matter. The Library's PBIS team has learned ways to create positive, proactive relationships with kids and families who use the library. They have also created a matrix of expected behaviors in various areas of the library, which will assist in giving clarity to all library customers. The next steps include training the rest of the library staff and rolling out our new practices to the community.
2. Local author Randy Domer spoke at the library on Oct. 6, sharing stories from his two books about Oshkosh and offering a sneak peek at a new book he is writing. Twenty-two people attended the program.
3. OPL celebrated Star Wars Read Day on Oct. 8 with a read-in for children at the library and a booth at the Oshkosh Saturday Farmer's Market. At the library event, 39 children read Star Wars books, played Star Wars-themed games and enjoyed treats. At the farmer's market, staff dressed up in costume and posed for photos with the public to promote the read-in and other library events, activities and resources.
4. A new shared catalog for libraries in the Winnefox Library System was launched in October. It includes several new features that make it easier to browse for specific formats and genres; add versatility to the process of placing a hold; and link directly to Overdrive and reader's advisory resources, as well as the research pages on individual library web sites.
5. Reference & Adult Services offered a technology update to the Learning in Retirement group on Oct. 19, including devices and apps: live streaming; tablets and smart phones; and smart digital assistance. A total of 42 people attended the session.

MONTHLY REPORT
Oshkosh Public Library
September 2016

CIRCULATION	Sep 2016	Sep 2015	% Change	YTD 2016	YTD 2015	% Change
Book-Adult	15,220	20,179	-25%	154,748	191,528	-19.2%
Book-Juvenile	15,966	18,583	-14%	161,864	176,515	-8.3%
Book-YA/Teen	1,782	0	#DIV/0!	19,059	0	
CD-Adult	2,509	3,655	-31%	30,349	30,919	-1.8%
CD-Juvenile	250	328	-24%	2,220	2,910	-23.7%
CD-YA/Teen	1	0	#DIV/0!	46	0	
CD-Book-Adult	1,702	2,057	-17%	16,446	20,777	-20.8%
CD-Book-Juvenile	285	277	3%	3,166	2,937	7.8%
CD-Book-YA/Teen	27	0	#DIV/0!	303	0	
DVD-Adult	12,720	13,879	-8%	125,295	139,920	-10.5%
DVD-Juvenile	4,221	4,670	-10%	44,548	47,552	-6.3%
DVD-YA/Teen	20	0	#DIV/0!	245	0	
Game-Adult	517	693	-25%	5,155	10,212	-49.5%
Game-Juvenile	114	151	-25%	1,486	1,184	25.5%
Game-YA/Teen	0	0	#DIV/0!	7	0	
Magazine-Adult	1,174	1,271	-8%	11,146	12,097	-7.9%
Magazine-Juvenile	61	68	-10%	556	764	-27.2%
Magazine-YA/Teen	7	0	#DIV/0!	82	0	
Other-Adult	111	8	1288%	1,227	205	498.5%
Other-Juvenile	40	10	300%	479	235	103.8%
Other-YA/Teen	2	0	#DIV/0!	22	0	
Total Adult	33,953	41,742	-19%	310,930	405,658	-23.4%
Total Juvenile	20,937	24,087	-13%	193,382	232,097	-16.7%
Total YA/Teen	1,839	0		17,925	0	
SUB TOTAL	56,729	65,829	-14%	522,237	637,755	-18.1%
E-Books						
OverDrive E-Books	3,133	3,302	-5%	30,710	29,868	2.8%
OverDrive Audiobooks	1,894	1,402	35%	15,955	11,818	35.0%
Tumblebooks	368	0		1,270	0	
SUB TOTAL	5,573	5,128	9%	47,935	41,686	15.0%
TOTAL CIRCULATION	74,589	78,340	-5%	626,901	679,441	-7.7%

PHYSICAL MATERIALS	Sep 2016	Sep 2015	% Change	YTD 2016	YTD 2015	% Change
% AV Materials Circulated	40%	39%	2%	44.2%	40.3%	9.8%
% Print Materials Circulated	60%	61%	-1%	66.5%	59.7%	11.4%
% Adult Materials Circulated	63%	63%	0%	69.7%	63.6%	9.6%
%Youth Materials Circulated	37%	37%	1%	41.0%	36.4%	12.8%
Average Circulation Per Hour	221.1	252	-12%	247	273	-9.6%

MISCELLANEOUS	Sep 2016	Sep 2015	% Change	YTD 2016	YTD 2015	% Change
Library Facility Traffic	11,128	22,502	-50.5%	204,787	237,738	-13.9%
Average Daily Traffic	397	804	-50.5%	7,259	8,557	-15.2%
Meetings Held	75	70	7.1%	659	575	14.6%
New Card Registrations	229	305	-24.9%	2,398	2,610	-8.1%
Self-check % of Checkout	49%	68%	-28.7%	371%	639%	-42.0%
Volunteer Hours Worked	260	623	-58.3%	4,216	5,267	-20.0%
Teacher Packs	7	9	-22.2%	45	62	-27.4%

ELECTRONIC RESOURCES	Sep 2016	Sepg 2015	% Change	YTD 2016	YTD 2015	% Change
OPL Website Sessions	22,688	25,873	-12%	210,437	255,807	-17.7%
SUBSCRIPTION DATABASE SESSIONS						
Ancestry	52			530	0	
EBSCO Sessions	180	697		2,181	4,462	-51.1%
HeritageQuest Sessions	86	69		558	1,278	-56.3%
Mango Languages	57			207	0	
Mitchell Auto Repair	38			65	0	
NewspaperARCHIVE	428			3,567	0	
Oshkosh Northwestern	42	80		373	620	-39.8%
RefUSA	104			623	0	
SUB-TOTAL	987	846		9,091	6,360	
LOCAL DATABASE SESSIONS						
1957 Address Change	69			518	0	
City Directories	194			1,460	0	
Digital Collections	384			3,033	0	
Local History Books	135			840	0	
Oshkosh Facts, Firsts, and FAQ	13			69	0	
Oshkosh Newspaper Index	3			92	0	
Oshkosh Vital Records Index	531	637	-17%	5,398	5,369	0.5%
Riverside Cemetary Index	52			431	0	
UWDC - Atlases & Histories	55			495	0	
SUB-TOTAL	1,436			12,336	5,369	
TOTAL ELECTRONIC RESOURCE SESSIONS	25,111			231,864	0	

PUBLIC COMPUTER USE	Sep 2016	Sep 2015	% Change	YTD 2016	YTD 2015	% Change
Wireless Use	24564	13193	86%	215,872	107539	100.7%
Public Computer Use						
Adult	3,315	4,076	-19%	32441	36908	-12.1%
Youth	882	889	-1%	8917	9052	-1.5%
TOTAL USE	4,197	4,965	-15%	41358	45960	-10.0%

QUESTIONS ANSWERED	Sep 2016	Sep 2015	% Change	YTD 2016	YTD 2015	% Change
Adult Department						
Reference	11,164	10,668	5%	115,878	113,150	2.4%
Directional/Rule/Policy	561	823	-32%	6,470	19,940	-67.6%
Knowledge Sharing	381	625	-39%	4,440	6,769	-34.4%
E-mail	14	8	75%	108	110	-1.8%
Youth Department	0	0		0	0	
Reference	558	551	1%	10,601	13,600	-22.1%
Directional/Rule/Policy	418	347	20%	4,116	4,254	-3.2%
Knowledge Sharing	267	212	26%	2,388	1,257	90.0%
TOTAL QUESTIONS ANSWERED	13,363	13,234	1%	144,001	159,080	-9.5%

PROGRAMS	Sep 2016	Sep 2015	% Change	YTD 2016	YTD 2015	% Change
Programs Given						
Adult	16	8	100%	91	38	139.5%
Teen	5	2	150%	42	20	110.0%
Youth	26	30	-13%	232	220	5.5%
Roving Reader	8	1	700%	53	55	-3.6%
TOTAL	55	41	34%	418	333	25.5%

Program Attendance						
Adult	181	44	311%	1,586	559	184%
Teen	83	17	388%	481	178	170%
Youth	663	735	-10%	10,557	8,787	20%
TOTAL	927	796	16%	12,624	9,524	33%

PROGRAMS**DATE****Adult**

Adult Coloring Club	9/6/2016
Knight Moves Chess Club	9/7/2016
WinnebagoLand Genealogical Society	9/8/2016
Learning in Retirement: Germans in Oshkosh	9/9/2016
Knitting Group	9/13/2016
Memory Café	9/14/2016
Knight Moves Chess Club	9/14/2016
Exploring the History of your house	9/15/2016
Adult DIY - Pumpkin Canvas	9/20/2016
Knight Moves Chess Club	9/21/2016
Drabbles (Write Now)	9/21/2016
Write Your Memoir (Write Now)	9/27/2016
Knitting Group	9/27/2016
Knight Moves Chess Club	9/28/2016
Podcasting	9/29/2016

Teen

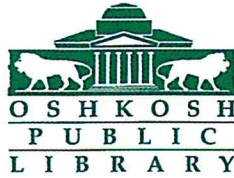
Teen Book Club	9/2/2016
Teen DIY Duct Tape Cases	9/16/2016
Mighty Castle Chess Club	9/16/2016
Kitten Kuddle	9/21/2016
Mighty Castle Chess Club	9/23/2016
Mighty Castle Chess Club	9/30/2016

Youth

WIC Outreach	9/6/2016
WonderLab	9/7/2016
Family Storytime (2 sessions)	9/12/2016
Read to a dog	9/12/2016
Kids Are Us In-Home Family Daycare	9/12/2016
Lil' Explorers / Helping Hands Day Cares	9/13/2016
WonderLab	9/14/2016
Miller's Family Day Care Center	9/14/2016
Wee Wisdom	9/14/2016
Family Storytime	9/15/2016
Family Storytimes (2sessions)	9/19/2016
High Hopes (4 sessions)	9/19/2016
Read to a dog	9/19/2016
Arts for Kids (4-5 year olds)	9/20/2016
Arts for Kids (3 year olds)	9/20/2016
Brick by Brick	9/21/2016
REFLECT Fellowship Group	9/21/2016
Family Storytime	9/22/2016

Youth, cont'd.

Family Storytime (2 sessions)	9/26/2016
High Hopes (4 sessions)	9/26/2016
Read to a dog	9/26/2016
Tweens Create	9/27/2016
Miller's Family Day Care Center	9/28/2016
Family Storytime	9/29/2016



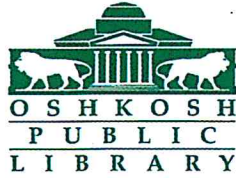
106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMO

TO: Jeff Gilderson-Duwe
FROM: Libby Terrell
DATE: October 19, 2016
SUBJECT: September 2016 Donations

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

9/22/2016	From Peter Theil and the Lichtenberg Family in memory of Barbara Lichtenberg	\$100.00
9/30/2016	Donations from individual patrons in September 2016	\$73.41



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

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

There were no personnel changes to report in the month of September.

"Connecting People with Information"