Oshkosh Public Library
Spark Your Story

Oshkosh Public Library Board of Trustees
Agenda – Thursday, May 29, 2025
Library Lower-Level Meeting Room

AGENDA		ACTION REQUIRED	PAGE
Call to Order: 4:00 p.m.			
Public Comments			
Consent Agenda:		YES	145-147
1.	Minutes of the regular Board meeting of April 24, 2025		
2.	Authorized Payments from April 17 -May 20 – $47,743.00		
Items Removed from Consent Agenda			
New Business			
3.	Memo--Adoption of City Telecommuting Policy: The library proposes adopting the City's telecommuting policy (attached) for the library, with the addition of a brief library-specific addendum to clarify that all final telecommuting arrangements remain subject to approval by library supervisors and administration rather than City HR personnel. **Action requested:** *Motion to adopt City of Oshkosh telecommuting policy as library policy with library-specific addenda and internal process adjustments as necessary.*	YES	148-163
4.	Memo—Update—Third Party Analysis of Library-City Finance Practices:	NO	164
5.	Memo—Update—Strategic Planning: Update on strategic planning process and next steps/schedule.		165
Informational Items		NO	166-172
6.	Revenues and Donations		
7.	Expenditures		
8.	Library Highlights		
9.	Monthly Statistics		
10.	Personnel Changes		
Library Director's Report			
11.	Report on operations of the Oshkosh Public Library	NO	173
Trustee Reports and Comments		NO	
Adjournment		YES	
Next Meeting Scheduled: Thursday, June 26, 2025 at 4 p.m.			

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
April 24, 2025

The April 24, 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, Kim Brown, Susan Fojtik, Larry Lautenschlager, Christine Melms-Simon, Baron Perlman, David Rucker, Amber Shemanski, Molly Templin, Adjunct Board Member and Jason Schmidt, Adjunct Board Member.

Absent: Tony Kneepkens and Lindsey Mugerauer

Also Present: Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Julie Calmes, Oshkosh City Finance Director; Yvette Mueller, Accounting Consultant for CliftonLarsonAllen (CLA); Marcy Cannon, Winnefox Library System Business Manager and Tracie Schlaak, Winnefox Administrative Specialist.

Consent Agenda
- Minutes of the Regular Board Meeting of March 27, 2025
- Minutes of the Board Finance Committee Meeting of April 8, 2025.
- Authorized Payments from March 19, 2025 to April 16, 2025 totaling $48,345.20.

   Motion to approve the consent agenda.
   Motion: Perlman; **Second:** Lautenschlager; **Vote:** Unanimous

New Business
- Motion to approve billing adjacent counties (Calumet, Fond du Lac, Green Lake, Outagamie, Waupaca, Waushara) for library services rendered by Oshkosh Public Library in 2024 per Wisconsin Act 420.
   Motion: Perlman; **Second:** Fojtik; **Vote:** Unanimous

- Motion to approve additional funding from the Facility Improvement Fund not to exceed $7,500.00 for a new "Draw Alive" system for the library. **Motion:** Perlman; **Second:** Melms-Simon; **Vote:** Unanimous

- Motion to approve using the $30,000.00 Joanne Ebersberger bequest and $45,000.00 from the Stanhilber Fund for installation of glass walls in the first floor YA/Teen area (configuration 3, split northern half). **Motion:** Perlman; **Second:** Lautenschlager; **Vote:** Unanimous

- Motion to approve $20,000.00 from the Facility Improvement Fund for the new JobPod area on second floor of the library. **Motion:** Perlman; **Second:** Lautenschlager; **Vote:** Unanimous

- Motion to approve up to $18,500.00 from the Technology Improvement Fund to purchase self-service checkout stations. **Motion:** Perlman; **Second:** Brown; **Vote:** Unanimous

- Motion to approve up to $32,000.00 from the Library Development Fund to contract with Northspan for strategic planning. **Motion:** Perlman; **Second:** Lautenschlager; **Vote:** Unanimous

Rucker left the meeting at 5:00 pm.

Motion to adjourn at 5:28 pm.
Motion: Perlman; **Second:** Shemanski; **Vote:** Unanimous

Respectfully submitted,

Darryl Eschete, Secretary
Tracie Schlaak, Recorder

Oshkosh Public Library
Authorized Payments
April 17 through May 20, 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			
NMT Partners LLC	ResCarta-Web Hosting	$150.00	
Winnefox Library System	Reimbursements	$139.00	
Total Subscription/Licensing Contract			$289.00
Preventative Maintenance Contracts			
Gordon Flesch Co, Inc	Copier maintenance	$546.58	
Gordon Flesch Co, Inc	Copier maintenance	$51.17	
Gordon Flesch Co, Inc	Copier maintenance	$12.99	
Gordon Flesch Co, Inc	Copier maintenance	$45.86	
Total Preventative Maintenance Contracts			$656.60
Total Contracted Services			**$13,917.35**
Facility			
Beez Electric, Inc	Electrical work	$693.23	
Energy Control & Design, Inc.	HVAC services	$377.80	
Gartman Mechanical Services	Sheetmetal services	$296.00	
Gartman Mechanical Services	Plumbing services for toilet ins	$222.00	
Gartman Mechanical Services	Plumbing services	$444.00	
GFL Environmental	Waste disposal	$773.98	
Total Facility			$2,807.01
Collections			
Unique Management Services, Inc	Collections	$494.40	
Winnefox Library System	Placements	$555.19	
Total Collections			$1,049.59
Total Contracted Services			**$3,856.60**
Advertising/Postage/Print			
Printing			
DPI	Teen Zone posters	$30.00	
Winnefox Library System	Reimbursements	$583.72	
Advertising/Postage/Print			**$613.72**
Employee Development & Allowance			
Employee Training/Development			
Bongers, Joe	Conference reimbursement	$160.00	
Howard, Anne	Mileage for Librarian candidat	$522.36	
Kizer, Madison	Mileage for Librarian candidat	$254.80	
Wolf, John	Mileage for Librarian candidat	$879.42	
Total Employee Training/Development			**$1,816.58**
Professional License/Membership			
Bongers, Joe	Kiwanis meals	$92.21	
Total Professional License/Membership			$92.21
Employee Allowance/Reimbursement			
Bongers, Joe	Mileage for FVTC Training	$147.00	
Toland, Sandy	Mileage	$46.13	
Winnefox Library System	Van mileage	$10.57	
Total Employee Allowance/Reimbursement			$203.70
Total Employee Development & Allowance			**$295.91**

Oshkosh Public Library
Authorized Payments
April 17 through May 20, 2025

Name	Memo	Amount	Totals
Fixed Costs			
Telephone/Internet			
Winnefox Library System	Phone charges	$34.24	
Total Telephone/Internet			$34.24
Utilities Expense			
Constellation	Gas charges	$1,780.97	
Constellation	Gas charges	$886.02	
Total Utilities Expense			$2,666.99
Total Fixed Costs			**$2,701.23**
Inventory Supplies			
Office Supplies			
Winnefox Library System	Office Supplies	$3,166.02	
Staples	Office Supplies	$887.38	
Staples	Office supplies	$194.14	
Staples	Office Supplies	$7.73	
Staples	Office Supplies	$89.40	
Total Office Supplies			$4,344.67
Specialty Supplies			
Baker & Taylor	Library materials	$4,447.86	
Cengage Learning	Library materials	$286.40	
Center Point Large Print	Library Materials	$122.09	
Ingram	Library materials	$4,630.15	
Midwest Tape	Library Materials	$1,446.77	
Midwest Tape - Hoopla	Library materials	$5,771.28	
Playaway	Library materials	$58.99	
Randy Domer	Library materials	$48.00	
Total Specialty Supplies			$16,811.54
Total Inventory Supplies			**$21,156.21**
Non-Inventory Supplies			
Technology			
Winnefox Library System	Reimbursements	$41.17	
Total Technology			$41.17
Facility			
Beez Electric, Inc	Electrical supplies	$100.38	
Block Iron & Supply Company	Emergency key	$42.00	
Gartman Mechanical Services	installation materials	$45.75	
Gartman Mechanical Services	Plumbing supplies	$356.85	
Kitz & Pfeil	Maintenance supplies	$107.99	
Kitz & Pfeil	Maintenance supplies	$171.05	
Kitz & Pfeil Power Center & Service	Mower parts	$440.17	
Kitz & Pfeil Power Center & Service	Mower supplies	$169.98	
Pingry-Caswell	Cleaning supplies	$45.34	
Winnefox Library System	Reimbursements	$158.66	
Winnefox Library System	Reimbursements	$655.35	
Total Facility			$2,293.52
Program Support			
Winnefox Library System	Reimbursements	$403.78	
Winnefox Library System	Reimbursements	$254.74	
Winnefox Library System	Reimbursements	$100.97	
Winnefox Library System	Reimbursements	$102.95	
Total Program Support			$862.44
Total Non-Inventory Supplies			**$3,197.13**
Rental Expense			
Lease Expense			
Great America Financial Services	Copier lease payment	$188.27	
Total Lease Expense			$188.27
Total Rental Expense			**$188.27**
	Total Authorized Payments		**$47,743.00**

Oshkosh Public Library
Spark Your Story

To: Library Board of Trustees
From: Darryl Eschete, Library Director
Date: May 29, 2025
Subject: Adoption of City Telecommuting Policy with Library Addendum

I propose Library adoption of the City of Oshkosh's Telecommuting Policy as written, with one library-specific addendum: all decisions regarding telecommuting eligibility, approval, administration, and oversight for library employees will be made by Library Administration, rather than by City Human Resources or the City's Director of Administrative Services.

This allows us to remain aligned with the City's broader policies while preserving the Library Board's statutory authority over library operations per Wisconsin Statute § 43.58. The library, working with its Winnefox partners who administer the library's network and computing, will follow equivalent internal processes for approval and documentation and ensure compliance with relevant sections of the policy regarding equipment, scheduling, security and accountability.

All pertinent documents are attached.

Respectfully submitted,

Darryl Eschete

City of Oshkosh
Telecommuting Policy

This policy is designed to provide staff guidance in regard to telecommuting practices for the City of Oshkosh. Offering the ability to telecommute can aid in recruitment, retention, and job satisfaction. Eligible employees can find telecommuting to be a positive experience that promotes work-life balance, improves productivity, as well as efficiency in their work. This telecommuting program is intended to be a work option that benefits the City and the employee.

What is Telecommuting?

The City defines telecommuting as "An employment arrangement in which an employee performs their job functions from an approved alternate worksite other than the employee's normal office or workspace, one or more days per month on an occasional, temporary, or recurring basis."

Telecommuting is established through the discretion of the City and is not an independent employee decision. Telecommuting is a tool that allows for flexibility in regard to work options. It does not change the basic terms and conditions of employment. Telecommuting requests will be determined on a case-by-case basis.

Important Considerations

Any discussions involving telecommuting should include discussions regarding the:

- Needs of the department or division
- Needs of the employee
- Employee's work duties and the ability to measure or assess work performed
- Availability and costs of any needed equipment
- Employee's current and past job performance
- Employee's work skills, including time management, organizational skills, self-motivation, and the ability to work independently
- Assessment of other employees performing similar responsibilities
- Effect on service
- Effect on the rest of the work group, or department
- Other items deemed necessary and appropriate

Some positions will not be eligible for telecommuting arrangements due to the nature of the job, including, but not limited to, positions which require direct public or employee interactions, or other physical employee presence required to perform the essential job functions.

It is the policy of the City that telecommuting arrangements are permitted when agreed to by the employee and the City; when it is feasible that an employee could fulfill their job duties from an alternate location for the period covered by the arrangement; and when the telecommuting arrangement does not disrupt the operations of the work group, division, department, or City.

Telecommuting arrangements may also be initiated by the City for any legitimate organizational purpose. The decision to authorize a telecommuting agreement is at the discretion of the City.

A. Eligibility

Only employees whose job duties can be fulfilled from a remote location are eligible to be considered for a telecommuting arrangement.

Telecommuting is only available if the City has the ability to monitor or measure the work product produced by the employee during the period of telecommuting.

Telecommuting is only available to employees who have all tools required for their job available to them at the remote location, as determined by the City. Working space, insurance, utilities, and other services for the remote workspace must be provided by the employee at their own expense as a condition of the telecommuting agreement.

Prior to beginning a telecommuting arrangement, the employee must certify to the employer that their remote workspace meets minimum safety requirements as outlined in the Telecommuting Safety Checklist section of the Telecommuting Application and Approval Form ("Form").

B. Categories and Duration of Telecommuting Arrangements

Occasional Telecommuting – An intermittent period of telecommuting based on the occasional need to telecommute for a partial or full day. This arrangement is intended for employees seeking approval to telecommute on an infrequent basis throughout the year. Occasional telecommuting would occur infrequently, not to exceed four times in a month, based on a specific need for the employee to be at or near home for the day or part of the day. Approval of the Telecommuting Application and Approval Form is required prior to beginning this arrangement, however, once the arrangement is approved, the Supervisor can approve individual days or partial days of telecommuting through a written or email request with a copy of each approved telecommuting request submitted to Human Resources. If the need for telecommuting becomes more frequent or qualifies under one of the other categories a new telecommuting application will be required.

Unpredicted Temporary Telecommuting – A period of telecommuting arising out of unforeseen circumstances (e.g., illness, injury, weather emergency, temporary school closure, etc.). Unpredicted Temporary Telecommuting typically involves single days and/or is related to health circumstances that cannot be addressed by the other categories. Normally prior approval of the Telecommuting Application and Approval Form is required, however, if circumstances do not allow time for ordinary approval of the telecommuting application, verbal approval from the supervisor prior to beginning the arrangement will be accepted, with the understanding that ordinary approval through the telecommuting application process takes place no later than the third workday of the arrangement. Duration is not to exceed three months.

Scheduled Ongoing Telecommuting – A continuous arrangement open to non-supervisory employees that involves part-time telecommuting (not to exceed 2 days per week) and is subject to periodic review / renewal not to exceed six-month intervals. Scheduled Ongoing Telecommuting is permitted for eligible employees in accordance with this policy. Approval of the Telecommuting Application and Approval Form is required prior to beginning this arrangement.

If extenuating circumstances exist, exceptions to the above guidelines may be approved by the Director of Administrative Services or designee.

C. Limitations

The approval or end of a telecommuting agreement does not affect or change an employee's conditions of employment, salary, or benefits.

Employees who are telecommuting are required to attend meetings, work, or other functions away from their alternate workspace, if circumstances require such travel. Although not common, if needed an employee who is telecommuting may be required to report to work on short notice based on City needs, such as office coverage, meetings, or other immediate circumstances.

Telecommuting employees who are not FLSA-exempt (non-exempt) must continue to report actual hours worked and may not work overtime, or additional hours that generate shift differentials, without receiving supervisor approval in advance of the work being performed.

Employees who are telecommuting will work their approved normal work schedule during the period of the telecommuting arrangement unless an alternate work schedule is established in advance.

Employees who are telecommuting must be available during their established work hours. Employees should be reachable by telephone, video conferencing or some other form of live communication during the workday, per the arrangements established with their supervisor and coworkers. Employees must be free from interruptions during work hours including but not limited to doing household chores, providing care to others, or conducting other business. If unexpected interruptions occur during approved arrangements, employees must communicate with their supervisor regarding these circumstances and punch out, if applicable, while addressing non-work-related situations.

An employee operating under a telecommuting agreement is subject to the same notification, approval, and reporting requirements for sick leave or other paid time off as if the employee were working at their normal office or workspace.

Employees who are telecommuting must have general liability homeowner's or renter's insurance. Employees are responsible for notifying their homeowner's or renter's insurance company of their intent to work from home. Employees may not host visitors, including other employees, in their home during work time. The employee must provide the City with evidence of insurance upon request.

Employees who are telecommuting are responsible for complying with all City risk management, information technology security and access policies while in their alternate workspace, as well as any other applicable City or departmental policies, as if they were working at their normal office or workspace.

Any telecommuting agreement which involves the employee working outside of the State of Wisconsin requires the approval of the Director of Administrative Services or designee. A supplemental agreement may be required as part of the approval for out-of-state telecommuting.

Maintenance of any City equipment issued to a telecommuting employee will be performed only by an authorized City representative. Maintenance and repair of employee-owned equipment is the responsibility of the employee.

D. Approval

Approval of any telecommuting agreement is at the discretion of the City. Any telecommuting agreement must be approved utilizing the Form.

Telecommuting agreements may be discontinued or modified by the City at any time at discretion of the City. The City will strive to provide reasonable notice in advance of any modification.

Telecommuting Request and Approval Process

Any employee requesting the ability to telecommute is required to follow the process outlined below:

1. Employee discusses their interest regarding telecommuting with their supervisor. This discussion is an important first step in understanding if the ability to telecommute exists based on employee assignments. This also allows for both the employee and their supervisor to understand what the mutual needs and expectations are.

2. Employee completes the Telecommuting Application and Approval Form ("Form") with input from supervision. In most cases, the Form must be completed and approved prior to the start of the telecommuting arrangement. However, when prior approval of the Form is not possible, the supervisor may verbally approve prior to beginning the arrangement and the Form is submitted as soon as reasonably possible, but no later than the third workday of the arrangement.

3. If approved, the supervisor forwards the Form on for Department Head and Director of Administrative Services (or designee) for final approval. Please refer to the Telecommuting Guidelines for Supervisors for guidance regarding requests for approval.

For further information, please contact Human Resources at 920-236-5110.

City of Oshkosh
Telecommuting Guidelines for Supervisors

GENERAL TELECOMMUTING INFORMATION

Telecommuting agreements will be used when an employee spends part of their work month at a location other than their normal office or workspace. **Some positions will not be eligible for telecommuting arrangements due to the nature of the job, including, but not limited to, positions which require direct public or employee interactions, or other physical employee presence required to perform the essential job functions.**

The creation of a telecommuting agreement serves three important risk management interests for the City of Oshkosh:
- ✓ Employee health and safety
- ✓ Data and information system security
- ✓ Workforce management

When we authorize a remote workplace, we are creating a satellite City work location. These satellite work locations are subject to the same policies, procedures, and safety requirements as our regular work locations.

- Liability associated with employees is the same when the employee works at a remote work location as when they work in a traditional workplace.

- Responsibilities to keep our confidential data secure and protect our information systems from intrusion are the same whether the employee is working at a remote location or in a traditional workplace.

- If an employee is injured at a remote work location, worker's compensation applies. If the injury is the result of a safety violation, our responsibilities are the same.

- If an employee harasses another person at a remote work location, we have the same obligations and responsibilities.

- If a third party is injured while visiting a remote work location on City business, our exposures are the same as if the person were injured on City property.

The Telecommuting Policy and the associated Telecommuting Application and Approval Form are designed to mitigate the risks to the City associated with allowing employees to operate without supervision, at a remote site over which we have no direct control.

WHAT IS NOT CONSIDERED TELECOMMUTING

A telecommuting agreement allows for the creation of a new City remote workplace. Not all work performed away from a traditional work location is considered telecommuting. Here are some examples of remote work that would not be considered telecommuting:

- Business travel - Sending an employee to a conference, attending a business lunch, or going to a meeting at some other entity's business location is not telecommuting. Neither the City nor our employee has any legal control over the destination property. This type of remote work is also likely intermittent and the destination locations likely vary from trip to trip.

- Employees holding meetings off-site - A group of employees attending a meeting at a restaurant or some other public accommodations are not telecommuting. We may still be responsible for any misconduct, but if an employee is injured because a chair breaks in a restaurant, we will not be responsible.

- An employee visiting another employee's home outside of normal work hours - If the visit occurs outside of normal work hours, this will not fall under the telecommuting policy's prohibition against business visitors.

- An employee staying home on FMLA leave - FMLA leave is intended to provide an employee with protected time off of work if such leave is necessary due to an employee being unable to work due to illness/injury, following the birth or adoption of a child, or to care for a family member with a serious health condition. An employee on FMLA leave is, by definition, not working. An employee who is telecommuting is working.

Combining leave with telecommuting:

It is permissible under the policy for an employee to combine part-time telecommuting with leave time. If such an arrangement is acceptable to both the employee and the City, the telecommuting agreement should be very clear about both the work expectations, and the amount and type of leave being used. Any leave used should still be tracked by normal processes, separate from the telecommuting agreement.

PROCESSING A TELECOMMUTING APPLICATION AND APPROVAL FORM

This section of this document addresses the Telecommuting Application and Approval Form, including how a supervisor should respond to certain data fields or certain information provided on the form.

Telecommuting Considerations

Many factors affect if, or how often, an employee can telecommute as well as the duration of approval. Carefully review the important considerations below when evaluating a telecommuting agreement. When considering what telecommuting arrangements are acceptable, keep in mind that certain times of day, days of the month, or times of the year may not be conducive to telecommuting for your work group. Also, be sure to consider the overall availability of staff if multiple employees are interested in telecommuting. The beginning and end date of the agreement should be specified.

Any discussions involving telecommuting should include discussions regarding the:

- Needs of the department or division

- Needs of the employee

- Employee's work duties and the ability to measure or assess work performed

- Availability and costs of any needed equipment

- Employee's current and past job performance

- Employee's work skills, including time management, organizational skills, self-motivation, and the ability to work independently

- Assessment of other employees performing similar responsibilities
- Effect on service
- Effect on the rest of the work group, or department
- Other items deemed necessary and appropriate

Telecommuting Categories:
There are three telecommuting categories. The category and duration of the telecommuting arrangement should be carefully considered. At times, employees have unpredicted situations that may require the employees to either take leave time or temporarily telecommute. When considering if telecommuting is appropriate, it is important to ensure that the employee is able and available to perform their job duties prior to authorizing an employee to telecommute. If the need for telecommuting involves a potential medical leave (FMLA) for themselves or a family member, be sure to coordinate with Human Resources to ensure that the proper documentation is maintained. Please be aware that if an employee is taken off work by a health care provider, they are not eligible to telecommute. However, with health care provider permission, coordination of FMLA and telecommuting is acceptable.

- **Occasional Telecommuting** – An intermittent period of telecommuting based on the occasional need to telecommute for a partial or full day. This arrangement is intended for employees seeking approval to telecommute on an infrequent basis throughout the year. Occasional telecommuting would occur infrequently, not to exceed four times in a month, based on a specific need for the employee to be at or near home for the day or part of the day. Approval of Telecommuting Application and Approval Form is required prior to beginning this arrangement, however, once the arrangement is approved, the Supervisor can approve individual days or partial days of telecommuting through a written or email request with a copy of each approved telecommuting submitted to Human Resources. If the need for telecommuting becomes more frequent or qualifies under one of the other categories a new telecommuting application will be required.

- **Unpredicted Temporary Telecommuting** – A period of telecommuting arising out of unforeseen circumstances (e.g., illness, injury, weather emergency, temporary school closure, etc.). Unpredicted Temporary Telecommuting typically involves single days and/or is related to health circumstances that cannot be addressed by the other categories. Normally prior approval of the Telecommuting Application and Approval Form is required, however, if circumstances do not allow time for ordinary approval of the telecommuting application, verbal approval from the supervisor prior to beginning the arrangement will be accepted, with the understanding that ordinary approval through the telecommuting application process takes place no later than the third workday of the arrangement. Duration is not to exceed three months.

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If extenuating circumstances exist, exceptions to the above guidelines may be approved by the Director of Administrative Services or designee.

Telecommuting Designated Workplace

Telecommuting agreements must identify the location of the employee's remote workplace. This may be a home, apartment, or rented/owned office space. It should not be a location in which the employee exercises no control/dominion over the property (e.g. a coffee shop, a friend's house). Employees cannot guarantee compliance with our IT Security protocols, our business record security/confidentiality standards or our workplace safety standards in a location they do not control.

The address should also be a Wisconsin address. If the employee is seeking to telecommute from a location outside the State of Wisconsin, additional review is required. Such arrangements are not prohibited, per se, but supplemental documentation may be required.

Telecommuting Schedule

This section allows the employee and the supervisor to specify the employee's expected work schedule, as well as which days they are expected to work from home and which days they will work in their primary work location. The employee's schedule should be estimated as accurately as possible. It is important to have this information in the event an incident occurs at the employee's remote work location. If the employee's schedule varies, this information should be included in the text boxes for specifying hours.

Expectations

This section provides an opportunity for the employee and the supervisor to articulate other expectations for the employee as related to the telecommuting agreement. Best practice with remote employees includes routine contact with the supervisor and other co-workers to ensure the employee does not become disconnected from their colleagues, and as an accountability factor.

Records Management

In this section, the acknowledgement of our policies is mandatory. The requirement to notify the employer of any change in residence is also mandatory. An employee who is relocating their remote work location should not be permitted to begin work in the new location until their telecommuting agreement has been updated with the new address information along with the necessary approvals.

Additional Provisions

The employee is required to maintain homeowner's or renter's insurance and to retain proof of that insurance. The supervisor may require this documentation at any time. City insurance policies may not cover negligent damage to City equipment or IT assets located at a remote work location.

Communications Expectations

Acknowledgement of City communication expectations is mandatory.

Travel Status & Expenses

This section allows for the pre-approval of any future reimbursable travel-related expenses that are known at the time the Agreement is signed.

For an employee on a part-time telecommuting agreement, the employee's City workplace is considered their principal place of business. Travel from the employee's home to their City workplace is considered non-reimbursable commuting.

Telecommunication & Equipment
This section documents any equipment and IT related resources that will be provided to the telecommuting employee. City policy does not provide internet service to telecommuters. Employees must secure their own service as a condition of telecommuting. Ergonomic office furniture/equipment is a requirement for telecommuting as well.

Employees are required to use City-issued computers for telecommuting. Asset tracking is required for any issued equipment. Only City IT personnel may perform maintenance on City computers or equipment.

Confidentiality of Data & Record Management
If the employee is working with particularly sensitive records or there are numerous other individuals in the household, it is appropriate to fill in the additional text box to describe steps the employee will take to protect sensitive records.

Telecommuting Safety Checklist
Questions 1 through 15 relate to workplace safety standards. The employee must self-certify that the answer to each question is "yes". If an employee answers "no" to one or more of these questions, the remediation of those hazards should be a prerequisite to the approval of the Telecommuting Agreement.

Question 16 is a domestic violence screening question. If the employee answers "no" to this question, the supervisor should contact Human Resources. A private meeting will be scheduled with the employee and Human Resources. **Answering "no" to this question does not automatically disqualify an employee from eligibility for telecommuting, but it is mandatory that Human Resources authorize the telecommuting agreement to proceed, notwithstanding the "no" answer.**

Telecommuting Ergonomic Checklist
The questions in this section are designed to mitigate the risk of workplace illnesses or injuries related to ergonomic workspace design. If an employee answers "no" to one or more of these questions, the Supervisor will work with the employee to mitigate the issue.

If, after mitigation attempts, the answer to one or more questions is still "no", the Supervisor may assess the ergonomic risk and consult with the Safety & Risk Management Officer. If the application is approved, it is recommended that the supervisor follow up with the employee on a regular basis during the term of the Telecommuting Agreement to determine if the employee is developing any signs of injury related to poor workspace ergonomics. If such signs appear, the supervisor should revisit the mitigation measures with the employee. If necessary, a Telecommuting Agreement can be modified or discontinued to mitigate ergonomic injuries. **Supervisors should keep documentation of ergonomic concerns and mitigation measures that arise from these conversations.**

Any questions related to telecommuting not addressed in this guide may be directed to Human Resources at 920-236-5110.

City of Oshkosh
Telecommuting Application and Approval Form

Employee Information		Date of Request:	Click here to enter text.
Employee Name:	Click here to enter text.	Employee Number:	Click here to enter text.
Supervisor Name:	Click here to enter text.	Department/Division:	Click here to enter text.
Requested Begin Date:	Click here to enter text.	Anticipated End Date:	Click here to enter text.
		(Enter end date based on renewal requirements)	

This document specifies the details of an individual's telecommuting work arrangement with their Supervisor and Department Head. **Some positions will not be eligible for telecommuting arrangements due to the nature of the job, including, but not limited to, positions which require direct public or employee interactions, or other physical employee presence required to perform the essential job functions.**

Employees should seek input from their supervisor and read the Telecommuting Policy before submitting this request. The safety and ergonomic checklists at the end of this form are required for approval. The Employee is authorized to begin telecommuting upon approval of this agreement. **This Telecommuting Agreement may be discontinued by either the Employee or the City at any time without cause.**

A copy of the authorized agreement will be maintained by Human Resources and stored in the personnel file. Agreements must to be reviewed/renewed whenever the scope of work changes, but require periodic review/renewal.

Telecommuting Category (check appropriate box)

☐ **Occasional Telecommuting** – An intermittent period of telecommuting based on the occasional need to telecommute for a partial or full day. This arrangement is intended for employees seeking approval to telecommute on an infrequent basis throughout the year. Occasional telecommuting would occur infrequently, not to exceed four times in a month, based on a specific need for the employee to be at or near home for the day or part of the day. Approval of the Telecommuting Application and Approval Form is required prior to beginning this arrangement, however, once the arrangement is approved, the Supervisor can approve individual days or partial days of telecommuting through a written or email request with a copy of each approved telecommuting request submitted to Human Resources. If the need for telecommuting becomes more frequent or qualifies under one of the other categories a new telecommuting application will be required.

☐ **Unpredicted Temporary Telecommuting** – A period of telecommuting arising out of unforeseen circumstances (e.g., illness, injury, weather emergency, temporary school closure, etc.). Unpredicted Temporary Telecommuting typically involves single days and/or is related to health circumstances that cannot be addressed by the other categories. Normally prior approval of the Telecommuting Application and Approval Form is required, however, if circumstances do not allow time for ordinary approval of the telecommuting application, verbal approval from the supervisor prior to beginning the arrangement will be accepted, with the understanding that ordinary approval through the telecommuting application process takes place no later than the third workday of the arrangement. Duration is not to exceed three months.

☐ **Scheduled Ongoing Telecommuting** – A continuous arrangement open to non-supervisory employees that involves part-time telecommuting (not to exceed 2 days per week) and is subject to periodic review/renewal not to exceed six-month intervals. Scheduled Ongoing Telecommuting is permitted for eligible employees in accordance with this policy. Approval of the Telecommuting Application and Approval Form is required prior to beginning this arrangement.

If extenuating circumstances exist, exceptions to the above guidelines may be approved by the Director of Administrative Services or designee.

Telecommuting Designated Workplace

Designated Location: ☐ Home ☐ Other - Please describe: Click here to enter text.

Work location (address on telecommuting days): Click here to enter text.

Remote work office is: ☐ Separate Room ☐ Portion of a Room
Please describe: Click here to enter text.

In the event that an approved alternate work-site is not available, the Employee will report onsite for work or request leave time.

Telecommuting Schedule, if applicable

	Typical On-Site Schedule	Typical Off-Site Schedule
☐ Monday	Hours: Click here to enter text.	Hours: Click here to enter text.
☐ Tuesday	Hours: Click here to enter text.	Hours: Click here to enter text.
☐ Wednesday	Hours: Click here to enter text.	Hours: Click here to enter text.
☐ Thursday	Hours: Click here to enter text.	Hours: Click here to enter text.
☐ Friday	Hours: Click here to enter text.	Hours: Click here to enter text.
☐ Saturday	Hours: Click here to enter text.	Hours: Click here to enter text.
☐ Sunday	Hours: Click here to enter text.	Hours: Click here to enter text.

Other scheduling details, if applicable: Click here to enter text.

Expectations

Other workplace expectations and arrangements, expected meeting attendance, team check-in requirements, instances when the Employee might need to report to another location, etc.:

Supervisory check-in meeting schedule (if applicable): Click here to enter text.

Team meeting schedule (when attending remotely is permitted): Click here to enter text.

Call-in procedures and expectation discussion: Click here to enter text.

Records Management

All work-related documents should be stored on local city network drives or in cloud storage utilized by the City to ensure data is backed up. Work documents should not be stored on local workstation hard drives. Employees must obey all City policies related to remote access, information security and data protection. Employees using City resources to work remotely are fully obligated to comply with the Acceptable Use of Information Technology Policy.

If any paper files will be stored at the remote workplace, describe how these files will be secured against unauthorized access and maintained. Click here to enter text.

Additional Provisions

The Employee will notify their supervisor of any change in remote work location, as the new remote work location will be reviewed for approval under a new telecommuting agreement. The City retains the right to conduct inspection of the premises, with reasonable notice, for safety and ergonomic assessment and reserves the right to inspect the premises post-injury. The City reserves the right to investigate circumstances associated with third-party subrogation claims.

Upon request, the Employee will supply a certificate of insurance coverage (Homeowner's or Renter's insurance, as appropriate). The City insures its own property. The City does not insure cash or securities.

Insurance Provider: Click here to enter text. *Policy Number:* Click here to enter text.

The Employee will utilize available leave time off to accommodate personal and business appointments following normal approval process in advance of the requested time off.

All policies and procedures, including work rules, apply to the telecommuting Employee. Any injury or other limitation in ability to complete duties should be promptly reported by the Employee to the Supervisor.

Communication Expectations

Employees are expected to be responsive to telephone, email, and collaborative work forums (such as WebEx) utilized by the team during assigned work hours, excluding approved break period(s). When attending meetings remotely, the Employee will use video functionality unless otherwise approved by supervision.

Travel Status & Expenses

The employee's City office or workspace is considered their principal place of business. The City will not reimburse travel expenses between an employee's remote workplace and their City workspace. Employees operating under a telecommuting agreement must receive the approval of their supervisor before incurring any reimbursable travel-related expenses, with the exception of any pre-approved travel, outlined below:

Exceptions, if applicable: Click here to enter text.

Telecommunications & Equipment

Telecommuting equipment needs vary for each individual, depending on the designated tasks and access the Supervisor and Employee agree upon for work hours at home. Based on the tasks the Employee and the Supervisor have agreed upon, the following arrangements are made for telecommunications needs, equipment needs, and the responsibility for costs associated with these needs. Equipment provided to the employee is the property of the City solely for the purpose of performing assigned job duties and will be returned to the City at the conclusion of the agreement in the same condition as originally provided, less common wear.

IT equipment/software provided by the City is for business use and will not be used for personal business or by persons other than the employee. Use of the computer will adhere to City security protocols including an automatic lock of credential when there has been no activity for 15 minutes. Employees using City resources to work remotely are fully obligated to comply with the Acceptable Use of Information Technology Policy. The employee understands that they may not access the City network with a personal device at any time. The employee MUST utilize the city issued device for any VPN (virtual private network) access.

List all City owned computer equipment provided to the employee for purposes of telecommuting. List should include the make/model of the equipment, Serial number, and any other relevant details: Click here to enter text.

Employees must be reachable by telephone. The method will be determined based on the technology and resources available (e.g., personal phone, WebEx, or "soft phone," if available).

Phone # where the Employee can be reached while working remotely: Click here to enter text.

Internet Services: The employee is required to establish, pay for, and maintain a personal internet connection with sufficient bandwidth to effectively perform the duties of their position, including video conferencing and meetings.

Office Equipment and Supplies: The following office equipment (not including computer equipment) will be provided to the employee for telecommuting (if applicable): Click here to enter text.

Office supplies will be provided by the employer upon request from the Employee to the Supervisor following the normal process to purchase supplies for all Employees.

Any other equipment to be provided to the Employee and responsibility for cost (if applicable): Click here to enter text.

Confidentiality of Data & Record Management

The employee shall take all necessary measures, including those listed below, to ensure confidentiality of data and to preserve and retain records.

Telecommuting Safety Checklist - The following checklist is designed to:

1. Help you assess the safety of your alternate work area, and
2. Facilitate communication and clarify expectations between employees and employers with respect to safety issues.

Please read and answer each question. Upon completion, please sign and review the checklist with your supervisor. Note: A no* response to the following questions does not automatically disqualify an employee from telecommuting.

1. Are lighting levels adequate for the work that is being performed?	☐Yes	☐No
2. Are the stairs with four or more steps equipped with handrails?	☐Yes	☐No
3. Is all electrical equipment free of recognized hazards such as frayed or loose wires?	☐Yes	☐No
4. Are electrical cords double insulated and/or equipped with three prong plugs?	☐Yes	☐No
5. Are there enough electrical outlets in the work area with sufficient electrical capacity to avoid overloading?	☐Yes	☐No
6. Are surge protectors, with a built in circuit breaker, used for computers, fax machines and/or printers?	☐Yes	☐No
7. Are halls, doorways, corners, work areas and exits free of obstructions and tripping hazards?	☐Yes	☐No
8. Are file cabinets and the computer workstation level and stable?	☐Yes	☐No
9. Is the work area maintained within a temperature range of 65 to 76 degrees?	☐Yes	☐No
10. Are phone lines and electrical cords secured and out of the way?	☐Yes	☐No
11. Is the carpet or tile in the workspace secure and free of tears, lumps and loose pieces?	☐Yes	☐No
12. Are materials arranged and/or stored within easy reach?	☐Yes	☐No
13. Is a smoke detector located on each level of the home and are the batteries changed at least semi-annually?	☐Yes	☐No
14. Are the stairs and sidewalks outside the premises in good condition and free of tripping hazards?	☐Yes	☐No
15. Are emergency phone numbers for the local fire and police departments and the nearest hospital clearly posted?	☐Yes	☐No
16. Is your home environment physically and emotionally safe for you?	☐Yes	☐No

*If no, please discuss with Human Resources

Telecommuting - Ergonomic Checklist - The following checklist is designed to:

1. Help you determine if your workstation is properly arranged from an ergonomic perspective, and
2. Facilitate communication and clarify expectation between employees and employers with respect to ergonomic issues.

Please read and answer each question. Upon completion, please sign and review the checklist with your supervisor. Note: A no* response to the following questions does not automatically disqualify an employee from telecommuting.

1. Is your chair adjustable?	☐Yes	☐No
2. Is your back fully supported by a backrest?	☐Yes	☐No
3. Are your thighs parallel to the floor and your knees at a 90-110 degree angle when sitting at your workstation?	☐Yes	☐No
4. Are your feet flat on the floor or supported by a footrest?	☐Yes	☐No
5. Is the monitor approximately 18-30 inches from your eyes? Note: If you work with a monitor which is 17 inches or larger, you may need to move the monitor a few inches farther away.	☐Yes	☐No
6. Is the top of the monitor slightly below your eye level? Note: If you wear prescription glasses, you may need to position the monitor differently.	☐Yes	☐No
7. Is the monitor directly in front of you?	☐Yes	☐No
8. Is the screen positioned to minimize glare and reflections from overhead lights, windows and other light sources?	☐Yes	☐No
9. Are documents placed next to the monitor and at the same distance height as the screen? If not, use a document holder.	☐Yes	☐No
10. Are your elbows bent at a 90-degree angle when your hands are resting on the keyboard?	☐Yes	☐No
11. Is the screen's brightness and contrast controls set for optimal viewing?	☐Yes	☐No
12. Is your head upright and shoulders relaxed when you are looking at the screen?	☐Yes	☐No
13. Is the mouse positioned close to the keyboard and at the same level?	☐Yes	☐No
14. Do you have adequate leg room under your desk?	☐Yes	☐No
15. Are your arms and elbows close to your body when typing?	☐Yes	☐No
16. Do you use a headset or speaker phone if you use the phone frequently?	☐Yes	☐No
17. Do you periodically change positions, stand up and/or stretch?	☐Yes	☐No

*If no, please explain: Click here to enter text.

Signature of Employee: Click here to enter text.

By submitting this form, the Employee agrees that they have received, have read, understand, and will abide by the Telecommuting Policy, that they will participate and complete surveys and other evaluation measures, and certify that they understand the policies of the Telecommuting Program, including the specific provisions listed above.

I understand and agree to the terms and conditions of this authorization. I also understand that any changes in the work arrangement must be in writing and must be signed by the Employee, Supervisor, Department Head and Director of Administrative Services, or designee.

Additional Comments: Click here to enter text.

Recommend for Approval: ☐Yes ☐No ☐Yes, with modifications (please describe): Click here to enter text.

Signature of Supervisor: Click here to enter text.

By Approving this form, the Supervisor agrees that the terms and expectations as outlined in this agreement allows for the effective execution of the Employee's job duties.

Recommend for Approval: ☐Yes ☐No ☐Yes, with modifications (please describe): Click here to enter text.

Signature of Department Head: Click here to enter text.

By Approving this form, the Department Head agrees that the terms and expectations as outlined in this agreement allows for the effective execution of the Employee's job duties.

Recommend for Approval: ☐Yes ☐No ☐Yes, with modifications (please describe): Click here to enter text.

Signature of Director of Administrative Services, or Designee: Click here to enter text.

Additional Comments: Click here to enter text.

A copy of this completed form will be retained in Human Resources.

To: Oshkosh Public Library Board of Trustees
From: Darryl Eschete, Library Director
Date: May 29, 2025
Subject: Update—Third Party Analysis of Library-City Finance Practices

CliftonLarsonAllen accounting consultant Yvette Mueller has been assisting library and City staff with key updates to the financial system in preparation for a more streamlined and accurate reporting process. As part of this effort, she has suggested, with library staff approval, adding a set of donation-specific accounts to better align with our primary budget categories. These accounts use project codes to identify funding sources (e.g., OACF named funds, OACF general funds, OPL Memorials, etc.), making tracking and reporting more efficient.

These refinements surfaced as she worked with City finance to prepare the Q1 2025 journal entry to record donation activity under the new structure. Additional budget information will be entered soon, and we will proceed with April and May activity as that data becomes available.

Yvette is working with City finance staff to continue building out the necessary framework within the City's Tyler Munis system, including report development. A joint meeting with OPL and City Finance staff will be scheduled the first week of June to finalize process changes, training needs, and reporting standards. The shared goal is for OPL staff to begin using Tyler Munis for financial transactions starting July 1, 2025 (Q3).

Respectfully submitted,

Darryl Eschete

Oshkosh Public Library
Spark Your Story

TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete, Library Director
DATE: May 29, 2025
RE: Strategic Planning Process – Progress, Next Steps and Board Involvement

As we move forward with our 2026–2031 Strategic Planning process, I wanted to share a brief update and outline next steps.

On Tuesday, May 13, I signed the contract with Northspan.

Our consulting team has provided a tentative project schedule, including two upcoming check-in meetings with me and a series of key activities taking place in June. These include:

- The creation of a Community-Informed Survey to gather broad public input;

- The creation of a Strategic Planning Committee made up of Board, Staff and community stakeholders, as well as a survey for Board and Staff in order to gather perspectives on internal operations and governance;

- Scheduling of focus groups, planning workshops (to happen later in summer—late July or early August) and a final presentation date in fall.

Board participation will be important throughout this process, especially in the completion of the Board survey and possible involvement in committee-level planning. I'll be working with the consultants to finalize dates and will share a proposed calendar soon.

Additionally, I've been recruiting and compiling a contact list for the Strategic Planning Committee based on advice from Northspan.

More detailed information, including the draft schedule and survey timelines, will be shared at the upcoming board meeting.

Respectfully,

Darryl Eschete

Oshkosh Public Library

Statement of Revenues and Donations

April 2025

33 % of the year

	BUDGET	APRIL	TO DATE	ANNUAL TOTAL %	EXCESS (DEFICIENCY)
REVENUE					
Grants and Aids					
Winnebago County	809,251.00	815,251.00	815,251.00	100.74%	6,000.00
Other County Aid (Fond du Lac, Green Lake & Waushara)		42,773.00	42,773.00	0.00%	42,773.00
Winnefox Library System	180,797.00	30,132.84	75,332.10	41.67%	(105,464.90)
Total Grants and Aids	**990,048.00**	**888,156.84**	**933,356.10**	**94.27%**	**(56,691.90)**
Other Inflow					
Book Sales		1,340.59	4,901.80	0.00%	4,901.80
Miscellaneous		54.16	168.19	0.00%	168.19
Meeting Room		75.00	774.52	0.00%	774.52
Photocopies		1,616.65	5,705.07	0.00%	5,705.07
Total Other Inflow		**3,086.40**	**11,549.58**		
TOTAL REVENUE	**990,048.00**	**891,243.24**	**955,569.23**	**96.52%**	**(46,028.35)**
Oshkosh Transit System					
Reloadable Passes	0.00	2,829.55	10,663.55		
Total Receipts to Oshkosh Transit System	**0.00**	**2,829.55**	**10,663.55**	**0.00**	**10,663.55**

City of Oshkosh Levy   2,876,500.00

Donations since last board meeting		
Donations given at the register		78.95
Zabel, Susan Estate		111,466.87
Total Donations		**111,545.82**

Oshkosh Public Library
Statement of Expenditures
April 2025
33% of the year

		2025 BUDGET	APRIL EXPENSES	NET EXPENSES TO DATE	% OF ANNUAL BUDGET	UNEXPENDED BALANCE
	Revolving Expenses					
6102	Regular Pay	2,561,966.00	181,956.12	724,033.70	28.26	1,837,932.30
6104	Overtime Pay	21,684.00	4,878.03	20,219.10	93.24	1,464.90
6302	FICA - Employers Share	197,676.00	13,709.71	55,131.07	27.89	142,544.93
6304	Wisconsin Retirement Fund	164,059.00	11,921.01	47,403.40	28.89	116,655.60
6306	Health Insurance	523,490.00	38,348.80	115,907.48	22.14	407,582.52
6307	Health Insurance Admin Fee	1,030.00		0.00	0.00	1,030.00
6308	Dental Insurance	21,475.00	1,765.30	5,326.28	24.80	16,148.72
6310	Life Insurance	6,005.00	422.32	1,603.97	26.71	4,401.03
	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	617.47	2,981.18	11.92	22,018.82
6412	Contractual Agreement Payments	333,500.00	12,971.75	217,791.42	65.30	115,708.58
6415	Subscription/Licensing Contracts	10,000.00	738.00	6,924.07	69.24	3,075.93
6416	Prevent Maintenance Contracts	45,000.00	631.80	5,597.15	12.44	39,402.85
6417	Third Party Contracted Services	85,000.00	3,805.46	17,439.23	20.52	67,560.77
	Employee Development & Allowance			0.00		
6421	Employee Training/Development	6,500.00	240.00	5,713.21	87.90	786.79
6422	Professional License/Membership Dues/Bonds	5,000.00	344.21	968.35	19.37	4,031.65
6423	Employee Allowance/Reimbursement	800.00	196.77	345.66	43.21	454.34
	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	779.08	11.80	5,820.92
	Fixed Costs			0.00		
6450	Insurance Expense	29,800.00	28,330.00	28,850.00	96.81	950.00
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	37.12	434.06	12.40	3,065.94
6455	Utilities Expense	145,000.00	9,014.93	35,618.93	24.56	109,381.07
	Other - Finance Only Accounts			0.00		
6465	Bank Fees	5,000.00		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	2,703.89	6,621.66	30.10	15,378.34
6524	Specialty Supplies	350,000.00	17,898.94	79,216.31	22.63	270,783.69
6529	Non-Inventory Supplies	60,000.00	2,694.18	12,935.73	21.56	47,064.27
6550	Minor Equipment	0.00		0.00		
	Total Other Expenditures	4,640,185.00	333,414.08	1,403,492.82	30.25	3,236,692.18

Oshkosh Public Library Highlights

May 2025

1. OPL trustees Lindsey Mugerauer and David Rucker were recognized for five years of service on the Library Board. They received a plaque and were honored at the April 22 Common Council meeting. From the City's Facebook post saluting the honorees from various boards and commissions: "What they do is truly appreciated and helps our Council to make better decisions." We couldn't agree more and thank them for their continued support of the library!

2. Community Engagement Librarian Sandy T. presented a virtual Lunch & Learn to City of Oshkosh staff on April 29. Sandy showed viewers the library website, shared upcoming events, showcased digital resources and invited viewers to sign up for OPL's eNewsletter. City staff who weren't able to attend the session live can access it via YouTube.

3. Humans of Oshkosh celebrated its 10th anniversary of community storytelling with an exhibit and reception under the Dome on April 30. The exhibit featured stories from the past decade, including interviews with library staff and patrons in honor of OPL's 125th anniversary on Washington Avenue. The Humans of Oshkosh project has collaborated with the library throughout the last 10 years - kindred spirits who understand the power of stories!

4. OPL was well-represented when the Wisconsin Association of Public Libraries brought its conference to Oshkosh in April.

   a. The library hosted a reception with refreshments, library tours and the opportunity to see the Humans of Oshkosh exhibit.
   b. OPL Readers Advisory Librarian and award-winning horror author Sarah Read presented a session on making recommendations for readers of horror.
   c. Library Director Darryl Eschete co-presented on strategic planning, sharing his experiences at other libraries and hinting at what's to come for OPL.

5. Thirty people enjoyed learning more about Frank Lloyd Wright's architectural gem, Fallingwater, when guest speaker Timothy Totten presented at the library on April 22. A master storyteller specializing in the work of the famed architect, Totten shared photos and dozens of first-hand accounts of the design and construction of one of America's most famous and treasured houses.

6. OPL partnered with the Community Cat Connection of Menasha to offer a Cat Meet & Greet at the library on April 25. Besides playing with the furry felines, the 50 participants made cat toys and several expressed interest in adopting a cat. An article about the event also was featured in the Oshkosh West Index.

7. Local chemist Pat Hallquist visited the library on April 26 to teach kids and families about glaciers. Twenty-two people attended the session which featured hands-on activities about how glaciers are formed and why they matter to our ecosystem.

8. The Lakefly Writers Conference and Lakefly Book Fair were held May 2-3 at the Oshkosh Convention Center, with 94 conference attendees (up from 88 in 2024) and 60+ book fair vendors. The events were promoted on various community calendars and social media outlets; Eye on Oshkosh; The Midwest Writers podcast; and Author Showcase, a local community access program. The Oshkosh Herald featured an article about the event in its May 7 edition! Keynote speaker Tammy Borden was sponsored by the Wisconsin Writers Association. A detailed report will be presented at the June Board of Trustees meeting.

9. River East Neighborhood Association held its annual birdhouse painting program at the library on May 3. Neighborhood volunteers had plenty of birdhouses, paint and enthusiasm ready when 40 people converged on the library's outdoor story garden to create colorful and inviting homes for feathered friends. The annual event has become a springtime ritual that sparks creativity and builds community.

10. Moms, their kids and staff from Damascus Road learned about what the library can bring to their lives when Community Engagement Librarian Sandy T. visited the group's monthly dinner meeting on May 5. She shared OPL's Event Calendar, information about the Summer Reading Challenge and convenient online resources. Participants left knowing that the library is here to help and will work with them to access the services they need.

11. Local history enthusiasts came out in force for the release of Randy Domer's latest book, *Remember When*. Fifty-seven people gathered under the Dome on May 7 to hear the popular community historian recount stories about colorful people, well-known places and fascinating events from Oshkosh's past.

12. OPL is hiring a teen intern as part of a program funded by the Library Services and Technology Act through the Wisconsin Department of Public Instruction. The paid internship offers hands-on experience with library services, programs and outreach, as well as mentorship from professional library staff. The intern will complete a community focused Connected Learning Project, which integrates their personal interests with their work at OPL. The library received 17 applications and is currently interviewing candidates.

CIRCULATION	April 2025	April 2024	% Change	YTD 2025	YTD 2024	% Change
Book-Adult	14,439	14,284	1%	55,466	56,115	-1.2%
Book-Juvenile	13,802	14,681	-6%	55,508	56,079	-1.0%
Book-YA/Teen	1,326	1,214	9%	5,037	4,888	3.0%
CD-Adult	972	950	2%	3,185	4,469	-28.7%
CD-Juvenile	62	68	-9%	241	299	-19.4%
CD-Book-Adult	444	475	-7%	1,726	1,886	-8.5%
CD-Book-Juvenile	293	184	59%	1,336	604	121.2%
CD-Book-YA/Teen	0	14	-100%	18	54	-66.7%
DVD-Adult	4,878	6,304	-23%	19,938	23,431	-14.9%
DVD-Juvenile	1,178	1,174	0%	4,317	4,495	-4.0%
Game-Adult	606	686	-12%	2,312	2,702	-14.4%
Game-Juvenile	267	236	13%	906	926	-2.2%
Magazine-Adult	527	448	18%	1,917	1,646	16.5%
Magazine-Juvenile	11	13	-15%	40	64	-37.5%
Magazine-YA/Teen	6	0	0%	13	13	0.0%
Other-Adult	267	283	-6%	976	825	18.3%
Other-Juvenile	74	138	-46%	515	575	-10.4%
Other-YA/Teen	15	3	400%	53	23	130.4%
Total Adult	22,133	23,430	-6%	85,520	91,074	-6.1%
Total Juvenile	15,687	16,494	-5%	62,863	63,042	-0.3%
Total YA/Teen	1,347	1,231	9%	5,121	4,978	2.9%
SUB TOTAL	39,167	41,155	-5%	153,504	159,094	-3.5%
Digital Book Formats						
OverDrive E-Books	4,422	5,120	-14%	18,621	21,314	-12.6%
Hoopla E-Books	451	382	18%	1,792	1,810	-1.0%
E-BOOKS SUB TOTAL	4,873	5,502	-11%	20,413	23,124	-11.7%
Audiobook Formats						
OverDrive Audiobooks	5,272	5,234	1%	21,211	20,302	4.5%
Hoopla Audiobooks	1,676	1,323	27%	6,681	5,716	16.9%
AUDIOBOOKS SUB TOTAL	6,948	6,557	6%	27,892	26,018	7.2%
DIGITAL BOOKS SUB TOTAL	12,038	12,298	-2%	49,365	50,181	-1.6%
Digital Media						
Hoopla Music	19	41	-54%	126	164	-23.2%
Hoopla Video	198	198	0%	934	875	6.7%
DIGITAL MEDIA SUB TOTAL	217	239	-9%	1,060	1,039	2.0%
DIGITAL CONTENT SUB TOTAL	12,038	12,298	-2%	49,365	50,181	-1.6%
TOTAL CIRCULATION	51,205	53,453	-4%	202,869	209,275	-3.1%

PHYSICAL MATERIALS	April 2025	April 2024	% Change	YTD 2025	YTD 2024	% Change
% AV Materials Circulated	22%	25%	-9%	22%	24%	-9.4%
% Print Materials Circulated	78%	75%	3%	78%	76%	3.0%
% Adult Materials Circulated	60%	60%	0%	56%	57%	-2.7%
%Youth Materials Circulated	40%	40%	0%	44%	43%	3.6%
Average Circulation Per Hour	186.9	175.8	6%	184.9	179.5	3.0%

MISCELLANEOUS	April 2025	April 2024	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	21,958	20,975	5%	82,868	80,109	3.4%
Average Daily Traffic	757	699	8%	702	685	2.6%
New Card Registrations	264	206	28%	890	891	-0.1%
Self-check % of Checkout	48.4%	47.4%	2%	49.9%	46.9%	6.4%
Volunteer Hours Worked	104	97	7%	337	370	-8.9%
Teacher Packs	2	3	-33%	8	13	-38.5%

ELECTRONIC RESOURCES	April 2025	April 2024	% Change	YTD 2025	YTD 2024	% Change
OPL Website Sessions	18,867	16,829	12%	76,253	71,526	6.6%
SUBSCRIPTION DATABASE SESSIONS						
Mango Languages	59	65	-9%	367	249	47.4%
Reference Solutions	48	80	-40%	170	335	-49.3%
Value Line	127	129	-2%	0	0	0.0%
SUB-TOTAL	234	274	-15%	1,032	1,072	-3.7%
LOCAL DATABASE SESSIONS						
1957 Address Change	38	39	-3%	166	111	49.5%
City Directories	5	90	-94%	11	283	-96.1%
Digital Collections	82	45	82%	324	262	23.7%
Local History Books	18	38	-53%	57	95	-40.0%
Oshkosh Facts, Firsts, and FAQ	9	2	350%	29	13	123.1%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	99	190	-48%	345	697	-50.5%
Riverside Cemetery Index	14	11	27%	51	43	18.6%
UWDC - Atlases & Histories	7	0	0%	31	1	3000.0%
SUB-TOTAL	272	415	-34%	1,014	1,505	-32.6%
TOTAL ELECTRONIC RESOURCE SESSIONS	**19,373**	**17,518**	**11%**	**78,299**	**74,103**	**5.7%**

PUBLIC COMPUTER USE	April 2025	April 2024	% Change	YTD 2025	YTD 2024	% Change
Wireless Access	7,888	7530	5%	29404	28526	3.1%
Public Computer Use						
Adult	1,877	1658	13%	6896	6546	5.3%
Youth	159	156	2%	709	534	32.8%
TOTAL USE	**2036**	**1814**	**12%**	**7605**	**7080**	**7.4%**

QUESTIONS ANSWERED	April 2025	April 2024	% Change	YTD 2025	YTD 2024	% Change
Adult Department						
Reference	1,028	915	12%	3,617	3,299	9.6%
Youth Department						
Reference	30	191	-84%	123	919	-86.6%
TOTAL QUESTIONS ANSWERED	**1,058**	**1,106**	**-4%**	**3,740**	**4,218**	**-11.3%**

PROGRAMS	April 2025	April 2024	% Change	YTD 2025	YTD 2024	% Change
Programs Given						
Adult	19	8	138%	57	56	1.8%
Teen	7	5	40%	20	14	42.9%
Youth	31	44	-30%	127	126	0.8%
Roving Reader	8	6	33%	40	46	-13.0%
TOTAL	**74**	**63**	**17%**	**268**	**242**	**10.7%**
Program Attendance						
Adult	103	85	21%	473	529	-10.6%
Teen	61	15	307%	269	158	70.3%
Youth	817	885	-8%	3,115	3,395	-8.2%
TOTAL	**1096**	**985**	**11%**	**4,268**	**4,082**	**4.6%**

MEMORANDUM

TO: Darryl Eschete, Director

FROM: Tracie Schlaak

DATE: May 21, 2025

SUBJECT: Personnel Changes since last board meeting

Anne Howard was hired as a Youth Services Librarian on 5/19/25.

Library Director's Report

April-May 2025

Since the regular Board meeting of April 24, 2025, library staff and I have been at work on the following:

- **Young Adult/Teen Issues**—After the implementation of a sign-in desk in the lobby, incidents and concerns with the behavior of unaccompanied minors dropped immediately, with positive public feedback from visitors. The exercise afforded us repeated opportunities to make contact and build relationships with young library users.

- **WAPL Reception and Conference**—On May 1, the Wisconsin Library Association held its opening night reception at the Oshkosh Public Library in the Waters Building/Dome with attendees from all over the state present. On May 2, I co-presented with David Foster of Baton Global in a session about data-driven planning in libraries and my experience with the approach during my tenure as a library director in Iowa.

- **Jobpod/Glass Partitions**—On May 13, I submitted purchase orders for glass partitions to KI Wall. Nicolet Federated Library System agreed to be invoiced for all work related to the Jobpod and to bill us after the fact, minus the $28,000 Jobpod grant and the cost of necessary visual inspections and measurements of the intended installation spaces on both floors. As of this writing, the final scheduling of installation has not been finalized.

- **Leadership Oshkosh**—On May 14, I attended "Opportunity Day" at Oshkosh Corporation to discuss general leadership and the positive role that engaged leaders can play in the community. The class of 2025 set a trivia night record for fundraising for Oshkosh Kids, raising over $50,000. Graduation is set for May 22, the day following this writing.

- **Compensation Study**—As of this writing, I have an appointment to discuss the compensation study with Cottingham-Butler on May 23. I will report on the substance of that conversation at the meeting.

Respectfully Submitted,

Darryl Eschete