



**Oshkosh Public Library Board of Trustees  
Agenda – Thursday, December 18, 2025 at 4pm  
Library Lower-Level Meeting Room**

<u>AGENDA</u>		<u>ACTION REQUIRED</u>	<u>PAGE</u>
<b>Call to Order:</b> 4:00 p.m.			
<b>Public Comments</b>			
<b>Consent Agenda:</b>		YES	446-448
1.	Minutes of the regular Board meeting of November 20, 2025		
2.	Authorized Payments from November 15, 2025 to December 12, 2025 --\$62,151.10		
<b>Items Removed from Consent Agenda</b>			
<b>New Business</b>			
3.	<p><b>Memo—OPL 2026 Pay Plan:</b> The 2026 pay plan matrix is presented for Library Board consideration. As per City projections, this plan presumes the 4.25% increase in hourly pay rates for benefitted employees built into the final version of the 2026 operating budget previously approved by the Board. Non-benefitted employees' adjustment is 2.5%.</p> <p><b>Action requested:</b> <i>Motion to approve 2026 pay plan for library personnel.</i></p>	YES	449
4.	<p><b>Memo—Library Card Eligibility Policy</b></p> <p><b>Action requested:</b> <i>Motion to approve updates to policy concerning library card eligibility at Oshkosh Public Library.</i></p>	YES	450-453
5.	<p><b>Memo—Updates to Fines and Fees</b></p> <p><b>Action requested:</b> <i>Motion to approve updates to the library's schedule of fines and fees.</i></p>	YES	454-462
6.	<p><b>Memo—2026 Endowment Requests, Round One</b></p> <p><b>Action requested:</b> <i>Motion to approve endowment requests for 2026.</i></p>	YES	463-466
<b>Informational Items</b>		NO	467-477
8.	Revenues		
9.	Donations		
10.	Expenditures – Budget and Endowment		
11.	Library Highlights		
12.	Monthly Statistics		
13.	Personnel Changes		





<b><u>Library Director's Report</u></b>			
14.	Report on operations of the Oshkosh Public Library	NO	478-479
<b><u>Trustee Reports and Comments</u></b>			
<b><u>Adjournment</u></b>			
<b><u>Next Meeting Scheduled:</u> Thursday, January 29 at 4 p.m.</b>			



**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
**November 20, 2025**

The November 20, 2025, Oshkosh Public Library Board of Trustees meeting was held at the Oshkosh Public Library and called to order at 4:00 PM by Board President Bill Bracken.

**Present:** Bill Bracken, Tony Kneepkens, Larry Lautenschlager, Christine Melms-Simon, Baron Perlman, Ashlee Rahmlow and David Rucker.

**Absent:** Kim Brown, Susan Fojtik and Amber Shemanski

**Also Present:** Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Julie Calmes, City of Oshkosh Finance Director; Laura McDonald, Marketing/PR Coordinator; Marcy Cannon, Winnefox Library System Business Manager; Tracie Schlaak, Winnefox Administrative Specialist; Alan Lareau, League of Women Voters of Winnebago County; Jacqueline Gunn, Adjunct Oshkosh Public Library Board Member; Kayla Sweeney, Adjunct Oshkosh Public Library Board Member; Kong Thao, Graphic Designer; Joe Bongers, Head of Adult Services; Michelle Behnke, City of Oshkosh Human Resources Manager and Steve McDonald.

**Consent Agenda**

- Minutes of the Regular Board Meeting of October 30, 2025
- Authorized Payments from October 25, 2025 to November 14, 2025 - \$39,569.33

Motion to approve the consent agenda.

**Motion:** Perlman; **Second:** Lautenschlager; **Vote:** Unanimous

**New Business**

- City of Oshkosh Human Resources Manager, Michelle Behnke presented a city re-organization plan and answered questions. No board action taken.
- Hoopla Digital Service – There was a discussion about the rising cost of Hoopla Digital Service and potential 2026 Endowment support. No board action taken.
- Motion to approve the Unattended Child and Vulnerable Adult policy.  
**Motion:** Perlman; **Second:** Rahmlow; **Vote:** Unanimous
- Motion to approve the Yard Sign Policy.  
**Motion:** Perlman; **Second:** Lautenschlager; **Vote:** All Nays – motion defeated
- Motion to approve continuation of the Oshkosh Public Library Retirement Planning Incentive program of \$1000 for 2026.  
**Motion:** Perlman; **Second:** Rahmlow; **Vote:** Motion Passed 6-1 Ayes: Bracken, Kneepkens, Lautenschlager, Melms-Simon, Perlman, Rahmlow. Nays: Rucker

Motion to adjourn at 5:42 pm

**Motion:** Perlman; **Second:** Rahmlow; **Vote:** Unanimous

Respectfully submitted,

Darryl Eschete, Secretary  
Tracie Schlaak, Recorder

## Authorized Payments 11/15/25 to 12/12/25

<b>3RD PARTY CONTRACTED SERVICE</b>	<b>\$1,302.00</b>
<b>GARTMAN MECHANICAL</b>	<b>465.00</b>
Plumbing service on 11/12/25 to install toilet in	465.00
<b>GUARDIAN FINE ART</b>	<b>837.00</b>
Shuttle Service - Pick up one work from MACC on Mi	837.00
<b>ADVERTISING/POSTAGE/PRINTING</b>	<b>\$4,938.44</b>
<b>CROWN TROPHY</b>	<b>95.00</b>
Vinyl graphics on reading room sign	95.00
<b>DIGITAL PRINTING INN</b>	<b>20.00</b>
Poster - Movies with friends	20.00
<b>HOUCK TRANSIT ADVERT</b>	<b>4250.00</b>
Transit Media Space	4250.00
<b>WINNEFOX LIBRARY SYS</b>	<b>573.44</b>
Reimbursements	573.44
<b>CONTRACTUAL AGREEMENT PYMNTS</b>	<b>\$12,971.75</b>
<b>WINNEFOX LIBRARY SYS</b>	<b>12971.75</b>
Contractual agreement for December 2025	12971.75
<b>EMPLOYEE ALLOWANCE/REIMBRSMNT</b>	<b>\$3.50</b>
<b>WINNEFOX LIBRARY SYS</b>	<b>3.50</b>
Reimbursements	3.50
<b>LEASE EXPENSE</b>	<b>\$188.27</b>
<b>GREATAMERICA FINANCI</b>	<b>188.27</b>
Copier lease	188.27
<b>NON-INV - SUPPLIES</b>	<b>\$5,255.49</b>
<b>BLOCK IRON AND SUPPL</b>	<b>39.60</b>
4 blank keys	39.60
<b>FILTERS UNLIMITED</b>	<b>785.06</b>
Filters	785.06
<b>FIRST DATA MERCHANT</b>	<b>2664.03</b>
Clover machines	2664.03
<b>GARTMAN MECHANICAL</b>	<b>246.75</b>
Plumbing service on 11/12/25 to install toilet in	246.75
<b>KITZ AND PFEIL INC</b>	<b>28.41</b>
Maintenance supplies	28.41
<b>PINGRY-CASWELL INC</b>	<b>63.20</b>
Hand Soap	63.20
<b>SHERWIN WILLIAMS CO</b>	<b>237.65</b>
Paint	237.65
<b>WINNEFOX LIBRARY SYS</b>	<b>1190.79</b>
Reimbursements	1190.79
<b>OFFICE SUPPLIES</b>	<b>\$1,775.33</b>
<b>KAPCO/KENT ADHESIVE</b>	<b>325.60</b>
Book Covers	325.60
<b>STAPLES ADVANTAGE</b>	<b>721.96</b>
Office Supplies	721.96
<b>WINNEFOX LIBRARY SYS</b>	<b>727.77</b>
Reimbursements	727.77
<b>PREVENTATIVE MNTC CONTRACTS</b>	<b>\$1,171.57</b>
<b>GFL SOLID WASTE</b>	<b>773.98</b>
Waste disposal	773.98
<b>GORDON FLESCH</b>	<b>397.59</b>
Copier Maint - First Floor Print Center	56.72

Copier Maintenance - 2nd Floor Ref Desk, 2nd Floor	246.32
Copier Maintenance - Tech Services	94.55
<b>PROGRAMMING/CONSUMER COSTS</b>	<b>\$666.85</b>
<b>ALIA WEYLOCK</b>	<b>72.69</b>
Reimbursement for crafts for CBPP	46.09
Reimbursement for snacks for games group	26.60
<b>J AND R AQUATIC</b>	<b>271.00</b>
Public presentation	271.00
<b>TRACY SCHELLER</b>	<b>11.81</b>
Reimbursement for puzzle competition	11.81
<b>WINNEFOX LIBRARY SYS</b>	<b>311.35</b>
Reimbursements	311.35
<b>RESTRICTED COLLECTION IMPRVMT</b>	<b>\$610.43</b>
<b>CENTER POINT LARGE P</b>	<b>449.46</b>
Library materials - Schuster	449.46
<b>MIDWEST TAPE</b>	<b>160.97</b>
Library materials - Schuster	104.98
Library materials-Schuster	55.99
<b>RESTRICTED FACILITIES</b>	<b>\$1,764.29</b>
<b>WINNEFOX LIBRARY SYS</b>	<b>1764.29</b>
Reimbursements	1764.29
<b>SPECIALTY SUPPLIES</b>	<b>\$24,244.48</b>
<b>BOTTOM LINE PERSONAL</b>	<b>39.00</b>
Library materials	39.00
<b>CENTER POINT LARGE P</b>	<b>30.71</b>
Library materials	30.71
<b>GALE CENGAGE LEARNIN</b>	<b>1028.33</b>
Library materials	1028.33
<b>INFOUSA MARKETING</b>	<b>4950.00</b>
Library materials - Reference Solutions	4950.00
<b>INGRAM LIBRARY SERVI</b>	<b>9842.51</b>
Library materials	9875.51
RETURN CREDIT	-10.99
RETURN DAMAGED	-11.21
RETURN DEFECTIVE	-10.80
<b>MIDWEST TAPE</b>	<b>7838.01</b>
Library materials	1554.05
Library materials-Hoopla	6283.96
<b>PLAYAWAY PRODUCTS</b>	<b>515.92</b>
Library materials	515.92
<b>SUBSCRIPTION/LICENSING CNTRCTS</b>	<b>\$480.00</b>
<b>WINNEFOX LIBRARY SYS</b>	<b>480.00</b>
Reimbursements	480.00
<b>TELEPHONE / INTERNET SERVC</b>	<b>\$81.02</b>
<b>AT &amp; T</b>	<b>46.78</b>
IP Flex Plan	46.78
<b>WINNEFOX LIBRARY SYS</b>	<b>34.24</b>
Reimbursements	34.24
<b>UTILITY EXPENSE</b>	<b>\$6,697.68</b>
<b>CONSTELLATION NEWENE</b>	<b>681.86</b>
Gas Services	681.86
<b>WI PUBLIC SERVICE CO</b>	<b>6015.82</b>
106 WASHINGTON AVE-5726593906	6015.82
<b>Grand Total</b>	<b>\$62,151.10</b>



2026 OSHKOSH PUBLIC LIBRARY PAY PLAN - UPDATED		HOURLY RATES/STEPS AS OF 01/01/2026						
GRADE	POSITION						100%	120%
		MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	CONT PT	MAX
18	LIBRARY DIRECTOR	\$ 56.41	\$ 58.02	\$ 59.63	\$ 61.25	\$ 62.86	\$ 64.47	\$ 77.36
14	ADMINISTRATIVE LIBRARY MANAGER	\$ 42.74	\$ 43.96	\$ 45.18	\$ 46.40	\$ 47.62	\$ 48.84	\$ 58.61
14	MANAGING LIBRARIAN	\$ 42.74	\$ 43.96	\$ 45.18	\$ 46.40	\$ 47.62	\$ 48.84	\$ 58.61
11	LIBRARIAN	\$ 34.76	\$ 35.76	\$ 36.75	\$ 37.74	\$ 38.74	\$ 39.73	\$ 47.68
11	LIBRARY OPERATIONS COORDINATOR	\$ 34.76	\$ 35.76	\$ 36.75	\$ 37.74	\$ 38.74	\$ 39.73	\$ 47.68
10	GRAPHIC ARTIST	\$ 32.48	\$ 33.41	\$ 34.34	\$ 35.26	\$ 36.19	\$ 37.12	\$ 44.54
10	MARKETING COORDINATOR	\$ 32.48	\$ 33.41	\$ 34.34	\$ 35.26	\$ 36.19	\$ 37.12	\$ 44.54
10	OPERATIONS MANAGER	\$ 32.48	\$ 33.41	\$ 34.34	\$ 35.26	\$ 36.19	\$ 37.12	\$ 44.54
9	LIBRARIAN-NO MASTERS	\$ 30.35	\$ 31.21	\$ 32.08	\$ 32.95	\$ 33.81	\$ 34.68	\$ 41.62
5	FACILITIES MAINTENANCE TECHNICIAN	\$ 23.22	\$ 23.89	\$ 24.55	\$ 25.21	\$ 25.88	\$ 26.54	\$ 31.85
5	LIBRARY ASSISTANT II	\$ 23.22	\$ 23.89	\$ 24.55	\$ 25.21	\$ 25.88	\$ 26.54	\$ 31.85
4	MAINTENANCE WORKER	\$ 21.81	\$ 22.43	\$ 23.05	\$ 23.67	\$ 24.30	\$ 24.92	\$ 29.90
3	LIBRARY ASSISTANT I	\$ 20.37	\$ 20.95	\$ 21.53	\$ 22.12	\$ 22.70	\$ 23.28	\$ 27.94
B	PAGE	\$ 14.38	\$ 14.92	\$ 15.49	\$ 16.04	\$ 16.59	\$ 17.14	N/A



## MEMORANDUM

**TO:** Library Board of Trustees  
**FROM:** Darryl Eschete, Library Director  
**DATE:** December 18, 2025  
**SUBJECT:** Library Card Eligibility Policy Updates

Find enclosed updates to the Library Card Eligibility Policy to keep our practices current and to make our card registration process more secure.

### **1. Recognition of 16 Year Old Account Holders**

State law gives 16-year-olds nearly the same rights as adults when it comes to managing library accounts. The proposed change simply reflects that reality, helping us stay aligned with the law while supporting fair access for older teens.

### **2. Strengthening ID Requirements at Registration**

Right now, applicants only need to show proof of address. Documents like mailed correspondence can be obtained improperly, so proof of address alone doesn't always confirm identity. To better protect patrons and the library, the updated policy would require two things: (a) proof of address and (b) some form of photo ID.

As we currently do for people who can't provide proof of address, we will continue to offer alternative options for those who don't have photo ID, ensuring the policy stays both secure *and* accessible. Most adults already present a photo ID with their address when they sign up, so we don't expect this change to be a significant barrier for new users.

Respectfully Submitted,

Darryl Eschete



# Library Card Eligibility

To be issued a library card a person must be physically present and provide adequate identification.

The library will make exceptions to the physically-present rule for:

1. Children whose parents present the registration form given to them in the hospital read-aloud packet or who come in and fill out a registration form for their child. The requesting parent must present adequate identification.
2. Persons physically unable to come to a library outlet who send another to get a library card for them. The person representing the disabled person must have their own identification. The card will be mailed to the card holder along with information about the library's home-bound program.
3. Students who are absent from a classroom visit whose teacher brings along a completed application form. The student's card will be mailed to the student's home address.

The library reserves the right to determine the library privileges each borrower will receive and reserves the right to limit such privileges.

Oshkosh Public Library provides equal opportunity for services without regard to race, color, sex, age, religion, national origin, marital status, sexual orientation, or mental or physical handicap.

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Drafted by:	John Nichols
Approved by:	Library Board
Last updated date:	08/28/1991
Amended:	10/04/1990
Original approval:	02/21/1990



## Library Card Eligibility

To be issued a library card, ~~a persons age 16 and older~~ must be physically present and provide adequate identification, defined as a photo ID and proof of address.

~~The library reserves the right to determine the library privileges each borrower will receive and reserves the right to limit such privileges.~~

The library will make exceptions to the physically-present rule for:

1. ~~Children~~ ~~Persons 15 and younger~~ whose parents present the registration form ~~given to them in the hospital read-aloud packet or who come in and fill out a registration form~~ for their child. The requesting parent must present adequate identification.
2. Persons physically unable to come to a library outlet who send another to get a library card for them. The person representing the disabled person must have their own identification. The card will be mailed to the card holder along with information about the library's home-bound program.
3. Students who are absent from a classroom visit whose teacher brings along a completed application form. The student's card will be mailed to the student's home address.

~~The library will make exceptions to the adequate identification rule by limiting library privileges until such time that identification and address can be verified.~~

~~The library reserves the right to determine the library privileges each borrower will receive and reserves the right to limit such privileges (moved to top)~~

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**Drafted by:** John Nichols

**Approved by:** Library Board

**Last updated date:** 08/28/1991

**Amended:** 10/04/1990

**Original approval:** 02/21/1990

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**Drafted by:** John Nichols

**Approved by:** Library Board

**Last updated date:** 12/18/2025

**Amended:** 10/04/1990, 08/28/1991

**Original approval:** 02/21/1990



## MEMORANDUM

**TO:** Library Board of Trustees  
**FROM:** Darryl Eschete, Library Director  
**DATE:** December 18, 2025  
**SUBJECT:** Changes to Printing and Other Fees

I am requesting approval to update the library's printing fee schedule to better reflect current supply and maintenance costs. The recommended adjustments are:

- **Black & White prints:** increase from **\$0.10** to **\$0.20** per page
- **Color prints:** increase from **\$0.25** to **\$0.40** per page

These prices have not been adjusted in many years, despite rising costs for paper, toner, parts, and service contracts. The proposed fees remain modest, help offset operating expenses, and continue to fall well below commercial print rates in the community.

Some other increases I propose:

- **Flash Drives:** increase from **\$1.00** to **\$2.50** for small; increase from **\$2.50** to **\$4.50** for large

I am also proposing **doing away with the \$2.00 fee for faxing**, as our plan is to make faxing self-directed and the machine accessible to the public.

If approved, the updated rates will take effect **January 1, 2026**, with notice shared through signage and the library's website.

Respectfully submitted,

Darryl Eschete



# Fines and Fees

## Fines

- a. Items checked out from the Oshkosh Public Library are exempt from overdue fines, with the exception of Interlibrary Loan and hotspots, regardless of where the items are returned.
- b. Items borrowed from libraries outside of the Winnefox Library System via the Interlibrary Loan service, which are checked out from the Oshkosh Public Library, will be charged overdue fines at the daily rate of \$1.00 per day per / per item. The maximum fine per item is \$10.
- c. Hotspots will be charged overdue fines at the daily rate of \$1.00 per day per/per item. The maximum fine per item is \$10.
- d. Experience Passes will be charged overdue fines at the daily rate of \$1.00 per day per item. The maximum fine per item is \$30.
- e. Items checked out from another library within the Winnefox Library System and returned to the Oshkosh Public Library will be assessed fines according to the fine/fee policy of the library from which the item was checked out.
- f. The library will not charge fines for days when it is closed.
- g. Fines will begin the first day the item is overdue. There is no grace period.
- h. Patrons are allowed to check out material, access some online resources until their total accumulation of fines or fees reaches \$25. When this amount is exceeded, the patron must reduce the fine to below \$25 before additional material may be checked out.

## Overdue Notices and Billing

Customers receive at least one overdue notification. A bill for the replacement of unreturned items is sent at 30 days. Accounts 45 days past due are referred to a collection agency. The schedule for e-mail notices is different from mailed paper notices and phone calls.

## Lost Materials Fees

Patrons are responsible for all material checked out on their library card before the card is reported lost or stolen.

In the event of lost or damaged materials, library users will be assessed the actual price as assigned in the lost-item record. If no price information is assigned, library users will be charged standard replacement prices for library items that are lost or damaged beyond repair.

Item Type	Description	Default Price
AV	Audio-visual	\$60
AV-EQUIP	Audio-visual equipment	\$50
BOOK	Book	\$20
BOOK-LH	Book-Local Hold	\$20
BOOK-NH	Book-No Hold	\$20
CASSETTE	Cassette	\$15
CASS-LH	Cassette-Local Hold	\$15
CD	CD	\$12
CD-LH	CD-Local Hold	\$12
CD-BOOK	CD-Book	\$40
CD-BOOK-LH	CD-Book-Local Hold	\$40
CD-ROM	CD-ROM	\$45
CD-ROM-LH	CD-ROM-Local Hold	\$45
DIGITAL	Digital (Playaways, etc)	\$60
DIGITAL-LH	Digital (Playaways) - Local Hold	\$60
DVD	DVD	\$15
DVD-LH	DVD-Local Hold	\$15
DVD-NH	DVD-No Hold	\$15
ILL-BOOK	Interlibrary Loan Item	\$100
JBOOK	Children's Book	\$12
JBOOK-LH	Children's Book-Local Hold	\$12
JBOOK-NH	Children's Book-No Hold	\$12
JCASSETTE	Children's Cassette	\$15
JCASS-LH	Children's Cassette-Local Hold	\$15
JCD	Children's CD	\$12
JCD-LH	Children's CD-Local Hold	\$12
JCD-BOOK	Children's CD-Book	\$25
JCD-BOOKLH	Children's CD-Book-Local Hold	\$25
JCD-ROM	Children's CD-ROM	\$45
JCD-ROM-LH	Children's CD-ROM-Local Hold	\$45
JDIGITAL	Children's Digital	\$60
JDIGITALH	Children's Digital - Local Hold	\$60
JDVD	Children's DVD	\$15
JDVD-LH	Children's DVD-Local Hold	\$15
JDVD-NH	Children's DVD-No Hold	\$15
JKIT	Children's Kit	\$25
JMAGAZINE	Children's Magazine	\$5



JSPECIAL	Children's Puppet/Puzzle/Game	\$20
JVIDEO	Children's Video	\$15
JVIDEO-LH	Children's Video-Local Hold	\$15
KIT	Adult Kit	\$25
LONG-NH	Long-Loan-No Hold	\$20
MAGAZINE	Magazine	\$5
MAG-LH	Magazine	\$5
MICROFORM	Microform	\$100
NEW-BOOK	New book	\$20
NEWSPAPER	Newspaper	\$2
PAMPHLET	Pamphlet	\$2
REF-BOOK	Reference Item	\$80
SHORTLOAN	ShortLoan Item	\$20
UI-LOST	Unreturned Item-DRA	\$50
UNKNOWN	Other	\$0
VIDEO	Video	\$15
VIDEO-LH	Video-Local Hold	\$15

Authorized staff may make exceptions for material that is significantly differently priced than the standard replacement charge prices. Library staff will check reputable sources for prices.

In lieu of paying the standard replacement price, a patron may replace a lost item with a new exact edition copy of the lost item.

Payments will be refunded up to one year after the item is paid for, if the item is located by the borrower and returned to the library or is located by the library and the borrower can be contacted.

Billing practices of libraries loaning materials to Oshkosh Public Library patrons may vary.

## Standard Charges for Damages

In the event of minor damage, no fee will be assessed. If the damage is severe and/or requires pieces or accessories to be replaced, the actual replacement cost will be charged.

## Lost Library Card Replacement Fee

- Patrons - 18 years old and above - \$1.00
- Patrons under age 18 - \$0.50

## Notary Public Service

No charge

## Print Out, Photocopy, Scan & FAX Charges

Computer print-outs	\$0.10 per page b&w
And Photocopies	\$0.25 per page color

Fax	\$2 flat fee
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Scan	No charge
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Microfilm or Microfiche Prints: \$0.10 per page

Except for coin-operated public equipment, payment is to be made at designated service desks.

## Miscellany

Book Store items	
Hardcover books	\$1.00
Paperbacks	\$0.50
CDs and DVDs	\$1.00
Children's Books	\$0.50 and \$.25
Magazines	\$0.10

Items that are significantly more valuable than the standard price will be priced accordingly by authorized staff.

Ear Buds	No charge
Flash Drive (small)	\$1.00 (or market cost)
Flash Drive (large)	\$2.50 (or market cost)
Blank DVD	\$1.00 (or market cost)

Meeting Room	See Meeting Room Policy
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Graphic Design (Contractual)	Varies by job
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<b>Drafted by:</b>	OPL Administration
<b>Approved by:</b>	Library Board
<b>Last updated date:</b>	06/26/2025
<b>Amended:</b>	03/28/2024, 07/29/2021, 07/30/2020, 11/21/2019, 2/26/2015, 01/26/2012, 12/16/2010, 05/27/2010, 10/12/2009, 6/28/2007, 12/22/2005, 05/27/2004, 03/25/2004, 01/29/2004, 1/31/2002, 04/23/2001, 05/25/2000
<b>Original approval:</b>	04/13/1999

# Fines and Fees

## Fines

- a. Items checked out from the Oshkosh Public Library are exempt from overdue fines, with the exception of Interlibrary Loan and hotspots, regardless of where the items are returned.
- b. Items borrowed from libraries outside of the Winnefox Library System via the Interlibrary Loan service, which are checked out from the Oshkosh Public Library, will be charged overdue fines at the daily rate of \$1.00 per day ~~per~~/ per item. The maximum fine per item is \$10.
- c. Hotspots [and the NEX Station console](#) will be charged overdue fines at the daily rate of \$1.00 per day per/per item. The maximum fine per item is \$10.
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- h. Patrons are allowed to check out material, access some online resources until their total accumulation of fines or fees reaches \$25. When this amount is exceeded, the patron must reduce the fine to below \$25 before additional material may be checked out.

## Overdue Notices and Billing

Customers receive at least one overdue notification. A bill for the replacement of unreturned items is sent at 30 days. Accounts 45 days past due are referred to a collection agency. The schedule for e-mail notices is different from mailed paper notices and phone calls.

## Lost Materials Fees

Patrons are responsible for all material checked out on their library card before the card is reported lost or stolen.

In the event of lost or damaged materials, library users will be assessed the actual price as assigned in the lost-item record. If no price information is assigned, library users will be charged standard replacement prices for library items that are lost or damaged beyond repair.

Item Type	Description	Default Price
AV	Audio-visual	\$60
AV-EQUIP	Audio-visual equipment	\$50
BOOK	Book	\$20
BOOK-LH	Book-Local Hold	\$20
BOOK-NH	Book-No Hold	\$20
CASSETTE	Cassette	\$15
CASS-LH	Cassette-Local Hold	\$15
CD	CD	\$12
CD-LH	CD-Local Hold	\$12
CD-BOOK	CD-Book	\$40
CD-BOOK-LH	CD-Book-Local Hold	\$40
CD-ROM	CD-ROM	\$45
CD-ROM-LH	CD-ROM-Local Hold	\$45
DIGITAL	Digital (Playaways, etc)	\$60
DIGITAL-LH	Digital (Playaways) - Local Hold	\$60
DVD	DVD	\$15
DVD-LH	DVD-Local Hold	\$15
DVD-NH	DVD-No Hold	\$15
ILL-BOOK	Interlibrary Loan Item	\$100
JBOOK	Children's Book	\$12
JBOOK-LH	Children's Book-Local Hold	\$12
JBOOK-NH	Children's Book-No Hold	\$12
JCASSETTE	Children's Cassette	\$15
JCASS-LH	Children's Cassette-Local Hold	\$15
JCD	Children's CD	\$12
JCD-LH	Children's CD-Local Hold	\$12
JCD-BOOK	Children's CD-Book	\$25
JCD-BOOKLH	Children's CD-Book-Local Hold	\$25
JCD-ROM	Children's CD-ROM	\$45
JCD-ROM-LH	Children's CD-ROM-Local Hold	\$45
JDIGITAL	Children's Digital	\$60
JDIGITALH	Children's Digital - Local Hold	\$60
JDVD	Children's DVD	\$15
JDVD-LH	Children's DVD-Local Hold	\$15
JDVD-NH	Children's DVD-No Hold	\$15
JKIT	Children's Kit	\$25
JMAGAZINE	Children's Magazine	\$5

J SPECIAL	Children's Puppet/Puzzle/Game	\$20
J VIDEO	Children's Video	\$15
J VIDEO-LH	Children's Video-Local Hold	\$15
KIT	Adult Kit	\$25
LONG-NH	Long-Loan-No Hold	\$20
MAGAZINE	Magazine	\$5
MAG-LH	Magazine	\$5
MICROFORM	Microform	\$100
NEW-BOOK	New book	\$20
NEWSPAPER	Newspaper	\$2
PAMPHLET	Pamphlet	\$2
REF-BOOK	Reference Item	\$80
SHORTLOAN	ShortLoan Item	\$20
UI-LOST	Unreturned Item-DRA	\$50
UNKNOWN	Other	\$0
VIDEO	Video	\$15
VIDEO-LH	Video-Local Hold	\$15

Authorized staff may make exceptions for material that is significantly differently priced than the standard replacement charge prices. Library staff will check reputable sources for prices.

In lieu of paying the standard replacement price, a patron may replace a lost item with a new exact edition copy of the lost item.

Payments will be refunded up to one year after the item is paid for, if the item is located by the borrower and returned to the library or is located by the library and the borrower can be contacted.

Billing practices of libraries loaning materials to Oshkosh Public Library patrons may vary.

## Standard Charges for Damages

In the event of minor damage, no fee will be assessed. If the damage is severe and/or requires pieces or accessories to be replaced, the actual replacement cost will be charged.

## Lost Library Card Replacement Fee

- Patrons - 18 years old and ~~above~~ up - \$1.00
- Patrons under age 18 - \$0.50

## Notary Public Service

No charge



## Print Out, Photocopy, Scan & FAX Charges

Computer print-outs                      \$0.~~10-20~~ per page b&w  
And Photocopies                      \$0.~~25-40~~ per page color

Fax                      ~~\$2 flat fee~~ [No charge](#)

Scan                      No charge

Microfilm or Microfiche Prints: \$0.~~10-20~~ per page

Except for coin-operated public equipment, payment is to be made at designated service desks.

## Miscellany

### Book Store items

Hardcover books	\$1.00
Paperbacks	\$0.50
CDs and DVDs	\$1.00
Children's Books	\$0.50 and \$.25
Magazines	\$0.10

Items that are significantly more valuable than the standard price will be priced [and marked](#) accordingly by authorized staff.

Ear Buds	<del>No charge</del> <a href="#">\$2.00</a>
Flash Drive (small)	<del>\$1.00</del> <a href="#">\$2.50</a> (or market cost)
Flash Drive (large)	<del>\$2.50</del> <a href="#">\$4.50</a> (or market cost)
Blank DVD	\$1.00 (or market cost)

Meeting Room                      See Meeting Room Policy

Graphic Design (Contractual)                      Varies by job

**Drafted by:** OPL Administration

**Approved by:** Library Board

**Last updated date:** [06/26/2025 12/18/2025](#)

**Amended:** [06/26/2025](#), 03/28/2024, 07/29/2021, 07/30/2020, 11/21/2019, 2/26/2015, 01/26/2012, 12/16/2010, 05/27/2010, 10/12/2009, 6/28/2007, 12/22/2005, 05/27/2004, 03/25/2004, 01/29/2004, 1/31/2002, 04/23/2001, 05/25/2000

**Original approval:** 04/13/1999



## MEMORANDUM

TO: Oshkosh Public Library Board of Trustees  
FROM: Darryl Eschete, Library Director  
DATE: December 18, 2025  
SUBJECT: 2026 Endowment Requests—Round One

I am requesting the Board's approval to use endowment funds for a set of investments that directly advance the Strategic Directions in our current Strategic Plan. The items below are organized by theme; each is designed to move us measurably closer to the outcomes identified in the plan. Specific dollar amounts are shown in the attached spreadsheet; this memo focuses on the strategic rationale.

### 1. Collection Improvement

OverDrive eBooks and eAudiobooks—Advantage Account: The creation of an OverDrive Advantage account expands access to high-demand titles, reduces wait times, and improves the patron experience for Oshkosh users. This supports patrons who cannot easily visit the building and advances goals related to equitable access, literacy, and lifelong learning.

### 2. Technology Enhancements

Charging stations for patron devices: Strengthen the library as a daily-use hub where people work, learn, and connect; reduce barriers for patrons reliant on mobile devices.

Exterior digital signage: Improves communication about programs, hours, and services, increasing community awareness and engagement.

Interactive screen for meeting room: Enhances functionality for community groups, educators, city partners, and program presenters.

Permanent headphones for public PCs: Improves the experience for job seekers, students, and learners using video-based content or interviews.

Digital wayfinding kiosk: Makes the building easier to navigate for new or infrequent users and frees staff time for higher-value service.

Printer/copiers for Youth and Adult Services: Ensures reliable access to essential services for job seekers, students, families, and general users.





### 3. Facility Improvements

Architectural consultant fees for facility use planning: Aligns long-term space decisions with Strategic Directions and community needs.

Young Adult area improvements: Creates an inviting, age-appropriate space that supports belonging and youth engagement.

Soft modular furniture for Youth Services: Allows flexible use of space for play, early literacy, and informal learning.

Baby/toddler play center in Youth Services: Supports early childhood development, early literacy, and family engagement.

Rolling tables for patron setup: Provide flexible furnishings that support study, collaboration, programs, and events.

### 4. Library Development (Staff and Organizational Capacity)

John V. Nichols Professional Library Education Scholarship: Supports the development of future library professionals and strengthens organizational excellence.

Staff conference attendance supplement: Ensures staff can bring back best practices that advance all Strategic Directions.

20 hrs/week paid summer internships (Young Adult/Youth Services): Builds programming capacity and supports workforce development for emerging professionals.

Sponsor Literacy Council Spelling Bee team: Deepens a key literacy partnership and reinforces staff community engagement.

Staff In-Service Training Day: Provides time for staff development, customer service training, safety, and alignment with Strategic Directions.

Wisconsin City Library Collaborative: Strengthens relationships with peer libraries, improving shared learning, innovation, and coordinated advocacy.

### 5. Programming and Community Engagement

Freedom to Read program support (September 2026): Funds events and education that promote intellectual freedom, media literacy, and civil dialogue.

Reading Challenge prizes (books for Adults, Elementary, Tweens, Teens): Sustain engagement in reading and reinforce the library's mission.

Book club books (Elementary, Tweens, Teens, Young Adults): Remove cost barriers for families and schools and support shared reading experiences.







Programming support: Provides flexible funds to pilot new offerings and respond quickly to emerging community needs.

Lakefly Writer's Conference 2026: Sustains a signature regional literary event that centers the library while promoting local arts, culture, and the writing community.

Taken together, these endowment-funded investments are a coordinated set of actions that move us forward on our Strategic Directions: strengthening collections and access, modernizing technology and spaces, investing in staff and organizational capacity, and deepening programs and partnerships that matter to our community. I respectfully request the Board's approval of these endowment allocations as outlined in the attached detail.

Respectfully submitted,

Darryl Eschete



**Oshkosh Public Library**  
**Proposed 2026 Endowment Fund Expenditures - Round One**

	Average Asset Value 2023-2025	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	All Rounds Total	Available For Projects
<b>Funds for Library Excellence</b>						
<b>Collection Improvement</b>	\$ 1,280,901	3 YR Q3 BAL 2023-2025	\$ 64,045	\$ 25,000	\$ 25,000	\$ 39,045
OverDrive eBooks / eAudiobooks--Advantage Account				\$ 25,000		
<b>Technology</b>	\$ 1,271,438	3 YR Q3 BAL 2023-2025	\$ 63,572	\$ 49,000	\$ 49,000	\$ 14,572
Charging Stations for Patron Devices				\$ 3,000		
Exterior Digital Signage				\$ 25,000		
Interactive Screen for Meeting Room				\$ 3,000		
Permanent Headphones--Public PCs				\$ 3,000		
Digital Wayfinding Kiosk				\$ 5,000		
Printer/Copiers for Youth and Adult Services				\$ 10,000		
<b>Facility Improvement</b>	\$ 1,895,950	3 YR Q3 BAL 2023-2025	\$ 94,798	\$ 87,000	\$ 87,000	\$ 7,798
Architectural Consultant Fees for Facility Use Planning				\$ 50,000		
Young Adult Area Improvements				\$ 10,000		
Soft Modular Furniture--YS Area				\$ 10,000		
Baby/Toddler Play Center-YS Area				\$ 2,000		
Rolling Tables for Patron Setup				\$ 15,000		
<b>Library Development</b>	\$ 730,957	3 YR Q3 BAL 2023-2025	\$ 36,548	\$ 13,500	\$ 13,500	\$ 23,048
John V Nichols Professional Library Education Scholarship				\$ 2,500		
Staff Conference Attendance Supplement				\$ 1,500		
20 hrs/wk Paid Summer Internships--Young Adult/Youth Services				\$ 4,000		
Sponsor Literacy Council Spelling Bee Team (up to 8 people)				\$ 500		
Staff In-Service Training Day				\$ 3,000		
Wisconsin City Library Collaborative				\$ 2,000		
<b>Programming</b>	\$ 1,255,586	3 YR Q3 BAL 2023-2025	\$ 62,779	\$ 43,300	\$ 43,300	\$ 19,479
Freedom to Read Program Support - September 2026				\$ 2,000		
Reading Challenge Prizes - Adults (Books)				\$ 2,500		
Reading Challenge Prizes - Elementary (Books)				\$ 3,800		
Reading Challenge Prizes - Tweens (Books)				\$ 2,500		
Reading Challenge Prizes - Teens (Books)				\$ 2,500		
Book Club Books - Elementary				\$ 2,500		
Book Club Books - Tweens				\$ 2,500		
Book Club Books - Teens				\$ 2,500		
Book Club Books - Young Adults				\$ 2,500		
Programming Support				\$ 10,000		
Lakefly Writer's Conference - 2026				\$ 10,000		
<b>Malnar Fund</b>	\$ 28,702	3 YR Q3 BAL 2023-2025	\$ 1,435	\$ 1,000	\$ 1,000	\$ 435
Young Authors Program				\$ 1,000		
<b>Restricted Collection Funds</b>						
Archer	\$ 2,230	Changing South	\$ 112	\$ 100		
Gruenewald	\$ 4,318	Progressivism	\$ 216	\$ 160		
Hilton II	\$ 18,664	Biographies	\$ 933	\$ 775		
Hoxtel	\$ 28,091	Audiobooks	\$ 1,405	\$ 1,100		
Jackson	\$ 2,576	Children's	\$ 129	\$ 100		
Kelsh	\$ 4,337	Various NF topics	\$ 217	\$ 180		
Kenny	\$ 15,279	Audiobooks, Biographies	\$ 764	\$ 645		
Rasmussen, M	\$ 55,802	Genealogy	\$ 2,790	\$ 1,710		
Rojahn, F&A	\$ 4,660	Audiobooks	\$ 233	\$ 130		
Schuster, J&H	\$ 268,232	Large Print, Audiobooks	\$ 13,412	\$ 11,480		
Steiger, W	\$ 16,768	Children's	\$ 838	\$ 660		
Zellmer, S	\$ 136,339	Genealogy	\$ 6,817	\$ 5,635		
3 YR Q3 BAL 2023-2025			\$ 25,050	\$ 22,675	\$ 22,675	
Total Proposed Trust Fund Expenditures				\$ 192,475	\$ 192,475	\$ 232,721





# City of Oshkosh

## STATEMENT OF REVENUES

FOR 2025 12

ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
4102 GENERAL PROPERTY TAX-CITY	0.00	-3,400,000.00	-3,400,000.00	0.00	0.00	100.0%
4240 COUNTY AID-OTHER AID	0.00	-1,039,394.00	-858,024.00	0.00	-181,370.00	82.6%
4603 LIBRARY COPIER REVENUES	0.00	-15,000.00	-16,009.30	0.00	1,009.30	106.7%
4613 LIBRARY CONTRACTUAL REVENUE	0.00	-200,000.00	-180,797.04	0.00	-19,202.96	90.4%
4614 LIBRARY REPLACEMENTS	0.00	0.00	-7,147.14	0.00	7,147.14	100.0%
4615 LIBRARY CONFERENCE FEES	0.00	0.00	-15,959.65	0.00	15,959.65	100.0%
4616 USED BOOK REVENUE	0.00	-10,000.00	-13,992.70	0.00	3,992.70	139.9%
4617 LIBRARY MEETING ROOM REVENUE	0.00	-3,500.00	-782.14	0.00	-2,717.86	22.3%
4619 LIBRARY MISC. REVENUE	0.00	-1,000.00	-534.77	0.00	-465.23	53.5%
4908 INTEREST-OTHER INVESTMENTS	0.00	-15,000.00	-63,950.90	0.00	48,950.90	426.3%
4952 GIFTS & DONATIONS	0.00	-100,000.00	0.00	0.00	-100,000.00	.0%
GRAND TOTAL	0.00	-4,783,894.00	-4,557,197.64	0.00	-226,696.36	95.3%

\*\* END OF REPORT - Generated by Schlaak, Tracie \*\*

## MEMORANDUM

**TO:** Darryl Eschete, Director

**FROM:** Tracie Schlaak

**DATE:** December 11, 2025

**SUBJECT:** Donations since board meeting on November 20, 2025

James & Marianne Chaudoir	\$ 500.00
Paul Janty for Literacy Materials	\$ 500.00
Kiwanis Club for Whale of a Program	\$ 500.00
Larry Lang for purchasing children's books for the Salvation Army	\$ 4,000.00
Donations taken at Registers	<u>\$ 93.31</u>
	<u><u>\$ 5,593.31</u></u>

# City of Oshkosh



## STATEMENT OF EXPENDITURES

FOR 2025 12

	ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
6102 REGULAR PAY	2,561,966.00	0.00	2,561,966.00	2,132,822.33	0.00	429,143.67	83.2%
6104 OVERTIME PAY	21,684.00	0.00	21,684.00	43,212.53	0.00	-21,528.53	199.3%
6302 FICA - EMPLOYERS SHARE	197,676.00	0.00	197,676.00	160,401.63	0.00	37,274.37	81.1%
6304 WISCONSIN RETIREMENT FUND	164,059.00	0.00	164,059.00	139,101.63	0.00	24,957.37	84.8%
6306 HEALTH INSURANCE	523,490.00	0.00	523,490.00	393,909.04	0.00	129,580.96	75.2%
6307 HEALTH INSURANCE ADMIN FEE	1,030.00	0.00	1,030.00	1,030.00	0.00	0.00	100.0%
6308 DENTAL	21,475.00	0.00	21,475.00	18,017.56	0.00	3,457.44	83.9%
6310 LIFE INSURANCE	6,005.00	0.00	6,005.00	4,978.59	0.00	1,026.41	82.9%
6403 PS - LEGAL/ATTORNEY FEES	0.00	0.00	0.00	8,441.20	0.00	-8,441.20	100.0%
6411 ADVERTISING/POSTAGE/PRINTING	25,000.00	0.00	25,000.00	23,800.79	0.00	1,199.21	95.2%
6412 CONTRACTUAL AGREEMENT PYMNTS	333,500.00	0.00	333,500.00	321,565.42	0.00	11,934.58	96.4%
6415 SUBSCRIPTION/LICENSING CNTRCTS	10,000.00	0.00	10,000.00	18,154.83	0.00	-8,154.83	181.5%
6416 PREVENTATIVE MNTC CONTRACTS	45,000.00	0.00	45,000.00	27,612.83	0.00	17,387.17	61.4%
6417 3RD PARTY CONTRACTED SERVICE	85,000.00	0.00	85,000.00	60,722.51	0.00	24,277.49	71.4%
6421 EMPLOYEE TRAINING/DEVELOPMENT	6,500.00	0.00	6,500.00	8,053.40	0.00	-1,553.40	123.9%
6422 PRFSL LICENSE/MEMBERSHIP/BOND	5,000.00	0.00	5,000.00	3,517.14	0.00	1,482.86	70.3%
6423 EMPLOYEE ALLOWANCE/REIMBSMNT	800.00	0.00	800.00	1,283.58	0.00	-483.58	160.4%
6443 LEASE EXPENSE	6,600.00	0.00	6,600.00	2,096.97	0.00	4,503.03	31.8%
6450 INSURANCE EXPENSE	29,800.00	0.00	29,800.00	29,759.94	0.00	40.06	99.9%
6451 WORKERS COMPENSATION	10,100.00	0.00	10,100.00	10,100.00	0.00	0.00	100.0%
6452 LICENSE & PERMITS	0.00	0.00	0.00	263.88	0.00	-263.88	100.0%
6454 TELEPHONE / INTERNET SERVC	3,500.00	0.00	3,500.00	1,050.13	0.00	2,449.87	30.0%

## STATEMENT OF EXPENDITURES

FOR 2025 12

6455 UTILITY EXPENSE ORIGINAL APPROP	TRANS/ADJ SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
6455 UTILITY EXPENSE						
6465 BANK FEES 145,000.00	0.00	145,000.00	116,566.15	0.00	28,433.85	80.4%
6519 NON-INVENTORY FUEL 5,000.00	0.00	5,000.00	4,705.47	0.00	294.53	94.1%
6520 OFFICE SUPPLIES 0.00	0.00	0.00	169.98	0.00	-169.98	100.0%
6524 SPECIALTY SUPPLIES 22,000.00	0.00	22,000.00	25,219.72	271.23	-3,490.95	115.9%
6528 PROGRAMMING/CONSUMER COSTS 350,000.00	0.00	350,000.00	275,894.67	0.00	74,105.33	78.8%
6529 NON-INV - SUPPLIES 0.00	0.00	0.00	4,276.97	0.00	-4,276.97	100.0%
6535 CONFERENCE PROGRAMMING 60,000.00	0.00	60,000.00	42,803.69	0.00	17,196.31	71.3%
0.00	0.00	0.00	21,211.81	0.00	-21,211.81	100.0%
GRAND TOTAL 4,640,185.00	0.00	4,640,185.00	3,900,744.39	271.23	739,169.38	84.1%

\*\* END OF REPORT - Generated by Schlaak, Tracie \*\*

# ENDOWMENT STATEMENT OF EXPENDITURES

FOR 2025 12

ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
6415 SUBSCRIPTION/LICENSING CNTRCTS	0.00	0.00	2,799.00	0.00	-2,799.00	100.0%
6417 3RD PARTY CONTRACTED SERVICE	0.00	52,530.00	25,040.47	0.00	27,489.53	47.7%
6421 EMPLOYEE TRAINING/DEVELOPMENT	0.00	7,400.00	4,753.05	0.00	2,646.95	64.2%
6423 EMPLOYEE ALLOWANCE/REIMBSMNT	0.00	0.00	240.00	0.00	-240.00	100.0%
6524 SPECIALTY SUPPLIES	0.00	6,807.86	700.74	0.00	6,107.12	10.3%
6525 RESTRICTED COLLECTION IMPRVMT	0.00	58,041.31	23,351.26	0.00	34,690.05	40.2%
6526 RESTRICTED TECHNOLOGY	0.00	25,500.00	15,143.00	0.00	10,357.00	59.4%
6527 RESTRICTED FACILITIES	0.00	153,732.00	116,922.75	18,645.86	18,163.39	88.2%
6528 PROGRAMMING/CONSUMER COSTS	0.00	38,700.00	19,972.38	0.00	18,727.62	51.6%
6529 NON-INV - SUPPLIES	0.00	0.00	6,587.91	0.00	-6,587.91	100.0%
<b>GRAND TOTAL</b>	<b>0.00</b>	<b>342,711.17</b>	<b>215,510.56</b>	<b>18,645.86</b>	<b>108,554.75</b>	<b>68.3%</b>

\*\* END OF REPORT - Generated by Schlaak, Tracie \*\*





## Oshkosh Public Library Highlights

### December 2025

1. Competition was fierce but friendly when teams gathered at the library for our PuzzleRama event on Nov. 15. Only one group completed the 1,000-piece puzzle (just shy of the 4-hour limit), but everyone enjoyed the journey and the time spent together. Participants were able to take home their puzzle – a special commemorative edition featuring a picture of the library!
2. As “best of the year” book lists poured in from all corners of the reading world, OPL staff weighed in with their Great Reads of 2025. The list was unveiled at Evergreen, where 60 people listened as OPL librarians Sarah Read and Michael McArthur presented the titles from throughout the year that had staff talking. On Dec. 12 the annual Great Reads video debuted on our YouTube channel. You can also find a full rundown of titles to fill your TBR list on our website.
3. The vibe was warm, cozy and creative when 23 kids made Winter Cricut Crafts at the library on Dec. 8. Participants designed hot press mugs and created a hot chocolate craft. Kids will make ornaments and greeting cards at two future sessions.
4. An OPL holiday tradition continued as the Oshkosh Youth Choir brought seasonal music to the library – this year with two concerts featuring singers from kindergarten through high school. The Dome was aglow the evening of Dec. 5 when middle and high school choirs performed a Candlelight Concert for more than 70 people. On Dec. 5 another 30 people were charmed and delighted as the youngest members of the group performed favorite carols and wintry tunes, inviting the audience to join the merriment and sing along.
5. OPL pitched in to address community needs this season, collecting winter wear and books to add warmth and happy memories to the lives of Oshkosh residents. Our annual Give the Gift of Reading collection took on special significance when it was learned that the local Toys for Tots group would not be receiving books and toys from its parent organization. In response, the library teamed up with Caramel Crisp and Altrusa to collect books, which caught the attention of a local





donor. Larry Lang, a former UW Oshkosh professor, read an article about the book collection and was moved to donate \$4,000 to the cause. OPL's Collection Development Librarian Margie Dorn, with the help of Youth Services staff, identified titles for kids of all ages and an order was placed. In less than two weeks nearly 500 books were purchased and delivered for distribution by the Salvation Army. Additional books and toys donated by generous patrons will help to make it a magical holiday for numerous area families.

Patrons also brought in hats, mittens and scarves for the library's Mitten Tree. Those in need could take items from the tree as needed, with the rest donated to the Salvation Army.

6. OPL's Community Engagement services are benefiting a local company looking to boost professional development resources available to its staff. Community Engagement Librarian Sandra Toland visits both locations of 4Imprint each month, helping staff there to connect with all that the library has to offer. When asked to compile a list of resources that aligned with the company's core values, she came through with a list of print and digital titles. She also provided a link to the library's online library card application and the library's Gale Courses focused on topics such as leadership, communication and management. Building relationships through community engagement can be the secret sauce to effectively matching people (and organizations) to the resources they need.



MONTHLY REPORT  
Oshkosh Public Library

November 2025

CIRCULATION	Nov 2025	Nov 2024	% Change	YTD 2025	YTD 2024	% Change
Book-Adult	11,868	13,024	-9%	151,699	153,821	-1.4%
Book-Juvenile	12,293	13,093	-6%	151,228	158,574	-4.6%
Book-YA/Teen	1,066	1,209	-12%	14,335	14,368	-0.2%
CD-Adult	1,002	687	46%	9,077	10,353	-12.3%
CD-Juvenile	39	57	-32%	639	831	-23.1%
CD-Book-Adult	334	404	-17%	4,229	5,034	-16.0%
CD-Book-Juvenile	334	295	13%	4,052	2,054	97.3%
CD-Book-YA/Teen	0	16	-100%	18	127	-85.8%
DVD-Adult	4,988	5,476	-9%	53,962	62,404	-13.5%
DVD-Juvenile	1,342	1,167	15%	13,140	12,681	3.6%
Game-Adult	666	578	15%	7,256	6,895	5.2%
Game-Juvenile	299	208	44%	3,080	2,552	20.7%
Magazine-Adult	416	457	-9%	4,989	4,744	5.2%
Magazine-Juvenile	13	27	-52%	134	138	-2.9%
Magazine-YA/Teen	2	1	100%	36	22	63.6%
Other-Adult	283	321	-12%	2,780	3,203	-13.2%
Other-Juvenile	87	95	-8%	1,278	1,563	-18.2%
Other-YA/Teen	9	5	80%	122	44	177.3%
<b>Total Adult</b>	<b>19,557</b>	<b>20,947</b>	<b>-7%</b>	<b>233,992</b>	<b>246,454</b>	<b>-5.1%</b>
<b>Total Juvenile</b>	<b>14,407</b>	<b>14,942</b>	<b>-4%</b>	<b>173,551</b>	<b>178,393</b>	<b>-2.7%</b>
<b>Total YA/Teen</b>	<b>1,077</b>	<b>1,231</b>	<b>-13%</b>	<b>14,511</b>	<b>14,561</b>	<b>-0.3%</b>
<b>SUB TOTAL</b>	<b>35,041</b>	<b>37,120</b>	<b>-6%</b>	<b>422,054</b>	<b>439,408</b>	<b>-3.9%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	4,009	4,422	-9%	48,313	55,533	-13%
Hoopla E-Books	417	449	-7%	4,767	4,783	0%
<b>E-BOOKS SUB TOTAL</b>	<b>4,426</b>	<b>4,871</b>	<b>-9%</b>	<b>53,080</b>	<b>60,316</b>	<b>-12%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	5,209	4,453	17%	59,091	58,465	1%
Hoopla Audiobooks	1,877	1,447	30%	19,360	15,282	27%
<b>AUDIOBOOKS SUB TOTAL</b>	<b>7,086</b>	<b>5,900</b>	<b>20%</b>	<b>78,451</b>	<b>73,747</b>	<b>6%</b>
<b>Digital Media</b>						
Hoopla Music	47	40	18%	420	523	-20%
Hoopla Video	255	226	13%	2,629	2,109	25%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>302</b>	<b>266</b>	<b>14%</b>	<b>3,049</b>	<b>2,632</b>	<b>16%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>11,814</b>	<b>11,037</b>	<b>7%</b>	<b>134,580</b>	<b>136,695</b>	<b>-2%</b>
<b>SUB TOTAL</b>	<b>46,855</b>	<b>48,157</b>	<b>-3%</b>	<b>556,634</b>	<b>576,103</b>	<b>-3.4%</b>
<b>TOTAL CIRCULATION</b>	<b>46,855</b>	<b>48,157</b>	<b>-3%</b>	<b>556,634</b>	<b>576,103</b>	<b>-3.4%</b>
<b>PHYSICAL MATERIALS</b>	<b>Nov 2025</b>	<b>Nov 2024</b>	<b>% Change</b>	<b>YTD 2025</b>	<b>YTD 2024</b>	<b>% Change</b>
% AV Materials Circulated	26%	24%	7%	24%	25%	-4%
% Print Materials Circulated	74%	76%	-2%	76%	75%	1%
% Adult Materials Circulated	59%	60%	-1%	59%	59%	-1%
% Youth Materials Circulated	41%	40%	2%	41%	41%	1%
Average Circulation Per Hour	179.5	181	-1%	190	190	0%

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MISCELLANEOUS	Nov 2025	Nov 2024	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	18,626	20,851	-10.7%	220,602	218,280	1.1%
Average Daily Traffic	642	719	-10.7%	708	702	0.8%
New Card Registrations	192	186	3.2%	2,437	2,581	-5.6%
Self-check % of Checkout	50%	50%	-1.3%	50%	48%	3.5%
Volunteer Hours Worked	87	157	-45%	1,268	1,206	5.1%
Teacher Packs	3	0	100.0%	27	30	-10.0%

ELECTRONIC RESOURCES	Nov 2025	Nov 2024	% Change	YTD 2025	YTD 2024	% Change
OPL Website Sessions	17,626	16,951	4%	206,536	195,686	5.5%
<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Gale Courses	33	0	0%	271	0	0.0%
Mango Languages	65	64	2%	687	831	-17.3%
Reference Solutions	47	49	-4%	665	836	-20.5%
Value Line	129	117	10%	1,358	1,282	5.9%
<b>SUB-TOTAL</b>	<b>274</b>	<b>230</b>	<b>19%</b>	<b>2,981</b>	<b>2,949</b>	<b>1.1%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	19	39	-51%	415	386	7.5%
City Directories	1	2	-50%	25	697	-96.4%
Digital Collections	74	41	80%	903	643	40.4%
Local History Books	12	7	71%	137	248	-44.8%
Oshkosh Facts, Firsts, and FAQ	4	4	0%	66	36	83.3%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	34	59	-42%	764	1,734	-55.9%
Riverside Cemetery Index	9	7	29%	140	116	20.7%
UWDC - Atlases & Histories	7	0	0%	92	1	9100.0%
<b>SUB-TOTAL</b>	<b>160</b>	<b>159</b>	<b>1%</b>	<b>2,542</b>	<b>3,861</b>	<b>-34.2%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>18,060</b>	<b>17,340</b>	<b>4%</b>	<b>212,059</b>	<b>202,496</b>	<b>4.7%</b>

PUBLIC COMPUTER USE	Nov 2025	Nov 2024	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	6554	7250	-10%	77,624	75539	2.8%
<b>Public Computer Use</b>						
Adult	1,495	1,665	-10%	18671	17936	4.1%
Youth	251	287	-13%	2370	2255	5.1%
<b>TOTAL USE</b>	<b>1,746</b>	<b>1,952</b>	<b>-11%</b>	<b>21041</b>	<b>20191</b>	<b>4.2%</b>

QUESTIONS ANSWERED	Nov 2025	Nov 2024	% Change	YTD 2025	YTD 2024	% Change
<b>Adult Department</b>						
Reference	644	681	-5%	9,411	8,419	11.8%
<b>Youth Department</b>						
Reference	79	22	259%	370	1,800	-79.4%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>723</b>	<b>703</b>	<b>3%</b>	<b>9,781</b>	<b>10,219</b>	<b>-4.3%</b>

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November 2025

PROGRAMS	Nov 2025	Nov 2024	% Change	YTD 2025	YTD 2024	% Change
<b>Programs Given</b>						
Adult	36	15	140%	162	147	10.2%
Teen	2	1	100%	62	41	51.2%
Youth	19	20	-5%	326	292	11.6%
Roving Reader	7	11	-36%	95	159	-40.3%
<b>TOTAL</b>	<b>66</b>	<b>50</b>	<b>32%</b>	<b>717</b>	<b>669</b>	<b>7.2%</b>

Program Attendance	Nov 2025	Nov 2024	% Change	YTD 2025	YTD 2024	% Change
Adult	326	171	91%	2,166	1,680	29%
Teen	17	16	6%	620	393	58%
Youth	556	416	34%	8,787	8,541	3%
<b>TOTAL</b>	<b>933</b>	<b>639</b>	<b>46%</b>	<b>12,923</b>	<b>10,846</b>	<b>19%</b>

## **MEMORANDUM**

TO: Darryl Eschete, Director  
FROM: Tracie Schlaak  
DATE: December 10, 2025  
SUBJECT: Personnel Changes since last board meeting

There were no personnel changes since last board meeting.

## Library Director's Report

### November-December 2025

Since the regular Board meeting of November 20, 2025, library staff and I have been at work on the following:

- **Public Library Standards Steering Committee**— On November 24, I spent the day at the Baraboo Public Library with librarians and library professionals from the Department of Public Instruction and from around the state at the first meeting of an estimated 9-month project to review and, if needed, update public library standards for Wisconsin. I am on the “Governance and Library Administration” working group. More meetings will follow.
- **Rotary Incoming President**— I have been nominated as the incoming president of Oshkosh Rotary for 2027. If elected with other slated officers, I will serve in a learning/support capacity in 2026 and then as club president in 2027.
- **Rotary Presentation**— On December 8, I presented to Oshkosh Rotary on the strategic plan, highlighting the strategic directions called for and highlighting ways community partners like Rotary can help us achieve our strategic goals and vice versa.
- **America250 Community Conversation Grant**—On December 9, I met with representatives of the Oshkosh Public Museum and UWO history department. The Museum and Library are co-writing a grant to Wisconsin PBS for a series of “community conversation” programs related to the recent Ken Burns’ “American Revolution” series.
- **Tree Care Program Series**—On December 9, I also met with City of Oshkosh Urban Forester Travis Derks to discuss a series of tree and tree care-related programs in 2026, starting with a program the week of Arbor Day (April 17).
- **Toys for Tots**—The library has been a drop-off point for Toys for Tots in 2025 and on December 10, Trina Woldt of the Chamber, Dr. Sam Coleman of OASD and I dropped off books and toys donated both to both the Chamber and the library. Lisa Voss will also be bringing donated materials to the Salvation Army the week of this writing (week of 12/8).
- **Oshkosh West/Reindeer on the Square**—As of this writing, barring any unforeseen weather or other circumstances, I will be standing in for Santa Claus at Oshkosh West High School’s Key Club book giveaway the morning of Saturday, December 13.



That afternoon, I will be filling in for Santa at the Reindeer on the Square event for the second year.

- **Polling Site 2026**—On December 11, I confirmed with Darla Salina (new City Clerk) and Sandy Toland (Community Engagement Librarian) that Oshkosh Public Library will be a polling site for all elections in 2026.
- **Engberg-Anderson Meeting**—As of this writing, I am scheduled to meet with representatives of Engberg-Anderson architects regarding the creation of a masterplan related to the space needs analysis done in 2021-22 and for which endowment funds are requested elsewhere in this packet.
- **JobPod Ribbon Cutting Planning**—Library Development has been working with Head of Adult Services Joe Bongers and I to plan a ribbon cutting event the morning of January 9. We have gotten a support commitment for the event from the Oshkosh Chamber.

I refer the Board to highlights and other memos for further information.

Respectfully Submitted,

Darryl Eschete