



**Oshkosh Public Library Board of Trustees
Agenda – Thursday, April 24, 2025
Library Lower-Level Meeting Room**

<u>AGENDA</u>		<u>ACTION REQUIRED</u>	<u>PAGE</u>
Call to Order: 4:00 p.m.			
Public Comments			
Consent Agenda:		YES	112- 116
1.	Minutes of the regular Board meeting of March 27, 2025		
2.	Minutes of the Board Finance Committee meeting of April 8, 2025		
3.	Authorized Payments from March 19, 2025 – April 16, 2025— \$48,345.20		
Items Removed from Consent Agenda			
New Business			
4.	<p><u>Memo—Adjacent County Billing for Library Service:</u> Consider billing of adjacent counties for library service as per Wisconsin Act 420.</p> <p>Action requested: <i>Motion to approve billing of adjacent counties (Calumet, Fond du Lac, Green Lake, Outagamie, Waupaca, Waushara) for library services rendered by Oshkosh Public Library in 2024.</i></p>	YES	117- 118
5.	<p><u>Memo—Endowment Request Updates:</u> A request to use money from the Decker fund, Joanne Ebersberger bequest and other funding sources for the installation of glass walls in various locations in the building, the installation of an interactive technological feature in the Youth Services area and additional self-service checkout stations.</p> <p>Action requested: <i>Motion to approve use of endowment funds for various enumerated purposes.</i></p>	YES	119- 130
6.	<p><u>Memo—Strategic Plan:</u> Recommendations of the joint Board-Staff strategic planning proposal review committee.</p> <p>Action requested: <i>Motion to approve endowment funding to contract with strategic planning consultants at the recommendation of the committee.</i></p>	AT BOARD DISCRETION	131





7.	<u>Memo--Update on the third-party analysis of City-Library finance practices.</u>	NO	132-133
<u>Informational Items</u>		NO	134-141
8.	Revenues and Donations		
9.	Expenditures		
10.	Library Highlights		
11.	Monthly Statistics		
12.	Personnel Changes		
<u>Library Director's Report</u>			142-143
13.	Report on operations of the Oshkosh Public Library	NO	
<u>Trustee Reports and Comments</u>		NO	
<u>Adjournment</u>		YES	
<u>Next Meeting Scheduled: Thursday, May 29, 2025 at 4 p.m.</u>			



MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
March 27, 2025

The March 27, 2025, Oshkosh Public Library Board of Trustees meeting was held in the Oshkosh Public Library meeting room and called to order at 4:00 PM by Board President Bill Bracken.

Present: Bill Bracken, Tony Kneepkens, Christine Melms-Simon, Lindsey Mugerauer, Baron Perlman, David Rucker, Amber Shemanski, Molly Templin, Adjunct Board Member and Jason Schmidt, Adjunct Board Member.

Absent: Kim Brown, Susan Fojtik and Larry Lautenschlager.

Also Present: Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Ruth Percey, Head of Circulation; Julie Calmes, Oshkosh City Finance Director; Karl Buelow, Oshkosh Common Council Liaison; Marcy Cannon, Winnefox Library System Business Manager and Tracie Schlaak, Winnefox Administrative Specialist.

Consent Agenda

- Minutes of the Regular Board Meeting of February 27, 2025
- Authorized Payments from February 18, 2025 to March 18, 2025, totaling \$83,677.18.

Motion to approve the consent agenda.

Motion: Perlman; **Second:** Melms-Simon; **Vote:** Unanimous

New Business

- Motion to approve revisions to the Fines and Fees Policy as presented.
Motion: Perlman; **Second:** Mugerauer; **Vote:** Unanimous
- Motion to approve changes to the Meeting Room Policy to eliminate usage fees for meeting rooms and a new Dome rental policy as presented.
Motion: Rucker; **Second:** Mugerauer; **Vote:** Unanimous
- Motion to approve updates to the Operations Coordinator position description as presented.
Motion: Perlman; **Second:** Melms-Simon; **Vote:** Unanimous
- Motion to approve repurposing of \$1500 from the Library Development Fund that was previously approved for Staff Development Day, so staff can attend the 2025 WAPL conference in Oshkosh.
Motion: Perlman; **Second:** Melms-Simon; **Vote:** Unanimous

Motion to adjourn at 5:15 pm.

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

Respectfully submitted,

Darryl Eschete, Secretary
Tracie Schlaak, Recorder

MINUTES OF THE LIBRARY BOARD FINANCE COMMITTEE

Oshkosh Public Library

April 8, 2025

Call to Order: The Finance Committee Meeting of the Oshkosh Public Library Board of Trustees was called to order at 11:00 AM by Committee Chair Tony Kneepkens.

Present: Baron Perlman, Tony Kneepkens, David Rucker and Bill Bracken.

Also Present: Darryl Eschete, Director of the Oshkosh Public Library; Marcy Cannon, Winnefox Business Manager; Julie Calmes, Finance Director for the City of Oshkosh; and Yvette Mueller, Accounting Consultant for CliftonLarsonAllen (CLA).

Public Comments: None

New Business

- Ongoing Third-Party Analysis of City-Library Business Practices

Julie Calmes and Yvette Mueller shared updates and timeline for the ongoing analysis; they state that they expect to have a report for the full Board at the April meeting of that Body. No action taken.

- Review--Endowment Activity Through March 30

This meeting fell on a date before the full March monthly report was available, so there was review of endowment activity through February 28. No action taken.

- OPL Memorial Review

The committee reviewed the spending from the library's memorial fund year to date. No action taken.

- Bruce L. Decker Bequest

The committee reviewed the bequest and discussed possible future projects these monies could fund. The committee expressed unanimously that projects using this money should be impactful and visible to the community.

No action taken.

- Creation of a Library Meeting Room Maintenance Fund

There was discussion as to whether the library should create a separate fund for room usage donations in the wake of meeting room updates decided upon at the March Board meeting. The committee urged Director Eschete to direct donations towards the existing facility improvement fund. No formal action was taken.

- Adjacent County Billing for Library Service

Review of the adjacent county billing formula for Oshkosh Public Library based on the 2024 annual report submitted to DPI. Director Eschete explained that the information would need to be reviewed by the full Board as well, with the committee's recommendations. Committee expressed wish that billing proceed as per past practice. No formal action taken.

Adjournment

Motion to adjourn at 12:30 PM

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

Next Meeting: July 8, 2025 – Date and time to be determined

Respectfully submitted,

Darryl Eschete

**Oshkosh Public Library
Authorized Payments
March 19 through April 16, 2025**

Name	Memo	Amount	Totals
Contracted Services			
Contractual Agreement Payments			
Winnefox Library System	Contractual Services	\$ 12,971.75	
Total Contractual Agreement Payments			\$ 12,971.75
Subscription/Licensing Contract			
Winnefox Library System	Reimbursements-Swank Movie License	\$ 738.00	
Total Subscription/Licensing Contract			\$ 738.00
Preventative Maintenance Contracts			
Gordon Flesch Co, Inc	Copier maintenance	\$ 463.88	
Total Preventative Maintenance Contracts			\$ 463.88
Contracted Services			
Facility			
Energy Control & Design, Inc.	HVAC services	\$ 151.12	
GFL Environmental	Waste Disposal services	\$ 773.98	
Packer City Soft Water	Soft Water maintenance	\$ 220.00	
Total Facility			\$ 1,145.10
Equipment Repair			
Kitz & Pfeil Power Center & Service	Tune up Mower	\$ 150.00	
Total Equipment Repair			\$ 150.00
Collections			
Unique Management Services, Inc	Collections	\$ 473.80	
Total Collections			\$ 473.80
Program Support			
Misc./Craft Supplies			
Winnefox Library System	Reimbursements-Adult programming	\$ 19.99	
MasterCard - MB	Craft supplies	\$ 38.30	
Food			
MasterCard - MB	Teen & Preteen Book club food	\$ 163.24	
MasterCard - MB	YA Book Club food	\$ 56.30	
MasterCard - MB	YA Book Club Food	\$ 56.29	
Winnefox Library System	Reimbursements- took clubs	\$ 247.41	
Winnefox Library System	Reimbursements-board meeting	\$ 16.48	
Total Program Support			\$ 598.01
Total Contracted Services			\$ 16,540.54
Advertising/Postage/Printing			
Postage			
Winnefox Library System	Postage reimbursement	\$ 335.51	
Total Postage			\$ 335.51
Printing			
Winnefox Library System	Reimbursements - Printing	\$ 281.96	
Total Printing			\$ 281.96
Total Advertising/Postage/Printing			\$ 617.47
Employee Development & Allowance			
Employee Training/Development			
Eschete, Darryl	Reimbursement for assessments	\$ 80.00	
Total Employee Training/Development			\$ 80.00
Professional License/Membership			
MasterCard - RP	Notary Bond	\$ 20.00	
Rotary Club of Oshkosh	Rotary club membership	\$ 232.00	
Total Professional License/Membership			\$ 252.00
Employee Allowance/Reimbursement			
Ruth Percy	Mileage back and forth to FVTC	\$ 134.00	
Sandy Toland	Mileage 2/24/25-3/20/25	\$ 53.97	
Winnefox Library System	Reimbursements	\$ 2.80	
Total Employee Allowance/Reimbursement			\$ 190.77
Total Employee Development & Allowance			\$ 522.77

**Oshkosh Public Library
Authorized Payments
March 19 through April 16, 2025**

Name	Memo	Amount	Totals
Fixed Costs			
Telephone/Internet			
Winnefox Library System	Reimbursements	\$ 34.24	
Total Telephone/Internet			\$ 34.24
Utilities Expense			
Constellation	Gas Expense	\$ 3,408.77	
Total Utilities Expense			\$ 3,408.77
Total Fixed Costs			\$ 3,443.01
Inventory Supplies			
Office Supplies			
Demco	Month labels	\$ 87.40	
Elm USA, Inc.	Pads for Disc cleaner	\$ 497.45	
Staples	Office Supplies	\$ 570.16	
Winnefox Library System	Reimbursements	\$ 1,548.88	
Total Office Supplies			\$ 2,703.89
Specialty Supplies			
Baker & Taylor	Library materials	\$ 5,187.14	
Cengage Learning	Library materials	\$ 307.97	
Hoopla	Library materials	\$ 6,104.38	
MasterCard - MD	Library materials	\$ 1,818.08	
MasterCard - MD	Library materials	\$ 2,003.11	
MasterCard - MD	Library materials	\$ 1,484.37	
MasterCard - MD	Library materials	\$ 621.08	
Midwest Tape	Library materials	\$ 1,975.74	
Playaway	Library materials	\$ 965.84	
Total Specialty Supplies			\$ 20,467.71
Total Inventory Supplies			\$ 23,171.60
Non-Inventory Supplies			
Technology			
Winnefox Library System	Reimbursements-computer equip	\$ 303.41	
Total Technology			\$ 303.41
Facility			
Pingry-Caswell	Cleaning supplies	\$ 124.63	
Energy Control & Design, Inc.	HVAC supplies	\$ 2,418.84	
Kitz & Pfeil	Maintenance supplies	\$ 7.54	
Kitz & Pfeil Power Center & Service	Mower Supplies	\$ 133.64	
Packer City Soft Water	Soft water supplies	\$ 87.50	
Winnefox Library System	Reimbursements	\$ 785.98	
Total Facility			\$ 3,558.13
Total Non-Inventory Supplies			\$ 3,861.54
Rental Expense			
Lease Expense			
Great America Financial Services	Lease Expense	\$ 188.27	
Total Lease Expense			\$ 188.27
Total Rental Expense			\$ 188.27
Total Authorized Payments			<u>\$ 48,345.20</u>



MEMORANDUM

DATE: April 24, 2025
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
RE: Billing of Adjacent Counties for Library Service

Please see the attached chart entitled "2024 Cross County Borrowing and Costs."

This chart shows the number of circulations, calculated costs per circulation, actual costs of total circulation using that calculation and minimum billable costs which Oshkosh Public Library can request from the listed counties as per Wisconsin Act 420.

This 2006 Act expanded county library funding requirements to include libraries in adjacent counties. This means that if a resident from a county without a local public library uses a library in a neighboring county, the resident's home county is required to reimburse the neighboring county's library for at least 70% of the cost of those services. This reimbursement is calculated based on the number of items borrowed and the library's cost per loan.

As per guidelines shared with Winnefox library directors by system director Clairellyn Sommersmith, I would ask for direction and a motion on how the Board wishes me to proceed. I would urge the billing of each county listed for the amount allowable by law (highlighted in yellow).

Respectfully submitted,

Darryl H. Eschete



2024 Cross County Borrowing and Costs

Use of Winnebago Libraries by rural residents of adjacent counties

Library	Cost per circ	Fond du Lac rural circ	Cost of FDL	70%	Green Lake rural circ	Cost of Green Lake	70%
Menasha	12.55	5	63	not billing	29	364	\$255
Neenah	4.06	312	1,267	\$887	48	195	\$137
Omro	4.44	43	191	\$134	144	639	\$447
Oshkosh	8.73	3,248	28,355	\$19,849	259	2,261	\$1,583
Winneconne	4.48	181	811	\$568	7	31	\$22
Total		3,789	30,687	21,438	487	3,490	2,444

Library	Cost per circ	Waushara rural circ	Cost of Waushara	70%	Outagamie rural circ	Cost of Outagamie	70%
Menasha	8.68	49	615	\$431	8,935	77,556	\$54,289
Neenah	4.06	385	1,563	\$1,094	48,325	196,200	\$137,340
Omro	4.44	934	4,147	\$2,903	54	240	\$168
Oshkosh	8.73	1,278	11,157	\$7,810	1,189	10,380	\$7,266
Winneconne	4.48	59	264	\$185	27	121	\$85
Total		2,705	17,746	12,423	58,530	284,497	199,148

Library	Cost per circ	Calumet rural circ	Cost of Calumet	70%	Waupaca rural circ	Cost of Waupaca	70%
Menasha *	12.55	11,822	102,615	\$71,831	214	2,686	\$1,880
Neenah	4.06	11,524	46,787	\$32,751	1,096	4,450	\$3,115
Omro	4.44		-	\$0		-	\$0
Oshkosh	8.73	288	2,514	\$1,760	244	2,130	\$1,491
Winneconne	4.48	65	291	\$204		-	\$0
Total		23,699	152,207	106,546	1,554	9,266	6,486

*Menasha's reimbursement from Calumet Co. is calculated with a different formula by provisions of the Calumet Co. Plan.



MEMORANDUM

DATE: April 24, 2025

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

RE: Updated Requests for Use of Endowment Funding in 2025

In an ongoing effort to improve service to the Oshkosh Community, I ask that the Board consider approval of the following:

A. From Facility Improvement--Additional funding for an interactive digital installment in the Youth Services area:

At the December 2024 meeting of the Board of Trustees, the Board approved \$10,000 in funding for interactive digital media installations to be purchased in 2025. Since then, Ruth Percey has used \$1000 of that funding to order tablet-type gaming stations for patron use.

Youth Services staff have researched and gotten quotes for a “Draw Alive” system, which allows children to draw characters or animals and scan them and see their art animated by computer for viewing. Please see the attached information in this packet highlighting Draw Alive. The total cost of this system is \$16,000. Staff feel this would be an attractive and popular feature that would be a draw for the library and would not become quickly outmoded due to its relative technological simplicity. However, the cost of this item was higher than previously estimated and thus I ask for additional funding from the Facility Improvement fund not to exceed \$7500.

B. From Bruce Decker Fund and Joanne Ebersberger Bequest--Funding for glass-wall-enclosed spaces in the building related to the JobPod program and the need for dedicated Young Adult programming space:

At the February meeting of the Board of Trustees, the Oshkosh Public Library’s participation in the JobPod program, administered and operated by the Nicolet Federated Library System in partnership with KI Wall of Green Bay, was discussed and approved. As part of that partially grant-funded effort, KI Wall sent representatives to this library in mid-March to assess the library space and quote different approaches to the creation of the JobPod. As per a report by Teen Librarian Eliana Luke (summarized and enclosed in this packet), I took that opportunity to have their sales representative also look at the current Young Adult space on the first floor and quote different possible configurations for enclosing it in keeping with both the responses of surveyed





teens and the assessments of our Young Adult librarian and other staff. A document laying out these configurations and related quoted costs is enclosed in this packet.

In terms of long-term utility, I urge the Board to approve the use of endowment funds thus:

- i. **From the Facility Improvement fund: An amount not to exceed \$20,000 to complete the second-floor work (the JobPod area).**
- ii. **From the Bruce L. Decker and Joanne Ebersberger bequests: An amount not to exceed \$75,000 for the creation of the “Split Northern Half” configuration of the YA/Teen area on the first floor, with appropriate recognition of the donors in or on the rooms created.**

C. From Technology Fund—Additional Self-Checkout Machines

As part of ongoing efforts to make the library experience more conducive to checkout of materials, I ask for funding from the Technology Fund to purchase two additional self-checkout machines—one for the Adult Services area on the second floor and one for Youth Services in the lower level. Discussions with staff have suggested that many patrons inquire about checking out in these areas and, though staff is willing to check out at service desks, there is often a wait involved as other patrons are served. Also, in the case of visiting caregivers with children, these users express that wrangling children while also trying to gather and transport large amounts of materials upstairs from the Youth Services area is a challenge that can result in fewer items—or, in some cases—no items taken at all. Please see the attached quote-- **I ask for approval to use funds from the Technology Improvement fund not to exceed \$18,500.**

Respectfully submitted,

Darryl H. Eschete



Oshkosh Public Library
PROPOSED 2025 Endowment Fund Expenditures - Round Three

Funds for Library Excellence	Average Asset Value 2022-2024	Restriction	Maximum Expenditure 5 %	Round 1 Proposed Allocation	Round 2 Proposed Allocation	Round 3 Proposed Allocation	All Rounds Total	Available For Projects
OverDrive eBooks / eAudiobooks				\$ 21,568				
Collection Improvement	\$ 1,013,629	3 YR Q3 BAL 2022-2024	\$ 50,681	\$ 21,568			\$ 21,568	\$ 29,113
Glass wall enclosures--JobPod/Second Floor						\$ 20,000		
Architectural Consultant Fees for Facility Use Planning (Formerly \$50,000)				\$ -				
Interactive Media Play Installations				\$ 10,000		\$ 7,500		
Washer & Dryer				\$ 5,000				
DVD NF Endcap Shelving				\$ 5,000				
Facility Improvement	\$ 1,589,617	3 YR Q3 BAL 2022-2024	\$ 79,481	\$ 20,000		\$ 27,500	\$ 47,500	\$ 31,981
Strategic Planning Consultant				UNDETERMINED				
John V Nichols Professional Library Education Scholarship				\$ 2,500				
Sponsor Literacy Council Spelling Bee Team (up to 8 people)				\$ 360				
Strategic planning focus group recruitment/refreshments				\$ 2,000				
Staff Development Day				\$ 3,300				
Employee Recognition				\$ 1,600				
Branded Outreach Wear				\$ 500				
Wisconsin City Library Collaborative				\$ 1,800				
Compensation Study					\$ 12,500			
Library Development	\$ 985,985	3 YR Q3 BAL 2022-2024	\$ 49,299	\$ 12,060	\$ 12,500		\$ 24,560	\$ 24,739
Freedom to Read Program Support - September 2025				\$ 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				
Library Programming-2025				\$ 10,000				
Lakefly Writer's Conference - 2025				\$ 5,000				
Programming Support	\$ 1,033,461	3 YR Q3 BAL 2022-2024	\$ 51,673	\$ 38,300			\$ 38,300	\$ 13,373
Additional Self-checkouts						\$ 18,500		
Heavy Duty Doc Shredder				\$ 1,500				
3D Printer				\$ 3,000				
Print Management Starter--Adult Services				\$ 2,500				
Tech Improvements	\$ 914,444	3 YR Q3 BAL 2022-2024	\$ 45,722	\$ 7,000		\$ 18,500	\$ 25,500	\$ 20,222
Young Authors Program				\$ 1,000				
Malnar Fund	\$ 27,604	3 YR Q3 BAL 2022-2024	\$ 1,380	\$ 1,000			\$ 1,000	\$ 380
Restricted Collection Funds								
Archer	\$ 2,534	Changing South	\$ 127	127				
Gruenewald	\$ 3,795	Progressivism	\$ 190	190				
Hilton II	\$ 16,872	Biographies	\$ 844	844				
Hoxtel	\$ 24,224	Audiobooks	\$ 1,211	1211				
Jackson	\$ 2,266	Children's	\$ 113	113				
Kelsh	\$ 3,852	Various NF topics	\$ 193	193				
Kenny	\$ 13,622	Audiobooks, Biographies	\$ 681	681				
Rasmussen, M	\$ 48,698	Genealogy	\$ 2,435	2435				
Rojahn, F&A	\$ 4,089	Audiobooks	\$ 204	204				
Schuster, J&H	\$ 239,904	Large Print, Audiobooks	\$ 11,995	11995				
Steiger, W	\$ 14,489	Children's	\$ 724	724				
Zellmer, S	\$ 119,247	Genealogy	\$ 5,962	5962				
	\$ 493,593	3 YR Q3 BAL 2022-2024	\$ 24,680	\$ 24,680			\$ 24,680	
Total Proposed Trust Fund Expenditures				\$ 124,608			\$ 124,608	
Total remaining for other projects								\$ 119,809

Draw Alive



BREEZE CREATIVE

Draw Alive allows users to color animals, airplanes, dragons and more, then watch them come to life in 3D in a digital environment. Unique every time, this interactive lets visitors explore their creativity and share it with everyone around. Draw Alive combines the digital and physical world in a way that will entice all age groups.

Themes available for purchase:



Marine Life



Dinosaurs



Farm Animals



Airport



Transportation



Fantasy World



Winter Wonderland



Safari



Jungle



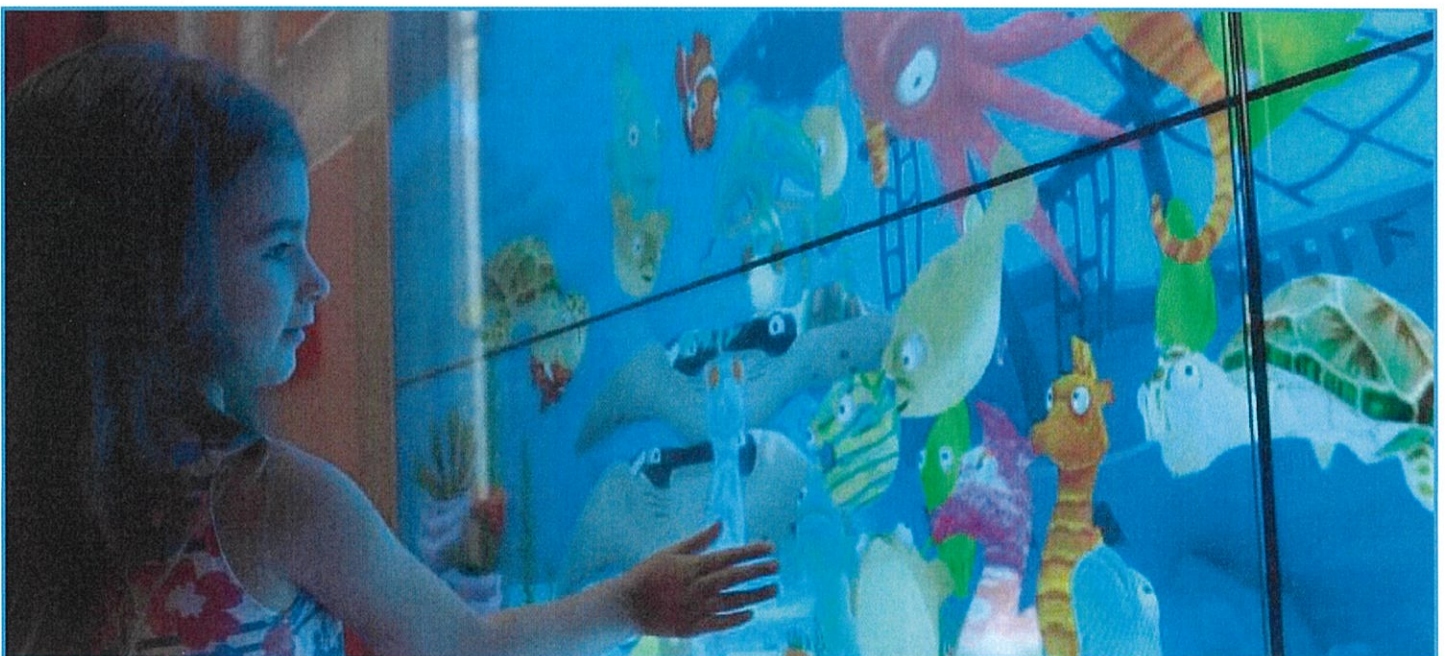
Alpine Forest



Fresh Water



Space Robots





BREEZE CREATIVE

Mobile Draw Alive

This mobile add-on allows users to experience the magic of Draw Alive on their own personal hand-held devices. Mobile Draw Alive is a simple, plug-and-play solution. There is no app download required. Users will simply visit www.iDrawAlive.com on their own phones or tablets and log in using the code shown on the screen. They will choose a template, color it, and send it off into the virtual world. Our growing library of worlds will be sure to keep frequent visitors engaged!

How it Works

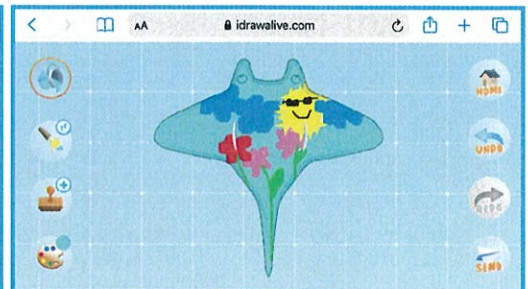
Visit www.idrawalive.com
and enter the code



Select your coloring
template



Color and watch your
creation come to life!



Teen Zone Report Summary

04/24/2025

Prepared by Eliana Luke, Young Adult Librarian

Charge:

Evaluate how Oshkosh Public Library's teen space could be more appealing to teens.

Methods (Heavily Summarized):

- - Surveys were conducted with teens using the space (14 responses), staff (informal interviews), and 7th grade students from Omro (feedback collected from 60+ students).
- Input gathered from visits/conversations with staff at Neenah and Menasha libraries for comparative insight.

Key Findings (Condensed):

- - Teens enjoy gaming on library computers but want more seating, better furniture, and fewer adults in the space.
- Staff find teen behavior difficult to manage and would support physical separation (walls), clear policies, and structured programming to help.
- Omro students suggested more welcoming decor, passive programming (e.g., puzzles, displays), and games.
- Neenah Library lacks a distinct teen area; teens there use meeting rooms, with few behavioral issues.
- Menasha Library has a semi-enclosed teen zone, managed by proximity to the reference desk. Teens appreciate the space and use it for various purposes. Their Teen Librarian emphasizes outreach, personal connection, and active programming.

Suggestions

All suggestions are made in reflection of: discussions with teens, library staff, librarians at Neenah and Menasha, 60 teens from, and my personal experience teaching 6th grade ELA.

Walls

The entire teen collection, or simply a computer/ gaming area could be enclosed in glass walls. This would assist with teen volume concerns- an issue common to all teens, and frankly, a losing battle for staff that sets us up for negative interactions with this age group. This would also help teens feel more comfortable, as it would give them a space more clearly dedicated to them only. As of now, adults use the

teen seating frequently, and the existing signage and staff comments are not sufficient to deter adults.

Décor / Lighting

Many teens expressed an interest in “cool” lighting and furniture. To make the space more teen-friendly, unique light fixtures and comfier furniture would be an easy start.

Teen Librarian Desk

Sometimes adult presence is the best deterrent to negative behaviors. During after-school hours (3-5pm) it would be beneficial to have a desk that is reliably staffed (Mon-Fri). Teens would become more comfortable with staff presence, it would be easier to build a rapport and get a clearer picture of the programming and materials teens want, and it would be easier to gently manage behavior. In Youth Services, we are more flexible with negative behaviors (volume control, horseplay, etc) than we are with teens. In this way, we expect teens to be closer to adults than children in terms of self control and maturity. The presence of a librarian to make behavior corrections as they arise, while building a rapport, will soften the potential relationship between teens and the library.

Floorplan Changes—Glass Walls

Second Floor—JobPod Area



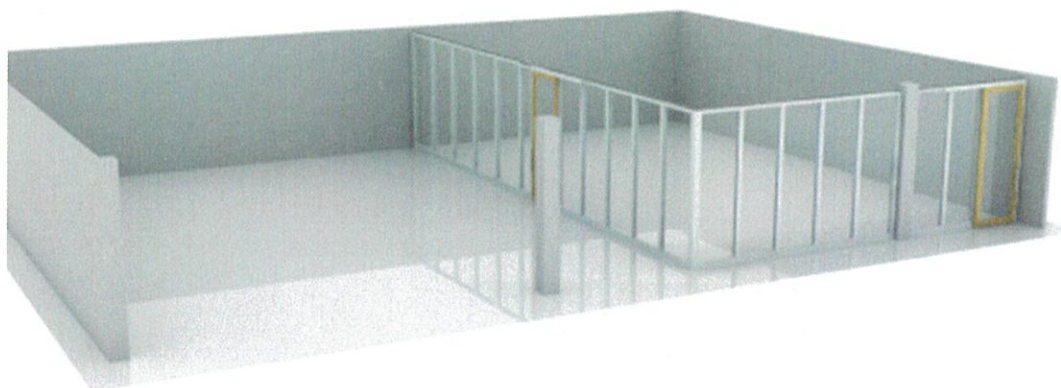
51 linear wall feet

Materials	\$38,164	
Installation	\$6100	
2.5% surcharge	\$1106	Applied on all orders after 3/31/2025
Subtotal	\$45,370	
JobPod Grant	-\$28,000	
Total cost to OPL		\$17,370*

**The library has freight elevators that should make stair carry unnecessary, but stair carry of materials for second-story work involves a \$1500 fee; in such a case the total cost would be \$18,870.*

First Floor—Enclosed Teen Area

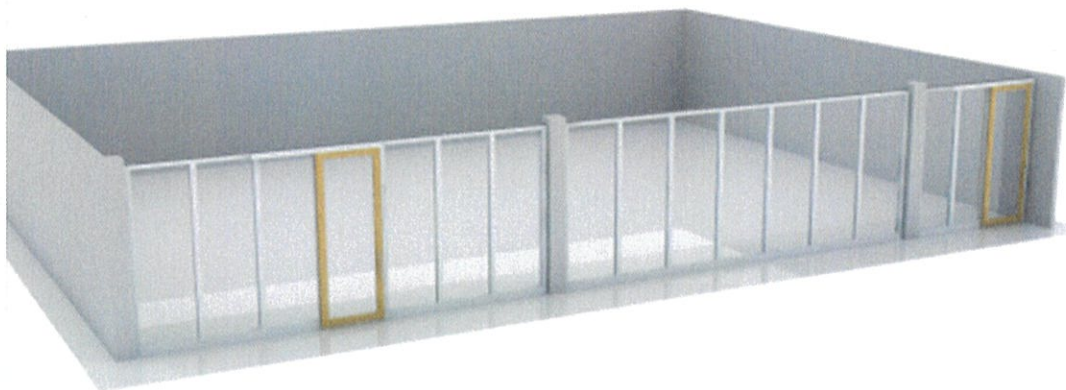
A. Configuration 1 (Just enclosing present YA/Teen Area):



66 linear wall feet

Materials	\$37,073	
Installation	\$8200	
2.5% surcharge	\$1131	Applied on all orders after 3/31/2025
Total cost to OPL		\$46,404

B. Configuration 2 (Claiming the Entire Northern Half)



57 linear wall feet

Materials	\$33,467	
Installation	\$7300	
2.5% surcharge	\$1019	Applied on all orders after 3/31/2025
Total cost to OPL		\$41,786

C. Configuration 3 (Split Northern Half)



98 linear wall feet

Materials	\$53,826	
Installation	\$11,600	
2.5% surcharge	\$1636	Applied on all orders after 3/31/2025
Total cost to OPL		\$67,062

Bill To

Ruth Percey
 Oshkosh Public Library
 106 Washington Avenue
 Oshkosh WI 54901-4980
 United States

TOTAL

\$18,241.00

Quote Expires: 6/30/2025

Federal EIN

58-2424595

Currency

US Dollar

Terms

Net 30 Days

Sales Rep

Terranova, Chris

Quotation Title

SSC| X25 Kiosk with Sidecart | Remote installation

Memo

Qty	Item / Description	Ship To	Unit Price	Amount
2	SSC-X25-K-BK EnvisionWare Self Service X25 Kiosk -X25 Countertop - Portrait Display Black Unit --Display: 21.5-inch capacitive touch screen --Operating System: Windows 10 IoT Enterprise LTSC 2021 (version 21H2) --Processor: Intel N5095 Quad-core, 8G DDR3L RAM --Drive: 128G mSATA Solid State Drive --Barcode Scanner: 1D/2D Platform Barcode Scanner with Smartphone Detection --RFID Pad: ProLine™ RFID Reader and Antenna --Spool of Receipt Paper: 80mm Industrial Std Spool Receipt Printer --Ethernet/Wi-Fi: RJ-45 Ethernet & WiFi --Standard Kiosk Pedestal --Includes credit card terminal mount + Optional hardware SSC-X25-SC and SSC-X25-VT	1 0 6 Washington Avenue	\$6,325.00	\$12,650.00
2	SSC-X25-SC-BK X25 Kiosk Sidecar --Standard 1-tier model provides an integrated extension to the detection surface for holding books, media and personal items during checkout. --Black	1 0 6 Washington Avenue	\$1,038.00	\$2,076.00



Qty	Item / Description	Ship To	Unit Price	Amount
1	PS-FR-U Flat Rate Project ENVISIONWARE FLAT RATE PROFESSIONAL SERVICES		\$1,575.00	\$1,575.00

EnvisionWare Flat Rate Professional Services offer a comprehensive package including consultation, planning, installation, training, and post-installation review at a fixed price. A dedicated consultant will manage the project from start to finish, with detailed progress reports. The package includes a clear Scope of Work, a structured payment schedule based on project milestones, and a change management process to handle unforeseen changes or requirements effectively.

*** This quote is based on a flat rate of \$1575 dollars, inclusive of up to 7 hours of Professional Services. Any services requested beyond 7 hours will require a Change Order. ***

Description

This is for a remote Installation.

Subtotal \$16,301.00

Freight charges are estimated; actual charges will be billed.

Discount

Send your purchase order or email confirmation to:

Freight \$1,940.00

EMAIL : orders@envisionware.com | FAX : +1 678.382.6501

Tax \$0.00

PST-CA

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: <http://system.envisionware.com/terms>. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: _____ Date: _____

Total **\$18,241.00**



MEMORANDUM

DATE: April 24, 2025

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

RE: Recommendations of the joint Board-Staff strategic planning proposal review committee

The Oshkosh Public Library received ten responses to a request for proposals for strategic planning consultants published in February. After reviewing all proposals on April 3 and submitting follow-up questions to finalists and reviewing those on April 21, the Joint committee has selected Northspan, a strategic planning firm headquartered in Duluth, MN. Northspan has worked with municipalities in Wisconsin and a library system in Minnesota.

Considering experience, quoted cost and stated methodology, the committee is confident that working with Northspan will result in a high-quality, workable plan.

Final costs will depend on several factors, but at this point I would request the use of Library Development endowment funds not to exceed \$32,000 to contract with Northspan for strategic planning consultation.

Respectfully submitted,

Darryl H. Eschete





MEMORANDUM

DATE: April 24, 2025

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

RE: Update on the third-party analysis of City-Library finance practices

Finance Director Julie Calmes and CLA Accountant Yvette Mueller will be present at this meeting to discuss final recommendations and share a memo on same with the Board. I contacted her on Thursday, April 17, and she assured me she would have an advanced copy of that memo ready with which to update the published packet and distribute to the Board electronically.

Enclosed in this packet, please find the updated timeline reflecting the work Ms. Calmes, Ms. Mueller, representatives of the City, representatives of Winnefox and myself have done on this matter and what remains to be done.

Respectfully submitted,

Darryl H. Eschete



City of Oshkosh/Oshkosh Public Library Project Plan

Task:	Assigned to:	Week of:							
		17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr through 19-May	26-May
Draft Recommendations/Timeline	Yvette (CLA)	X							
Present Recommendations to Finance/Library Director	Yvette (CLA), Julie (Finance), Darryl (OPL)		X						
Initial Discussion with Finance on Tyler Munis Setup	Yvette (CLA), Finance Team (Hailey and Tracy)		X						
Finance Director and Library Director Meet with Deputy City Manager and Procurement Manager	Julie (Finance), Darryl (OPL), City Staff		X	X					
Meet with Finance and OPL Staff to Review Reporting Requirements (to transition from QuickBooks to Tyler Munis)	Yvette (CLA), Finance Team (Hailey, Tracy, Julie), OPL Team (Marcy, Tracie)			X	X				
Meet with Library Finance Committee (April 8th)	Yvette (CLA), Julie (Finance), Darryl (OPL)				X				
Finance Team Work on Tyler Munis Setup and Sample Reports to Present to Team	Finance Team					X			
Meet with Finance and OPL Staff to Review Reports	Yvette (CLA), Finance Team, OPL Team including Darryl, Marcy and Tracie						X		
Prepare for Meeting With Library Board and City Staff and/or Council	Yvette (CLA), Julie (Finance), Darryl (OPL)						X		
Meet with Library Board (April 24th)	Yvette (CLA), Darryl (OPL)								
Implement Approved Plan with New Reports Available for May Library Board Meeting (May 29th)	Yvette (CLA), Finance Team, OPL Team including Darryl, Marcy and Tracie							X	X
OPL Operations									
Current:	OPL Operations Special Revenue Fund (Tyler Munis)	OPL Donations Separate Accounting (QuickBooks)	OPL Endowments (ACFR) Custodial/ Permanent Funds (Tyler Munis)	OPL Endowments (Activity) Separate Accounting (QuickBooks)	OPL Endowments (Departments) Separately Identified by Investment	Budgets Operations - Tyler Munis; Donations - QuickBooks	Control Operations, Donations and Endowments (Library Board, per Statute, but also City with allocation of resources, shared services and compliance requirements)	Custody Operations - City, Donations - Library Board/City (Tax ID), Endowments - Community Foundation	Policies Operations - City's Procurement and Employment Policies
Proposed:	No Change	Special Revenue Fund - Separate Department (Tyler Munis)	No Change	Remove Duplicate Entry - Source (Tyler Munis)	Separately Identify by Investment and Department (ie, Stanliber)	Each in Separate Department within Special Revenue Fund (Tyler Munis)		Discuss Best Options for Donations Account (interest bearing, pooled cash); No change for Operations and Endowment Funds	Review of City's Policies to Incorporate OPL (and Other Department) Donations/ Endowment Funds

For Discussion at Oshkosh Public Library Board Meeting on April 24, 2025

Oshkosh Public Library
Statement of Revenues and Donations

March 2025

25 % of the year

	BUDGET	FEBRUARY	MARCH	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
REVENUE						
Grants and Aids						
Winnebago County	809,251.00			0.00	0.00%	(809,251.00)
Other County Aid (Fond du Lac, Green Lake & Waushara)				0.00	0.00%	0.00
Winnefox Library System	180,797.00	15,066.42	15,066.42	45,199.26	25.00%	(135,597.74)
Total Grants and Aids	990,048.00	15,066.42	15,066.42	45,199.26	4.57%	(944,848.74)
Other Inflow						
Book Sales		1,260.93	1,640.78	3,561.21	0.00%	3,561.21
Miscellaneous		36.14	62.37	114.03	0.00%	114.03
Meeting Room		210.00	294.52	699.52	0.00%	699.52
Photocopies		1,391.50	1,998.07	4,088.42	0.00%	4,088.42
Total Other Inflow		2,898.57	3,995.74	8,463.18		
TOTAL REVENUE	990,048.00	17,964.99	19,062.16	61,496.44	6.21%	(937,014.74)

Oshkosh Transit System

Reloadable Passes	0.00	2,943.00	3,357.00	7,834.00		
Total Receipts to Oshkosh Transit System	0.00	2,943.00	3,357.00	7,834.00	0.00	7,834.00

City of Oshkosh Levy

2,876,500.00

Donations since last board meeting

Donations given at the register		51.55	73.99
Ebersberger, John in memory of mother - Joann Ebersberger			30,000.00
AAUW - appreciation for Michael McArthur's presentation			100.00
Total Donations		51.55	30,173.99

Oshkosh Public Library
Statement of Expenditures
March 2025

	2025	MARCH	NET	% OF	UNEXPENDED
	BUDGET	EXPENSES	EXPENSES	ANNUAL	BALANCE
			TO DATE	BUDGET	
Revolving Expenses					
6102 Regular Pay	2,561,966.00	187,968.22	542,077.58	21.16	2,019,888.42
6104 Overtime Pay	21,684.00	4,727.16	15,341.07	70.75	6,342.93
6302 FICA - Employers Share	197,676.00	14,154.84	41,421.36	20.95	156,254.64
6304 Wisconsin Retirement Fund	164,059.00	11,935.40	35,482.39	21.63	128,576.61
6306 Health Insurance	523,490.00	38,348.80	77,558.68	14.82	445,931.32
6307 Health Insurance Admin Fee	1,030.00		0.00	0.00	1,030.00
6308 Dental Insurance	21,475.00	1,765.30	3,560.98	16.58	17,914.02
6310 Life Insurance	6,005.00	422.32	1,181.65	19.68	4,823.35
Professional Services			0.00		
6401 Engineering/Surveying/Appraisals	0.00		0.00	0.00	0.00
6402 Audit	0.00		0.00	0.00	0.00
6403 Legal	0.00		0.00	0.00	0.00
6404 Misc. Consulting/Studies	0.00		0.00	0.00	0.00
Contracted Services			0.00		
6411 Advertising/Postage/Printing	25,000.00	1,817.72	2,363.71	9.45	22,636.29
6412 Contractual Agreement Payments	333,500.00	12,971.75	204,819.67	61.42	128,680.33
6415 Subscription/Licensing Contracts	10,000.00	2,597.34	6,186.07	61.86	3,813.93
6416 Prevent Maintenance Contracts	45,000.00	4,490.05	4,965.35	11.03	40,034.65
6417 Third Party Contracted Services	85,000.00	7,871.88	13,633.77	16.04	71,366.23
Employee Development & Allowance			0.00		
6421 Employee Training/Development	6,500.00	1,098.21	5,473.21	84.20	1,026.79
6422 Professional License/Membership Dues/Bonds	5,000.00	92.14	624.14	12.48	4,375.86
6423 Employee Allowance/Reimbursement	800.00	41.65	148.89	18.61	651.11
Inter-Department Services Charges			0.00		
6431 Administrative/Engineering Fees			0.00	0.00	0.00
Rental Expenses			0.00		
6441 Rental Expenses	0.00		0.00	0.00	0.00
6443 Lease Expense	6,600.00	188.27	590.81	8.95	6,009.19
Fixed Costs			0.00		
6450 Insurance Expense	29,800.00	1,026.86	1,156.86	3.88	28,643.14
6451 Workers Comp Insurance	10,100.00		10,100.00	100.00	0.00
6452 Licenses and Permits	0.00		0.00	0.00	0.00
6454 Telephone/Internet Expense	3,500.00	149.97	396.94	11.34	3,103.06
6455 Utilities Expense	145,000.00	13,783.02	26,604.00	18.35	118,396.00
Other - Finance Only Accounts			0.00		
6465 Bank Fees	5,000.00	433.87	1,551.78	31.04	3,448.22
Fuel/Lubricants			0.00		
6519 Non-Inventory Miscellaneous Fuel	0.00		0.00	0.00	0.00
Inventory/Supplies			0.00		
6520 Office Supplies	22,000.00	2,123.00	3,917.77	17.81	18,082.23
6524 Specialty Supplies	350,000.00	40,714.75	61,317.37	17.52	288,682.63
6529 Non-Inventory Supplies	60,000.00	8,124.12	10,241.55	17.07	49,758.45
6550 Minor Equipment	0.00		0.00		
Total Other Expenditures	4,640,185.00	356,846.64	1,070,715.60	23.07	3,569,469.40

Oshkosh Public Library Highlights

April 2025

1. More than 50 percent of our 11,000 subscribers are reading the library's eNewsletter - 18 percent higher than the industry average. This success demonstrates the benefits of tailoring content based on analytics and the power of digital communication to tell the library's story. Carefully curated content including Staff Picks, information about upcoming library activities and a "good stuff" list highlighting collections, special events and news that appeals to readers has made this an email that subscribers look forward to finding in their inbox.
2. Checkouts of OPL's book club sets have increased significantly since making them easier for patrons to access. Book club sets, which include multiple print copies of a title and a discussion guide, were originally kept in storage, with a case for each title displayed on the shelves - much like video stores of days gone by. Since packaging the sets in clear bins and putting them out on the shelves, circulation has increased over the previous year by anywhere from 36 to 248 percent in a single month from September to March.
3. Sometimes a quiet act of support speaks volumes about the library's value as a partner. Menominee Elementary School PTO held a bake sale in the library during the April election and organizers were extremely pleased with the response. The bake sale raised enough money to purchase Dare T-shirts for fifth graders at the school and gave the PTO an opportunity to connect with Menominee neighbors and families who came to OPL to vote. As a result of this experience, the PTO offered to share information about library events with their families and consider other partnership opportunities. "You do not know how much that partnership has helped our students," a PTO member wrote in a thank you note. "We would love to continue partnering with you!"
4. Opportunities to participate in creative activities brought people into the library during spring break in March.
 - a. There were smiles all around when 79 people came to paint mini canvases on March 24. OPL provided the supplies and participants came armed with creativity and imagination. Our artists enjoyed spending time together in a relaxing atmosphere and left with their keepsake piece to remember the day.
 - b. Crafting met spring cleaning on March 25 & 26 when the library set out a buffet of supplies and invited patrons to indulge their creativity. More than 60 people attended two sessions.
 - c. The LEGOMania Design Contest engaged and inspired, bringing in 57 entries ranging from futuristic vehicles to a clever take on an iconic work of art. Builders of all ages enjoyed the challenge of creatively applying science and engineering concepts to bring

their ideas to life. Thanks to sponsors Oshkosh Corporation and House of Heroes Comics + Games.

5. OPL celebrated Tolkien Reading Day on March 25 with a special presentation, History, Geography and the Maps of Middle Earth. Fans of the renowned fantasy author's work were treated to a unique look at Tolkien and his works, delving into history, geography, anthropology, fantasy and literature. Seventeen people attended.
6. The Write On! series is back, with sessions on Haiku, writing a six-word memoir and post card fiction. The series breaks down specific writing methods to guide and inspire anyone from beginners to veterans. A fourth session on April 23 will focus on Drabbles – stories of exactly 100 words.
7. Community partners worked with OPL in March and April to present programs at the library.
 - a. Two players from the Wisconsin Herd and team mascot Pointer visited the library on March 11, reading stories about sportsmanship, signing autographs and taking photos with patrons of all ages. The team also donated four free tickets to a Herd game, which were raffled off as part of the program. Thirty people attended.
 - b. The Big Read came to OPL on April 11 to offer kids a fun lesson in saving money as part of Money Smart Wisconsin. Presenters read the book, *Deena's Lucky Penny*, a story about a little girl who was inspired to save money after finding a penny on the ground. The kids decorated a piggy bank and received a copy of the book to take home. Thirty people attended the event, which was sponsored by Money Smart Week Fox Cities and Winnebago Community Credit Union.
8. Oshkosh's Little Free Libraries got a quick refresh in early April thanks to OPL. Our abundance of book donations were offered to the mini libraries to restock their shelves, making it convenient for their friends and neighbors to access books that they'll enjoy. In addition to hosting the event at the library, OPL also delivered bags of books to Lourdes High School and Evergreen so that they could prep their LFLs in time for spring walking weather. This ongoing effort highlights OPL as a resource and community partner that champions literacy and supports readers.
9. The annual Art Fest exhibit is adding some color and pizzazz to the library's lower level. Every spring, artwork by elementary students in the Oshkosh Area School District is displayed and a reception to celebrate the talent of these young artists is held at the library. More than 100 families and friends of the student artists attended the reception on April 13.
10. Two programming and Community Engagement updates
 - a. OPL's Community Open Jam continues to gain steam, with five new musicians joining the jam in April.

- b. Our relationship with 4Imprint is blossoming as we move toward spring. Community Engagement Librarian Sandy Toland holds monthly card clinics at both the downtown office and the west side distribution center. Being on-site regularly to answer questions, issue/update library cards and demonstrate library resources has led to other requests from 4Imprint staff. A core group is able to receive their holds on card clinic days and there are also discussions about offering on-site enrichment programs. There is a small display of OPL information in the 4Imprint's on-site library. It demonstrates that taking the library out into the community is an effective way to build relationships that result in library use.
- 11. OPL celebrated National Library Week with a Facebook campaign highlighting the many ways the library can Spark Your Story. It focused on several tenets of the library's brand: Our rich history; pride and ownership; a place to take the first step; and our rich collection of resources. We also gave a shout-out to our staff on National Library Workers Day.

The campaign shared stories of how several individuals and groups found value in using the library and logged solid engagement rates – from 3.4 percent to 16.7 percent. To compare, the overall engagement benchmark across industries is 1.4 percent; for non-profits it is 1.8 percent and government is 2 percent, as reported in an analysis of 1 million social posts by social media management service Hootsuite.

MONTHLY REPORT
Oshkosh Public Library
March 2025

CIRCULATION	Mar 2025	Mar 2024	% Change	YTD 2025	YTD 2024	% Change
Book-Adult	14,787	14,189	4%	41,027	41,831	-2%
Book-Juvenile	16,135	14,786	9%	41,706	41,398	1%
Book-YA/Teen	1,306	1,196	9%	3,711	3,674	1%
CD-Adult	793	1,184	-33%	2,213	3,519	-37%
CD-Juvenile	72	89	-19%	179	231	-23%
CD-Book-Adult	457	475	-4%	1,282	1,411	-9%
CD-Book-Juvenile	399	161	148%	1,043	420	148%
CD-Book-YA/Teen	9	10	-10%	18	40	-55%
DVD-Adult	5,156	6,119	-16%	15,060	17,127	-12%
DVD-Juvenile	1,177	1,216	-3%	3,139	3,321	-5%
Game-Adult	646	754	-14%	1,706	2,016	-15%
Game-Juvenile	243	222	9%	639	690	-7%
Magazine-Adult	525	403	30%	1,390	1,198	16%
Magazine-Juvenile	12	7	71%	29	51	-43%
Magazine-YA/Teen	3	7	-57%	7	13	-46%
Other-Adult	194	197	-2%	709	542	31%
Other-Juvenile	140	135	4%	441	437	1%
Other-YA/Teen	25	8	213%	38	20	90%
Total Adult	22,558	23,321	-3%	63,387	67,644	-6%
Total Juvenile	18,178	16,616	9%	47,176	46,548	1%
Total YA/Teen	1,343	1,221	10%	3,774	3,747	1%
SUB TOTAL	42,079	41,158	2%	114,337	117,939	-3%
Digital Book Formats						
OverDrive E-Books	4,906	5,470	-10%	14,199	16,194	-12%
Hoopla E-Books	452	381	19%	1,341	1,428	-6%
E-BOOKS SUB TOTAL	5,358	5,851	-8%	15,540	17,622	-12%
Audiobook Formats						
OverDrive Audiobooks	5,312	5,254	1%	15,939	15,068	6%
Hoopla Audiobooks	1,752	1,257	39%	5,005	4,393	14%
AUDIOBOOKS SUB TOTAL	7,064	6,511	8%	20,944	19,461	8%
Digital Media						
Hoopla Music	51	37	38%	107	123	-13%
Hoopla Video	230	173	33%	736	677	9%
DIGITAL MEDIA SUB TOTAL	281	210	34%	843	800	5%
DIGITAL CONTENT SUB TOTAL	12,703	12,572	1%	37,327	37,883	-1%
TOTAL CIRCULATION	54,782	53,730	2%	151,664	155,822	-3%

PHYSICAL MATERIALS	Mar 2025	Mar 2024	% Change	YTD 2025	YTD 2024	% Change
% AV Materials Circulated	21%	25%	-14%	22%	24%	-9%
% Print Materials Circulated	79%	75%	5%	78%	76%	3%
% Adult Materials Circulated	57%	60%	-5%	55%	57%	-3%
% Youth Materials Circulated	43%	40%	7%	45%	43%	4%
Average Circulation Per Hour	193.6	186.6	4%	184.3	180.8	2%

MONTHLY REPORT
Oshkosh Public Library
March 2025

MISCELLANEOUS	Mar 2025	Mar 2024	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	21,500	19,917	8%	60,910	59,134	3%
Average Daily Traffic	694	687	1%	684	680	1%
New Card Registrations	195	238	-18%	626	685	-9%
Self-check % of Checkout	49.5%	44.0%	13%	50.5%	46.8%	8%
Volunteer Hours Worked	113	95	19%	233	273	-15%
Teacher Packs	2	4	-50%	6	10	-40%

ELECTRONIC RESOURCES	Mar 2025	Mar 2024	% Change	YTD 2025	YTD 2024	% Change
OPL Website Sessions	20,323	17,725	15%	57,386	54,697	4.9%
SUBSCRIPTION DATABASE SESSIONS						
* =new tracking						
Mango Languages	73	54	35%	308	184	67.4%
Reference Solutions	31	116	-73%	122	255	-52.2%
*Value Line	119	121	-2%	368	359	2.5%
SUB-TOTAL	223	291		798	798	0.0%
LOCAL DATABASE SESSIONS						
1957 Address Change	53	34	56%	128	72	77.8%
City Directories	1	75	-99%	6	193	-96.9%
Digital Collections	107	65	65%	242	217	11.5%
Local History Books	16	19	-16%	39	57	-31.6%
Oshkosh Facts, Firsts, and FAQ	8	5	60%	20	11	81.8%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	87	196	-56%	246	507	-51.5%
Riverside Cemetery Index	17	10	70%	37	32	15.6%
UWDC - Atlases & Histories	12	0	#DIV/0!	24	1	2300.0%
SUB-TOTAL	301	404		742	1,090	-31.9%
TOTAL ELECTRONIC RESOURCE SESSIONS	20,847	18,420	13%	58,926	56,585	4.1%

PUBLIC COMPUTER USE	Mar 2025	Mar 2024	% Change	YTD 2025	YTD 2024	% Change
Wireless Access	7,626	7018	9%	21516	20996	2.5%
Public Computer Use						
Adult	1,719	1587	8%	5019	4888	2.7%
Youth	220	137	61%	550	378	45.5%
TOTAL USE	1939	1724	12%	5569	5266	5.8%

QUESTIONS ANSWERED	Mar 2025	Mar 2024	% Change	YTD 2025	YTD 2024	% Change
Adult Department						
Reference	970	791	23%	2,589	2,384	9%
Youth Department						
Reference	24	288	-92%	93	728	-87%
TOTAL QUESTIONS ANSWERED	994	1,079	-8%	2,682	3,112	-14%

PROGRAMS	Mar 2025	Mar 2024	% Change	YTD 2025	YTD 2024	% Change
Programs Given						
Adult	14	10	40%	38	48	-21%
Teen	8	2	300%	13	9	44%
Youth	24	32	-25%	96	82	17%
Roving Reader	12	17	-29%	32	40	-20%
All Ages	9	0	0%	15	0	0%
TOTAL	67	61	10%	194	179	8%
Program Attendance						
Adult	119	68	75%	370	444	-17%
Teen	156	50	212%	208	143	45%
Youth	663	903	-27%	2,298	2,510	-8%
All Ages	224	0	0%	296	0	0%
TOTAL	1162	1021	14%	3,172	3,097	2%

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: April 17, 2025
SUBJECT: Personnel Changes since last board meeting

There were no personnel changes for March, 2025.

Library Director's Report

March-April 2025

Since the regular Board meeting of March 27, 2025, library staff and I have been at work on the following:

- **Young Adult/Teen Issues**—In the wake of several increasingly concerning and dangerous incidents at the library over the course of the second half of March and the first weeks of April, OPL put into effect a temporary measure which mandated unattended minors signing in when entering the building during evening hours. This will continue until the end of the school year or until there are indications that it is no longer necessary. As of this writing, three days into the effort, the measure has eliminated evening issues and led to positive conversations with the school district, Boys and Girls Club, YMCA and many individual teen visitors. City Attorney Lynn Lorensen and Assistant City Attorney Amy Vandenhogen were a great help as we formulated the temporary sign-in measure. On Friday, April 18, a reporter from WLUK (Green Bay) is scheduled to discuss the measure and its results with me.
- **Meet With City Manager**—On March 28, I met with new City Manager Rebecca Grill and we discussed matters related to the library. She expressed her desire to appropriately support the library, but also openly expressed her feeling that budgeting for all departments—especially personnel—in the near future will be a deliberative and careful matter.
- **Leadership Oshkosh**—As part of “Law Enforcement” day on April 16, my Leadership Oshkosh cadre spent the morning at Winnebago Sheriff’s Office, heard from District Attorney Eric Sparr, visited the Oshkosh Correctional Institution (where we ate) and heard from Oshkosh Police Department about how officers are trained to ascertain situations for use of force and how they use drones.
- **Oshkosh Fire Landmark**—On April 9, I was included in a discussion about a possible landmark/memorial to the great Oshkosh fire somewhere downtown. Librarian Michael MacArthur has been consulted to help write the text that would appear on it, based on his research. This is still in the planning stages, and I will keep the Board apprised as it evolves.
- **Munis Training**—On April 11, I received training from City Finance on how to create and view various reports in Tyler-Munis, the City’s financial management software.
- **Digital Signage**—All digital signage in the building—including the signs outside the meeting rooms—is now working as intended, though not in what will be its final iteration after further design work.
- **Compensation Study**—The compensation study is ongoing, with staff continuing to fill out Job Description Questionnaires. Staff’s part of the project should be substantially completed by the end of this month.
- **Connected Fox Valley Advisory Group**—On April 21, I will be taking part in a meeting of a group meant to discuss the issue of loneliness and isolation in the Fox Valley and ways that organizations and institutions such as public libraries may play a role in helping residents of the area “connect.”

- **Friends of the Library**—The effort to recruit an initial Friends Board continues, and I have contacted some interested members of the Community with enthusiastic responses. My hope is to be able to concentrate on this with more intention soon.

Respectfully Submitted,

Darryl Eschete