



**Oshkosh Public Library Board of Trustees**  
**Agenda – Thursday, June 26, 2025**  
**Library Lower-Level Meeting Room**

<u>AGENDA</u>		<u>ACTION REQUIRED</u>	<u>PAGE</u>
<b><u>Call to Order:</u></b> 4:00 p.m.			
<b><u>Public Comments</u></b>			
<b><u>Consent Agenda:</u></b>		YES	176-178
1.	Minutes of the regular Board meeting of May 29, 2025		
2.	Authorized Payments from May 21 – June 18 -- \$64,308.87		
<b><u>Items Removed from Consent Agenda</u></b>			
<b><u>New Business</u></b>			
3.	<u>Memo—Preparation of Library Operating Budget 2026</u>	NO	179
4.	<u>Memo—Update—Third Party Analysis of Library-City Finance Practices</u>	NO	180
5.	<u>Memo—Update—Friends of the Oshkosh Public Library</u>	NO	181
6.	<u>Memo—Update—Library Compensation Study</u>	NO	182
7.	<u>Memo—Update—Strategic Planning</u>	NO	183-184
8.	<u>Memo—Updates to Circulation Policies: Seeking approval for updates to OPL circulation policies, adding two new collection items to both the “Circulation Loan Periods, Item Limits and Hold Restrictions” and “Fines and Fees” policies. We are adding “Experience Passes” (allowing free attendance at local venues) and “Whazoodles,” portable audio devices in the juvenile collection preloaded with age-appropriate content. <b>Action requested: Motion to adopt updates to the library’s circulation loan periods, item limits and hold restrictions as well as the fines and fees policies to reflect additions to the library’s collection.</b></u>	YES	185-208
9	<u>Memo—Report on Lakefly Writer’s Conference:</u> A report by Head of Circulation and Lakely Writer’s Conference organizer Ruth Percy on the conference held in May. It includes a request to amend approved endowment from “Programming Support” to fund unforeseen cost overruns.	YES	209





	<b>Action requested:</b> <i>Motion to amend approved "Programming Support" budget from endowments to fund a conference cost overrun of \$5908.</i>		
<b>Informational Items</b>		NO	210-218
10.	Revenues		
176-11.	Donations		
12.	Expenditures		
13.	Library Highlights		
14.	Monthly Statistics		
15.	Personnel Changes		
<b>Library Director's Report</b>			
16.	Report on operations of the Oshkosh Public Library	NO	219
<b>Trustee Reports and Comments</b>		NO	
<b>Adjournment</b>		YES	
<b>Next Meeting Scheduled:</b> Thursday, July 31, 2025 at 4 p.m.			



**MINUTES OF THE LIBRARY BOARD**  
**Oshkosh Public Library**  
**May 29, 2025**

The May 29, 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, Susan Fojtik, Tony Kneepkens, Christine Melms-Simon, Baron Perlman, David Rucker, Amber Shemanski, Molly Templin, Adjunct Board Member and Jason Schmidt, Adjunct Board Member.

**Absent:** Kim Brown, Larry Lautenschlager and Lindsey Mugerauer

**Also Present:** Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Ruth Percy, Head of Circulation; Julie Calmes, Oshkosh City Finance Director; Marcy Cannon, Winnefox Library System Business Manager, Tracie Schlaak, Winnefox Administrative Specialist and Ashlee Rahmlow, new trustee.

**Consent Agenda**

- Minutes of the Regular Board Meeting of April 24, 2025
- Authorized Payments from April 17 – May 20, 2025 totaling \$47,743.00.

Motion to approve the consent agenda.

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

Shemanski arrived at 4:15 pm.

**New Business**

- Motion to adopt City of Oshkosh telecommuting policy as library policy with library-specific addenda and internal process adjustments as necessary.

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

Motion to adjourn at 5:07 pm.

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

Respectfully submitted,

Darryl Eschete, Secretary  
Tracie Schlaak, Recorder

**Oshkosh Public Library  
Authorized Payments  
May 21 through June 18, 2025**

Name	Memo	Amount	Total
<b>Contracted Services</b>			
<b>Contractual Agreement Payments</b>			
Winnefox Library System	Contractual services	\$12,971.75	
Total Contractual Agreement Payments			\$12,971.75
<b>Preventative Maintenance Contracts</b>			
Gordon Flesch Co, Inc	Copier maintenance	\$379.32	
Gordon Flesch Co, Inc	Copier maintenance	\$39.83	
Gordon Flesch Co, Inc	Copier maintenance	\$834.00	
Jack's Maintenance Service	Spray for spiders	\$375.00	
Jack's Maintenance Service	Exterior window cleaning	\$1,500.00	
Spring-Green Lawn Care	Lawn maintenance	\$294.25	
Spring-Green Lawn Care	Lawn care	\$89.70	
Total Preventative Maintenance Contracts			\$3,512.10
<b>3rd Party Contracted Services</b>			
Beez Electric, Inc	Labor to install receptacles	\$616.20	
Camera Corner Connecting Point	Visix signs	\$4,750.00	
Gartman Mechanical Services	Plumbing services	\$296.00	
Gartman Mechanical Services	Boiler repairs	\$1,628.00	
Gartman Mechanical Services	Plumbing services	\$228.00	
Unique Management Services, Inc	Collections	\$587.10	
Winnefox Library System	Collections	\$343.59	
Total 3rd Party Contracted Services			\$8,448.89
<b>Advertising/Postage/Print</b>			
DPI	Summer Reading Program signs	\$215.00	
Oshkosh Herald LLC	Advertising in Oshkosh Herald	\$858.65	
Winnefox Library System	Printing services	\$195.24	
Total Advertising/Postage/Print			\$1,268.89
Total Contracted Services			\$26,201.63
<b>Employee Development &amp; Allowance</b>			
<b>Professional License/Membership</b>			
MasterCard - RP	Notary Bond	\$20.00	
Total Professional License/Membership			\$20.00
<b>Employee Allowance/Reimbursement</b>			
Marjorie Dorn	Mileage	\$13.58	
Toland, Sandy	Mileage	\$50.75	
Winnefox Library System	Mileage	\$21.84	
Total Employee Allowance/Reimbursement			\$86.17
Total Employee Development & Allowance			\$106.17
<b>Fixed Costs</b>			
<b>Telephone/Internet</b>			
MasterCard - RP	Pay phone	\$25.00	
MasterCard - RP	Pay phone	\$25.00	
Winnefox Library System	Cellphone	\$34.24	
Total Telephone/Internet			\$84.24
<b>Utilities Expense</b>			
Constellation	Gas services	\$622.32	
Total Utilities Expense			\$622.32
Total Fixed Costs			\$706.56
<b>Inventory Supplies</b>			
<b>Office Supplies</b>			
Brodart Co.	Class labels	\$66.17	
Demco	Month labels	\$81.53	
Staples	Office supplies	\$189.40	
Winnefox Library System	Office Supplies	\$1,074.18	
Total Office Supplies			\$1,411.28
<b>Specialty Supplies</b>			
<b>Library materials</b>			
Baker & Taylor	Library Materials	\$4,637.83	
Building for Kids	Library materials	\$825.00	
Cengage Learning	Library Materials	\$696.49	
Center Point Large Print	Library Materials	\$529.29	

**Oshkosh Public Library  
Authorized Payments  
May 21 through June 18, 2025**

Name	Memo	Amount	Total
EBSCO	Library Materials	\$4,460.91	
Grey House	Library Materials	\$378.00	
Infobase	Library materials	\$170.13	
Ingram	Library Materials	\$2,740.26	
MasterCard - MD	Library materials	\$1,776.66	
MasterCard - MD	Library materials	\$401.26	
MasterCard - MD	Library materials	\$1,956.30	
MasterCard - MD	Library Materials	\$557.43	
MasterCard - MD	Library Materials	\$552.77	
MasterCard - MD	Library materials	\$617.27	
MasterCard - MD	Library Materials	\$651.35	
Midwest Tape	Library Materials	\$485.90	
Midwest Tape - Hoopla	Library Materials	\$6,025.32	
Oshkosh Public Museum	Library Materials	\$250.00	
Town of Omro	Library materials	\$50.00	
Value Line Publishing LLC	Library materials	\$4,425.00	
Total Specialty Supplies			\$32,187.17
Total Inventory Supplies			\$33,598.45
<b>Non-Inventory Supplies</b>			
<b>Cleaning Supplies</b>			
Pingry-Caswell	Cleaning supplies	\$55.80	
Total Cleaning Supplies			\$55.80
<b>Maintenance Supplies</b>			
Filters Unlimited	Filters	\$654.03	
Kitz & Pfeil	Maintenance supplies	\$21.71	
Kitz & Pfeil	Maintenance supplies	\$68.71	
Kitz & Pfeil	Maintenance supplies	\$103.49	
Kitz & Pfeil	Maintenance supplies	\$11.29	
Beez Electric, Inc	Materials to install receptacles	\$129.64	
Beez Electric, Inc	LED light bulbs	\$120.21	
Block Iron & Supply Company	Emergency keys	\$24.00	
Gartman Mechanical Services	Plumbing materials	\$74.50	
Gartman Mechanical Services	Boiler parts	\$363.73	
Gartman Mechanical Services	Plumbing materials	\$12.50	
Winnefox Library System	Reimbursables	\$1,425.08	
Total Maintenance Supplies			\$3,008.89
<b>Program Support</b>			
<b>Children/Tweens</b>			
MasterCard - MB	Program supplies - Children's	\$25.00	
<b>Teens</b>			
MasterCard - MB	Book club food	\$60.45	
MasterCard - MB	Teen Book Club Food	\$163.84	
	Food for Teen & Preteen Book Clubs	\$163.84	
MasterCard - MB	Clubs	\$163.84	
MasterCard - MB	Book Club Food	\$29.97	
Total Program Support			\$443.10
Total Non-Inventory Supplies			\$3,507.79
<b>Lease Expense</b>			
Great America Financial	Copier lease	\$188.27	
Total Lease Expense			\$188.27
<b>Total Authorized Payments</b>			<b><u>\$64,308.87</u></b>



**To:** Oshkosh Public Library Board of Trustees  
**From:** Darryl Eschete, Library Director  
**Date:** June 26, 2025  
**Subject:** Library Operating Budget Preparation--2026

As of this writing (week of June 16), not much information has been released to the departments from the City in terms of what the exact projections and expectations are for the 2026 City budget. What is emerging as clear is that there is a budget deficit to consider and that budgeting by all departments will need to be conservative.

I am currently reviewing the use of the 2025 budget thus far and considering any funds that need reassessment for the future. One obvious example is overtime; overtime was under budgeted for 2025 and will need to be increased.

The library submitted no CIP projects for 2026, though some budgeted for 2025 will be completed in the second half of the year.

Respectfully submitted,

Darryl Eschete







**To:** Oshkosh Public Library Board of Trustees  
**From:** Darryl Eschete, Library Director  
**Date:** June 26, 20265  
**Subject:** Update—Third Party Analysis of Library-City Finance Practices

On June 5, library, Winnefox and City finance staff met with Yvette Mueller of CliftonLarsonAllen to discuss the progress of the ongoing accounting project. At that meeting, the group reviewed the new setup of the chart of accounts as it would appear in the Tyler-Munis financial records-keeping system, including how endowment fund codes will be labelled and under which object codes in the operating budget the funds would make the most sense, depending on the endowment's purpose (e.g., Technology, Library Development, etc.)

The new setup will allow for the library's operating budget and endowment spending to be tracked in a single set of records, visible to library, City and Winnefox staff at once.

Respectfully submitted,  
  
Darryl Eschete





## MEMORANDUM

**To:** Oshkosh Public Library Board of Trustees

**From:** Darryl Eschete, Library Director

**Date:** June 26, 2025

**Subject:** Update--Friends of the Oshkosh Public Library

Head of Library Development Lisa Voss and I have continued working on the reintroduction of a Friends group for the Oshkosh Public Library. During the week of June 9, I signed the Power of Attorney for the organization and reviewed the suggested starting by-laws offered by Attorney Chad Wade. My review of the by-laws was simply to confirm matters of Board size, etc., as per the recommendations of the attorney and to attend to smaller matters like suggested agenda make-up.

The next steps will include appointing a full slate of officers (which falls to me as legal incorporator) and confirming a Library Board liaison. Thereafter, the group will schedule a first meeting of the officers to review and officially approve by-laws, adopt a beginning budget and to discuss strategic initiatives to gain public support and interest.

Depending on responses and schedules, I would hope that the Friends may have scheduled their first meeting this fall.

Respectfully Submitted,

Darryl H. Eschete







## MEMORANDUM

**To:** Library Board of Trustees

**From:** Darryl Eschete, Library Director

**Date:** June 26, 2025

**Subject:** Update on Library Compensation Review and Integration with City Pay Structure

We are nearing the final stages of the library compensation review, which aims to integrate all library positions into the City of Oshkosh's pay grade and step system. This will bring greater consistency across departments and simplify long-term administration.

Preliminary findings show that current library pay is very competitive—averaging 100.7% of the market median and 95.5% of the 50th–75th percentile midpoint.

Next steps include:

- Finalizing grade placements for each position based on better alignment with the City schedule and comparison to other positions.
- Preparing a cost estimate that reflects anticipated adjustments to the City pay structure.
- Resolving a few outstanding items, including job title revisions.

City HR and Cottingham-Butler are planning to present these findings and options and possible recommendations at a meeting with the Board at either a finance committee meeting or a special meeting of the whole Board in July. Full materials will be shared in advance for review.

Respectfully Submitted,

Darryl H. Eschete





## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Darryl Eschete, Library Director  
**Date:** June 26, 2025  
**Subject:** Update on Strategic Planning

Progress on strategic planning continues with the following having been accomplished or in progress as of this writing:

- A diverse and well-respected group of community members—including educators, business owners, nonprofit leaders, and civic officials—has agreed to serve on the Strategic Planning Advisory Committee. A complete list of participants is attached for your reference;
- A survey for Board, staff and committee members is being edited and finalized, with the goal of having it ready for release the week of this meeting or the week after. Tentatively, these surveys will be open until mid-July;
- A community-informed/public survey is being edited and distribution being planned.

I have a virtual meeting with Northspan on Monday, June 23 and will report more on its substance in person, but on the agenda for discussion will be:

- Scheduling of focus groups/consultant visits later in the summer without conflicting with EAA;
- Scheduling a two-day workshop for the strategic planning committee to review all survey results, discuss strategic initiatives and establish the implementation plan.

Respectfully Submitted,

Darryl H. Eschete

## Strategic Planning Committee

Eschete, Darryl	Library Director
Voss, Lisa	Head of Library Development
Bracken, William	Library Board President
Rucker, David	Library Board
Luke, Eliana	Youth Services Librarian
McDonald, Laura	Library Marketing Coordinator
Bongers, Henry	Library Page
Cieslewicz, Emillie	Digital Services Librarian
Dorn, Margie	Collection Development Librarian
Floam, Jacob	Oshkosh City Council
Hintz, Gordon	Winnebago County Executive
Vandenhogen, Amy	Oshkosh Assistant City Attorney, parent, regular library user
Schaefer, Anne	Oshkosh Public Museum--Marketing and Fund Development Coordinator
Rutkowski, Sara	City of Oshkosh--Lead Planner
Coleman, Sam	Oshkosh Area School District--Assistant Superintendent, District Literacy Initiative Lead
Flanagan, Angie	Oshkosh 20 <sup>th</sup> Street YMCA Branch Director
Mugerauer, Lindsey	Past Library Board
Paing, Chu May	Director of Winnebago Area Literacy Council



**To:** Oshkosh Public Library Board of Trustees

**From:** Darryl Eschete, Library Director

**Date:** June 26, 2025

**Subject:** Update to Circulation Policies: 1) Circulation Loan Periods, Item Limits And Hold Restrictions and 2) Fines and Fees

The collection of the Oshkosh Public Library continues to evolve with the recent edition of “Experience Passes,” which are essentially loanable and reusable “tickets” that allow borrowers to visit local venues including: Oshkosh Public Museum, Paine Art Center and Gardens, Fond du Lac Children’s Museum, Building for Kids Children’s Museum in Appleton and the Bookworm Gardens in Sheboygan. Passes will also afford free entry to Wisconsin Historical Society sites.

For the patron experience to be consistent throughout the system, the particulars of the Experience Pass circulation policy were discussed and adopted at the system level at a meeting of Winnefox Technology Executive Council (WTEC) earlier this year, and these policies reflect those decisions. I urge the Board to adopt.

Also, the Circulation Loan Periods, Item Limits, and Hold Restrictions policy will now include information about whether items in our collection are not reservable or whether they are only reservable by Oshkosh patrons.

These policies must be reviewed and updated occasionally as new types of materials are added to the collection.

Respectfully submitted,

Darryl Eschete





# ***CIRCULATION LOAN PERIODS AND ITEM LIMITS***

Board policy provides that limits on the number of items, reserves and length of loan will be determined by library administration depending on the quantity available and current demand.

## **ITEM LIMITS**

1. Maximum total items a borrower may check out: 75
2. High Demand Collection Limits:
  - Lucky Day books 2 items per card
  - Electronic games 2 items per card
  - TIY Kits 2 items per card

## **LOAN PERIODS**

### **7 Days**

- DVDs
- Children's DVDs
- Electronic Games

### **14 Days**

- Wi-Fi Hot Spots
- Board Games
- Children's Puzzles
- Magazines – Adult, Young Adult and Children's
- New\_Adult Fiction
- Lucky Day
- High demand items (Shortloan)
- Storytime in a Bag
- TIY kits
- Yard Games
- Youth Puzzles

### **28 Days**

- Books on CD – Adult, Young Adult and Children's

- Children's books
- Compact Discs
- Fiction and Non-Fiction
- Graphic Novels/Manga
- Large Print
- New Non-Fiction
- Paperback books
- Adult Puzzles
- Young Adult books and paperback books
- Wonder Books
- Book Club Kits

**HOLDS LIMIT**

- Maximum number of items: 50

**INTERLIBRARY LOAN MATERIALS**

- Due date is set by the lending library and may range from one day to one month.

**RENEWALS**

Most library materials can be renewed two times if the items have not been reserved by another library user. Items may be renewed in person, through the library's online catalog, via the website chat service or by telephone.

There are NO renewals on reserved items, Lucky Day bestsellers and reference books. Renewal of interlibrary loan materials may be allowed upon request, subject to approval of the lending library.

Written By:	OPL Administration
Approved By:	Library Board
Amended/Modified:	11/21/2024, 02/29/2024, 07/29/2021, 02/09/07, 12/22/05, 06/12/02, 04/23/01, 08/10/00, 04/13/99, 04/10/97
Date:	02/28/96, 2/29/24



## CIRCULATION LOAN PERIODS, ~~AND~~ ITEM LIMITS AND HOLD RESTRICTIONS

Board policy provides that limits on the number of items, reserves and length of loan will be determined by library administration depending on the quantity available and current demand.

### ITEM LIMITS

1. ~~The 44~~ maximum total items a borrower may check out ~~is:—~~ 75

2. **High Demand Collection Limits:**

- Electronic games 2 items per card
- Experience Passes 1 item per card
- Lucky Day books 2 items per card
- TIY Kits 2 items per card
- Whazoodles 2 items per card

### LOAN PERIODS

#### 3 Days

- Experience passes

#### **7 Days**

- DVDs
- Children's DVDs
- Electronic Games

#### **14 Days**

- Wi-Fi Hot Spots
- Board Games
- Children's Puzzles
- Magazines – Adult, Young Adult and Children's
- New Adult Fiction
- Lucky Day books

- High demand items (Shortloan)
- Storytime in a Bag
- TIY kits
- Whazoodles
- Yard Games
- ~~Youth Puzzles~~

## 28 Days

- Books on CD – Adult, Young Adult and Children's
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- Graphic Novels/Manga
- Large Print
- New Non-Fiction
- Paperback books
- Adult Puzzles
- Young Adult books and paperback books
- Wonder Books
- ~~Book Club Kits~~

## HOLDS ~~LIMIT~~

The maximum number of items that can be reserved is 50.

- ~~Maximum number of items: 50~~

## Local Hold Materials

- Board Games
- Book Club Kits
- Storytime in a Bag
- TIY Kits
- WiFi Hotspots
- Yard Games
- Youth Puzzles

## No Hold Materials

- Experience Passes

- [Lucky Day](#)

## INTERLIBRARY LOAN MATERIALS

The ~~D~~ue date [for Interlibrary Loan materials](#) is set by the lending library and may range from one day to one month.

## RENEWALS

Most library materials can be renewed two times if the items have not been reserved by another library user. Items may be renewed in person, through the library's online catalog, via the website chat service or by telephone.

[Renewal of interlibrary loan materials may be allowed upon request, subject to approval of the lending library.](#)

### [Non-Renewable Items](#)

- [Reserved items](#)
- [Lucky Day bestsellers](#), ~~and~~
- [Reference books](#), ~~and~~
- [Whazoodles](#)
- ~~Experience Passes. Renewal of interlibrary loan materials may be allowed upon request, subject to approval of the lending library.~~

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**Drafted by:** –OPL Administration

**Approved by:** Library Board

**Date:** 02/28/96, 2/29/24

**Amended/ Modified:** [6/26/2025](#), 11/21/2024, 02/29/2024, 07/29/2021, 02/09/07,  
12/22/05, 06/12/02, 04/23/01, 08/10/00, 04/13/99, 04/10/97

# CIRCULATION LOAN PERIODS, ITEM LIMITS AND HOLD RESTRICTIONS

Board policy provides that limits on the number of items, reserves and length of loan will be determined by library administration depending on the quantity available and current demand.

## ITEM LIMITS

The maximum total items a borrower may check out is 75.

### High Demand Collection Limits:

- Electronic games                      2 items per card
- Experience Passes                      1 item per card
- Lucky Day books                      2 items per card
- TIY Kits                                  2 items per card
- Whazoodles                              2 items per card

## LOAN PERIODS

### 3 Days

- Experience passes

### 7 Days

- DVDs
- Children's DVDs
- Electronic Games

### 14 Days

- Wi-Fi Hot Spots
- Board Games
- Children's Puzzles

- Magazines – Adult, Young Adult and Children’s
- New Adult Fiction
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## **HOLDS**

The maximum number of items that can be reserved is 50.

### **Local Hold Materials**

- Board Games
- Book Club Kits
- Storytime in a Bag
- TIY Kits
- WiFi Hotspots
- Yard Games
- Youth Puzzles

## No Hold Materials

- Experience Passes
- Lucky Day

## INTERLIBRARY LOAN MATERIALS

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Renewal of interlibrary loan materials may be allowed upon request, subject to approval of the lending library.

## Non-Renewable Items

- Reserved items
- Lucky Day bestsellers
- Reference books
- Whazoodles
- Experience Passes

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<b>Drafted by:</b>	OPL Administration
<b>Approved by:</b>	Library Board
<b>Date:</b>	02/28/96, 2/29/24
<b>Amended/ Modified:</b>	6/26/2025, 11/21/2024, 02/29/2024, 07/29/2021, 02/09/07, 12/22/05, 06/12/02, 04/23/01, 08/10/00, 04/13/99, 04/10/97



## ***FINES AND FEES***

### **1. Fines**

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

### **2. Overdue Notices and Billing**

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

# **FINES AND FEES**

## **3. Lost Materials Fees**

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

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

<b>Item Type</b>	<b>Description</b>	<b>Default Price</b>
AV	Audio-visual	\$60
AV-EQUIP	Audio-visual equipment	\$50
BOOK	Book	\$20
BOOK-LH	Book-Local Hold	\$20
BOOK-NH	Book-No Hold	\$20
CASSETTE	Cassette	\$15
CASS-LH	Cassette-Local Hold	\$15
CD	CD	\$12
CD-LH	CD-Local Hold	\$12
CD-BOOK	CD-Book	\$40
CD-BOOK-LH	CD-Book-Local Hold	\$40
CD-ROM	CD-ROM	\$45
CD-ROM-LH	CD-ROM-Local Hold	\$45
DIGITAL	Digital (Playaways, etc)	\$60
DIGITAL-LH	Digital (Playaways) - Local Hold	\$60
DVD	DVD	\$15
DVD-LH	DVD-Local Hold	\$15
DVD-NH	DVD-No Hold	\$15
ILL-BOOK	Interlibrary Loan Item	\$100
JBOOK	Children's Book	\$12
JBOOK-LH	Children's Book-Local Hold	\$12
JBOOK-NH	Children's Book-No Hold	\$12
JCASSETTE	Children's Cassette	\$15
JCASS-LH	Children's Cassette-Local Hold	\$15
JCD	Children's CD	\$12

## FINES AND FEES

Item Type	Description	Default Price
JCD-LH	Children's CD-Local Hold	\$12
JCD-BOOK	Children's CD-Book	\$25
JCD-BOOKLH	Children's CD-Book-Local Hold	\$25
JCD-ROM	Children's CD-ROM	\$45
JCD-ROM-LH	Children's CD-ROM-Local Hold	\$45
JDIGITAL	Children's Digital	\$60
JDIGITALLH	Children's Digital - Local Hold	\$60
JDVD	Children's DVD	\$15
JDVD-LH	Children's DVD-Local Hold	\$15
JDVD-NH	Children's DVD-No Hold	\$15
JKIT	Children's Kit	\$25
JMAGAZINE	Children's Magazine	\$5
JSPECIAL	Children's Puppet/Puzzle/Game	\$20
JVIDEO	Children's Video	\$15
JVIDEO-LH	Children's Video-Local Hold	\$15
KIT	Adult Kit	\$25
LONG-NH	Long-Loan-No Hold	\$20
MAGAZINE	Magazine	\$5
MAG-LH	Magazine	\$5
MICROFORM	Microform	\$100
NEW-BOOK	New book	\$20
NEWSPAPER	Newspaper	\$2
PAMPHLET	Pamphlet	\$2
REF-BOOK	Reference Item	\$80
SHORTLOAN	ShortLoan Item	\$20
UI-LOST	Unreturned Item-DRA	\$50
UNKNOWN	Other	\$0
VIDEO	Video	\$15
VIDEO-LH	Video-Local Hold	\$15

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

## **FINES AND FEES**

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

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

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

### 4. Standard Charges for Damages

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

### 5. Lost Library Card Replacement Fee

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

### 6. Notary Public Service

No charge

### 7. Print Out, Photocopy, Scan & FAX Charges

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

FAX copies:	<u>\$2 flat fee</u>
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<u>Scan</u>	<u>No charge</u>
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Microfilm or Microfiche Prints:	\$0.10 per page
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Except for coin-operated public equipment, payment is to be made at designated service desks.

# ***FINES AND FEES***

## 8. Miscellany

### Book Store items

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

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

Ear Buds	No charge
Flash Drive (small)	\$1.00 (or market cost)
Flash Drive (large)	\$2.50 (or market cost)
Blank DVD	\$1.00 (or market cost)
Meeting Room	See Meeting Room Policy
Graphic Design (Contractual)	Varies by job

Written By:	OPL Administration
Approved By:	Library Board
Amended/Modified:	03/28/2024, 07/29/2021, 07/30/2020, 11/21/2019, 2/26/2015, 1/26/12, 12/16/10, 05/27/10, 10/12/09, 06/28/07, 12/22/05, 05/27/04, 3/25/04, 01/29/04, 01/31/02, 04/23/01, 05/25/00, 04/13/99, 3/28/24

# ***FINES AND FEES***

## **1. Fines**

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

## **2. Overdue Notices and Billing**

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



*Oshkosh Public Library****FINES AND FEES*****3. Lost Materials Fees**

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

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

<b>Item Type</b>	<b>Description</b>	<b>Default Price</b>
AV	Audio-visual	\$60
AV-EQUIP	Audio-visual equipment	\$50
BOOK	Book	\$20
BOOK-LH	Book-Local Hold	\$20
BOOK-NH	Book-No Hold	\$20
CASSETTE	Cassette	\$15
CASS-LH	Cassette-Local Hold	\$15
CD	CD	\$12
CD-LH	CD-Local Hold	\$12
CD-BOOK	CD-Book	\$40
CD-BOOK-LH	CD-Book-Local Hold	\$40
CD-ROM	CD-ROM	\$45
CD-ROM-LH	CD-ROM-Local Hold	\$45
DIGITAL	Digital (Playaways, etc)	\$60
DIGITAL-LH	Digital (Playaways) - Local Hold	\$60
DVD	DVD	\$15
DVD-LH	DVD-Local Hold	\$15
DVD-NH	DVD-No Hold	\$15
ILL-BOOK	Interlibrary Loan Item	\$100
JBOOK	Children's Book	\$12
JBOOK-LH	Children's Book-Local Hold	\$12
JBOOK-NH	Children's Book-No Hold	\$12
JCASSETTE	Children's Cassette	\$15
JCASS-LH	Children's Cassette-Local Hold	\$15

JCD	Children's CD	\$12
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*Oshkosh Public Library*

## **FINES AND FEES**

Item Type	Description	Default Price
JCD-LH	Children's CD-Local Hold	\$12
JCD-BOOK	Children's CD-Book	\$25
JCD-BOOKLH	Children's CD-Book-Local Hold	\$25
JCD-ROM	Children's CD-ROM	\$45
JCD-ROM-LH	Children's CD-ROM-Local Hold	\$45
JDIGITAL	Children's Digital	\$60
JDIGITALLH	Children's Digital - Local Hold	\$60
JDVD	Children's DVD	\$15
JDVD-LH	Children's DVD-Local Hold	\$15
JDVD-NH	Children's DVD-No Hold	\$15
JKIT	Children's Kit	\$25
JMAGAZINE	Children's Magazine	\$5
JSPECIAL	Children's Puppet/Puzzle/Game	\$20
JVIDEO	Children's Video	\$15
JVIDEO-LH	Children's Video-Local Hold	\$15
KIT	Adult Kit	\$25
LONG-NH	Long-Loan-No Hold	\$20
MAGAZINE	Magazine	\$5
MAG-LH	Magazine	\$5
MICROFORM	Microform	\$100
NEW-BOOK	New book	\$20
NEWSPAPER	Newspaper	\$2
PAMPHLET	Pamphlet	\$2
REF-BOOK	Reference Item	\$80
SHORTLOAN	ShortLoan Item	\$20
UI-LOST	Unreturned Item-DRA	\$50
UNKNOWN	Other	\$0
VIDEO	Video	\$15
VIDEO-LH	Video-Local Hold	\$15

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

*Oshkosh Public Library*

## ***FINES AND FEES***

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### 6. Notary Public Service

No charge

### 7. Print Out, Photocopy, Scan & FAX Charges

Computer print-outs and	\$0.10 per page b&w
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<u>Scan</u>	<u>No charge</u>
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Microfilm or Microfiche Prints:	\$0.10 per page
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Except for coin-operated public equipment, payment is to be made at designated service desks.

*Oshkosh Public Library***FINES AND FEES**8. Miscellany

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Flash Drive (small)	\$1.00 (or market cost)
Flash Drive (large)	\$2.50 (or market cost)
Blank DVD	\$1.00 (or market cost)

Meeting Room	See Meeting Room Policy
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Graphic Design (Contractual)	Varies by job
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Written By:	OPL Administration
Approved By:	Library Board
Amended/Modified:	<a href="#">06/26/2025</a> , 03/28/2024, 07/29/2021, 07/30/2020, 11/21/2019, 2/26/2015, 1/26/12, 12/16/10, 05/27/10, 10/12/09, 06/28/07, 12/22/05, 05/27/04, 3/25/04, 01/29/04, 01/31/02, 04/23/01, 05/25/00, 04/13/99, 3/28/24

# FINES AND FEES

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CD-ROM-LH	CD-ROM-Local Hold	\$45
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JCD-BOOKLH	Children's CD-Book-Local Hold	\$25
JCD-ROM	Children's CD-ROM	\$45
JCD-ROM-LH	Children's CD-ROM-Local Hold	\$45
JDIGITAL	Children's Digital	\$60
JDIGITALLH	Children's Digital - Local Hold	\$60
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## Miscellany

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Flash Drive (small)	\$1.00 (or market cost)
Flash Drive (large)	\$2.50 (or market cost)

Blank DVD	\$1.00 (or market cost)
Meeting Room	See Meeting Room Policy
Graphic Design (Contractual)	Varies by job

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**Drafted by:** OPL Administration  
**Approved by:** Library Board  
**Amended/ Modified:** 06/26/2025, 03/28/2024, 07/29/2021, 07/30/2020,  
11/21/2019, 2/26/2015, 1/26/12, 12/16/10, 05/27/10,  
10/12/09, 06/28/07, 12/22/05, 05/27/04, 3/25/04,  
01/29/04, 01/31/02, 04/23/01, 05/25/00, 04/13/99



**MEMORANDUM**

**To:** Library Board of Trustees

**From:** Ruth Percey

**Date:** June 26, 2025

**Subject:** Endowment Funds for the 2025 Lakefly Writers Conference and Book Fair

I'm proud to share that the 2025 Lakefly Writers Conference & Book Fair was a strong step forward in the continued growth and impact of this annual event. With attendance up from 148 to 161 and breakout rooms at full capacity, we took bold, future-focused action to elevate the experience for both attendees and vendors.

In anticipation of increased interest, the planning committee partnered with the Convention Center to explore expanded space options. We chose to "go big" and add the South Hall on Saturday, May 3. This strategic move enabled us to grow the book fair into a stand-alone event, offer eight additional programs, and accommodate the rising demand for author/vendor tables. This decision placed us approximately \$1,200 over budget, with the goal that added participation would offset the cost.

While we didn't quite hit our \$10,000 registration target—ending just over \$8,000—we saw promising gains elsewhere. Table sales from the expanded book fair generated \$1,760 in new revenue, and we secured \$950 in monetary sponsorship and \$200 in-kind support. Speaker costs were mitigated through sponsorships and comped admission/table arrangements, but additional programming and vendor hospitality (including beverages) added to expenses.

We also encountered some unexpected costs: the Marriott's change in ownership came with higher catering rates, and printing costs nearly doubled. On short notice, we rented extra space on Friday due to a hallway restriction imposed by another organization using the venue.

With all of this in mind, I respectfully request the Board's support for an additional **\$5908** to cover these overages. This investment supported an expanded, enriched event that has helped set the stage for Lakefly's next phase of growth.

Looking ahead, we are actively exploring ways to balance ambition with sustainability—including raising the registration fee, reducing print costs, attracting new sponsors, and even relocating the book fair to the Expo Center in the fall to manage costs while maintaining momentum.

On behalf of all involved with Lakefly planning and execution, I thank you for your ongoing support of this evolving and increasingly impactful community event.

Respectfully Submitted,

Ruth Percey

# OSHKOSH PUBLIC LIBRARY

## STATEMENT OF INCOME MAY 2025 YTD

FOR 2025 05

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
4102 GENERAL PROPERTY TAX-CITY						
-3,400,000.00	0.00	-3,400,000.00	-3,400,000.00	0.00	0.00	100.0%
4240 COUNTY AID-OTHER AID						
-1,039,394.00	0.00	-1,039,394.00	-858,024.00	0.00	-181,370.00	82.6%
4603 LIBRARY COPIER REVENUES						
-15,000.00	0.00	-15,000.00	-6,875.45	0.00	-8,124.55	45.8%
4613 LIBRARY CONTRACTUAL REVENUE						
-200,000.00	0.00	-200,000.00	-75,332.10	0.00	-124,667.90	37.7%
4614 LIBRARY REPLACEMENTS						
0.00	0.00	0.00	-2,290.58	0.00	2,290.58	100.0%
4615 LIBRARY CONFERENCE FEES						
0.00	0.00	0.00	-9,053.81	0.00	9,053.81	100.0%
4616 USED BOOK REVENUE						
-10,000.00	0.00	-10,000.00	-6,066.23	0.00	-3,933.77	60.7%
4617 LIBRARY MEETING ROOM REVENUE						
-3,500.00	0.00	-3,500.00	-782.14	0.00	-2,717.86	22.3%
4619 LIBRARY MISC REVENUE						
-1,000.00	0.00	-1,000.00	-198.33	0.00	-801.67	19.8%
4908 INTEREST-OTHER INVESTMENTS						
-15,000.00	0.00	-15,000.00	0.00	0.00	-15,000.00	.0%
4952 GIFTS & DONATIONS						
-100,000.00	0.00	-100,000.00	0.00	0.00	-100,000.00	.0%
<b>GRAND TOTAL</b>	<b>0.00</b>	<b>-4,783,894.00</b>	<b>-4,358,622.64</b>	<b>0.00</b>	<b>-425,271.36</b>	<b>91.1%</b>

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

## **MEMORANDUM**

TO: Darryl Eschete, Director  
FROM: Tracie Schlaak  
DATE: June 18, 2025  
SUBJECT: Donations since board meeting on May 29, 2025

Generac for the purpose of Summer Reading Program	\$ 400.00
Colonel George Johnson Fund through OACF	\$ 700.00
Nancy Sobjinski in memory of Marjorie Kalous	\$ 20.00
Paul and Janet Carstens in memory of Robert McKeag	\$ 100.00
Stephen Mehlberg in recognition of reference department for their help with their Genealogy	\$ 50.00
Donations given at register	\$ 52.23
<b>Total Donations</b>	<b>\$ 1,322.23</b>



# City of Oshkosh



## OSHKOSH PUBLIC LIBRARY STATEMENT OF EXPENDITURES MAY 2025 YTD

FOR 2025 05		JOURNAL DETAIL 2025 1 TO 2025 5					
ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
6102 REGULAR PAY	2,561,966.00	0.00	2,561,966.00	907,154.19	0.00	1,654,811.81	35.4%
6104 OVERTIME PAY	21,684.00	0.00	21,684.00	24,184.00	0.00	-2,500.00	111.5%
6302 FICA - EMPLOYERS SHARE	197,676.00	0.00	197,676.00	68,858.27	0.00	128,817.73	34.8%
6304 WISCONSIN RETIREMENT FUND	164,059.00	0.00	164,059.00	59,383.33	0.00	104,675.67	36.2%
6306 HEALTH INSURANCE	523,490.00	0.00	523,490.00	154,256.28	0.00	369,233.72	29.5%
6307 HEALTH INSURANCE ADMIN FEE	1,030.00	0.00	1,030.00	0.00	0.00	1,030.00	.0%
6308 DENTAL	21,475.00	0.00	21,475.00	7,091.58	0.00	14,383.42	33.0%
6310 LIFE INSURANCE	6,005.00	0.00	6,005.00	2,081.35	0.00	3,923.65	34.7%
6411 ADVERTISING/POSTAGE/PRINTING	25,000.00	0.00	25,000.00	4,001.61	0.00	20,998.39	16.0%
6412 CONTRACTUAL AGREEMENT PYMNTS	333,500.00	0.00	333,500.00	230,763.17	0.00	102,736.83	69.2%
6415 SUBSCRIPTION/LICENSING CNTRCTS	10,000.00	0.00	10,000.00	8,476.07	0.00	1,523.93	84.8%
6416 PREVENTATIVE MNTC CONTRACTS	45,000.00	0.00	45,000.00	8,884.18	0.00	36,115.82	19.7%
6417 3RD PARTY CONTRACTED SERVICE	85,000.00	0.00	85,000.00	22,035.83	0.00	62,964.17	25.9%
6421 EMPLOYEE TRAINING/DEVELOPMENT	6,500.00	0.00	6,500.00	7,369.79	0.00	-869.79	113.4%
6422 PRFSL LICENSE/MEMBERSHIP/BOND	5,000.00	0.00	5,000.00	968.35	0.00	4,031.65	19.4%
6423 EMPLOYEE ALLOWANCE/REIMBSMNT	800.00	0.00	800.00	549.36	0.00	250.64	68.7%
6443 LEASE EXPENSE	6,600.00	0.00	6,600.00	967.35	0.00	5,632.65	14.7%
6450 INSURANCE EXPENSE	29,800.00	0.00	29,800.00	28,979.99	780.01	40.00	99.9%
6451 WORKERS COMPENSATION	10,100.00	0.00	10,100.00	10,100.00	0.00	0.00	100.0%
6454 TELEPHONE / INTERNET SERVC	3,500.00	0.00	3,500.00	471.18	0.00	3,028.82	13.5%
6455 UTILITY EXPENSE	145,000.00	0.00	145,000.00	45,740.45	0.00	99,259.55	31.5%
6465 BANK FEES	5,000.00	0.00	5,000.00	1,996.73	0.00	3,003.27	39.9%

# OSHKOSH PUBLIC LIBRARY

## STATEMENT OF EXPENDITURES MAY 2025 YTD

FOR 2025 05		JOURNAL DETAIL 2025 1 TO 2025 5				
6519 NON-INVENTORY FUEL	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
ORIGINAL APPROP						
6519 NON-INVENTORY FUEL	0.00	0.00	169.98	0.00	-169.98	100.0%
6520 OFFICE SUPPLIES	0.00	22,000.00	11,115.83	0.00	10,884.17	50.5%
6524 SPECIALTY SUPPLIES	0.00	350,000.00	99,786.27	0.00	250,213.73	28.5%
6529 NON-INV - SUPPLIES	0.00	60,000.00	17,367.20	0.00	42,632.80	28.9%
6535 CONFERENCE PROGRAMMING	0.00	0.00	4,828.25	0.00	-4,828.25	100.0%
<b>GRAND TOTAL</b>	<b>0.00</b>	<b>4,640,185.00</b>	<b>1,727,580.59</b>	<b>780.01</b>	<b>2,911,824.40</b>	<b>37.2%</b>
4,640,185.00						

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

## Oshkosh Public Library Highlights

June 2025

1. The library's Summer Reading Challenge had its debut at the Oshkosh Farmers Market on June 7. This year's program celebrates 125 years on Washington Avenue, with a birthday theme and a million-minute community reading goal. Birthday-themed prize bags, raffles and programs promise to make it a festive celebration. As of this writing, 1249 readers had logged more than 251,000 minutes. If (make that when) the community goal is reached everyone is invited to mark the achievement with a Million Minute Party on Aug. 22.
2. The lure of a new plant and the chance to connect with other green thumbs brought 25 people to the library on June 7 for our Community Plant Swap. Community members brought cuttings from their favorite plants and left OPL with new greenery to nurture and watch grow.
3. Community Engagement Librarian Sandy Toland brought OPL to the Caramel Crisp Author Fair on June 7. She shared information about the reading challenge, reading recommendations, online streaming and resources and encouraged everyone attending to plan an engaging summer at the library. Nearly 75 people walked through the author fair.
4. Historian Tim Wright returned to the library on May 24 to share the story of Oshkosh Truck during World War II. He talked about the company's mobilization to support the war effort, adapting its vehicle to meet the demands of the military. Twenty people attended the Saturday morning program.
5. Local History Librarian Michael McArthur gave a tour of the library to 10 members of Appleton's Hearthstone House on June 16 as part of their William Waters Walking Tour of Downtown Oshkosh. He shared the library's development and history, William Waters' architectural impact, and other highlights the group wasn't expecting. One such fun fact: The Marvel poster hanging in the Teen Zone was donated after the death of Oshkosh native and Marvel Comics legend, Mark Gruenwald, and the poster was drawn with ink that contains some of his ashes.
6. OPL's Board members are all advocates for building a strong library collection, but Trustee Barry Perlman takes his contribution a step further. Perlman had his third book in the Musing on Collecting Series published this year and all three copies can be found on the shelves at OPL. *Come Collect with Me, The Collector's World, and Reflections on Collecting* delve into the psychology of collecting and his experiences as an avid antiques collector.
7. Science came to life under the Dome on June 14 when UW-Madison brought its Wonders of Physics show to the library. The interactive program kept kids engaged from start to finish, creating clouds with liquid nitrogen, tornadoes in a box, reactions that sent film canisters shooting toward the ceiling and other experiments demonstrating that physics is everywhere in the world around us. If the wonder, surprise and laughter that filled the Dome is any indication, the 45 people who participated won't soon forget the experience.

8. Games at the Library debuted on June 14 with tabletop role-playing fantasy games and a special visit from a local author and game developer. Game enthusiasts dropped in to play Dungeons and Dragons and Mask, while a few adventuresome players took on the challenge of The Curse of Er' Mah' Gerd, an original role-playing game led by its creator, David Michael Williams. The session was the first in a summer series that invites gamers to connect with others who love the thrill of tabletop competition. Future sessions include classic card games, Mah Jong, trading card games and classic family games.
9. Kids on Canvas is back this year with three opportunities for kids in grades K-5 to explore the world of art. Working with fan favorite Miss Katie, kids learn fun painting techniques, experiment with colors and bring their imaginations to life on canvas. The 25 kids who participated in the first session on June 18 painted a whimsical Koala sporting a festive birthday hat in celebration of OPL's 125<sup>th</sup> Anniversary on Washington Avenue. Two more sessions are scheduled in July and August.
10. Youth Services is bringing activities to the Oshkosh Rec Department's summer playground sites. Participants will enjoy a story, trivia questions about library history, a coloring activity and game. They also receive information about summer reading and activities at the library.

**MONTHLY REPORT**  
**Oshkosh Public Library**  
**May 2025**

<b>CIRCULATION</b>	<b>May 2025</b>	<b>May 2024</b>	<b>% Change</b>	<b>YTD 2025</b>	<b>YTD 2024</b>	<b>% Change</b>
Book-Adult	13,445	13,449	0%	68,911	69,564	-1%
Book-Juvenile	11,702	12,947	-10%	67,210	69,026	-3%
Book-YA/Teen	1,251	1,369	-9%	6,288	6,257	0%
CD-Adult	967	900	7%	4,152	5,369	-23%
CD-Juvenile	48	94	-49%	289	393	-26%
CD-Book-Adult	351	440	-20%	2,077	2,326	-11%
CD-Book-Juvenile	332	160	108%	1,668	764	118%
CD-Book-YA/Teen	0	9	-100%	18	63	-71%
DVD-Adult	4,423	5,897	-25%	24,361	29,328	-17%
DVD-Juvenile	976	1,011	-3%	5,293	5,506	-4%
Game-Adult	594	572	4%	2,906	3,274	-11%
Game-Juvenile	219	191	15%	1,125	1,117	1%
Magazine-Adult	513	438	17%	2,430	2,084	17%
Magazine-Juvenile	24	9	167%	64	73	-12%
Magazine-YA/Teen	2	0	0%	15	13	15%
Other-Adult	224	294	-24%	1,200	1,119	7%
Other-Juvenile	55	116	-53%	570	691	-18%
Other-YA/Teen	5	4	25%	58	27	115%
<b>Total Adult</b>	<b>20,517</b>	<b>21,990</b>	<b>-7%</b>	<b>106,037</b>	<b>113,064</b>	<b>-6%</b>
<b>Total Juvenile</b>	<b>13,356</b>	<b>14,528</b>	<b>-8%</b>	<b>76,219</b>	<b>77,570</b>	<b>-2%</b>
<b>Total YA/Teen</b>	<b>1,258</b>	<b>1,382</b>	<b>-9%</b>	<b>6,379</b>	<b>6,360</b>	<b>0%</b>
<b>SUB TOTAL</b>	<b>35,131</b>	<b>37,900</b>	<b>-7%</b>	<b>188,635</b>	<b>196,994</b>	<b>-4%</b>
<b>Digital Book Formats</b>						
OverDrive E-Books	4,449	5,029	-12%	23,070	26,343	-12%
Hoopla E-Books	420	411	2%	2,212	2,221	0%
<b>E-BOOKS SUB TOTAL</b>	<b>4,869</b>	<b>5,440</b>		<b>25,282</b>	<b>28,564</b>	<b>-11%</b>
<b>Audiobook Formats</b>						
OverDrive Audiobooks	5,315	5,257	1%	26,526	25,559	4%
Hoopla Audiobooks	1,743	1,325	32%	8,424	7,041	20%
<b>AUDIOBOOKS SUB TOTAL</b>	<b>7,058</b>	<b>6,582</b>	<b>7%</b>	<b>34,950</b>	<b>32,600</b>	<b>7%</b>
<b>Digital Media</b>						
Hoopla Music	40	35	14%	166	199	-17%
Hoopla Video	244	187	30%	1,178	1062	11%
<b>DIGITAL MEDIA SUB TOTAL</b>	<b>284</b>	<b>222</b>	<b>28%</b>	<b>1,344</b>	<b>1,261</b>	<b>7%</b>
<b>DIGITAL CONTENT SUB TOTAL</b>	<b>12,211</b>	<b>12,244</b>	<b>0%</b>	<b>61,576</b>	<b>62,425</b>	<b>-1%</b>
<b>TOTAL CIRCULATION</b>	<b>47,342</b>	<b>50,144</b>	<b>-6%</b>	<b>250,211</b>	<b>259,419</b>	<b>-4%</b>

<b>PHYSICAL MATERIALS</b>	<b>May 2025</b>	<b>May 2024</b>	<b>% Change</b>	<b>YTD 2025</b>	<b>YTD 2024</b>	<b>% Change</b>
% AV Materials Circulated	23%	24%	-8%	22%	24%	-9%
% Print Materials Circulated	77%	76%	3%	78%	76%	3%
% Adult Materials Circulated	62%	62%	1%	56%	57%	-2%
% Youth Materials Circulated	38%	38%	-1%	44%	43%	3%
Average Circulation Per Hour	175.99	168.3	5%	183.2	177.2	3%

<b>MISCELLANEOUS</b>	<b>May 2025</b>	<b>May 2024</b>	<b>% Change</b>	<b>YTD 2025</b>	<b>YTD 2024</b>	<b>% Change</b>
Library Facility Traffic	17,745	17,834	0%	100,613	97,943	3%
Average Daily Traffic	612	615	0%	684	671	2%
New Card Registrations	202	231	-13%	1,092	1,122	-3%
Self-check % of Checkout	49.2%	46.3%	6%	49.8%	46.8%	6%
Volunteer Hours Worked	117	109	7%	454	479	-5%
Teacher Packs	4	2	100%	12	15	-20%

<b>ELECTRONIC RESOURCES</b>	<b>May 2025</b>	<b>May 2024</b>	<b>% Change</b>	<b>YTD 2025</b>	<b>YTD 2024</b>	<b>% Change</b>
OPL Website Sessions	17,634	17,761	-1%	93,887	89,287	5.2%

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<b>SUBSCRIPTION DATABASE SESSIONS</b>						
Gale Courses	85	0	0%	85	0	0.0%
Mango Languages	42	120	-65%	409	369	10.8%
Reference Solutions	37	74	-50%	207	409	-49.4%
ValueLine	132	123	7%	627	611	2.6%
<b>SUB-TOTAL</b>	<b>296</b>	<b>317</b>	<b>-6.6%</b>	<b>1,328</b>	<b>1,389</b>	<b>-4.4%</b>
<b>LOCAL DATABASE SESSIONS</b>						
1957 Address Change	41	37	11%	207	148	39.9%
City Directories	1	80	-99%	12	363	-96.7%
Digital Collections	116	74	57%	440	336	31.0%
Local History Books	8	33	-76%	65	128	-49.2%
Oshkosh Facts, Firsts, and FAQ	10	2	400%	39	15	160.0%
Oshkosh Newspaper Index	0	0	0%	0	0	0.0%
Oshkosh Vital Records Index	59	176	-66%	404	873	-53.7%
Riverside Cemetery Index	15	11	36%	66	54	22.2%
UWDC - Atlases & Histories	7	0	0%	38	1	3700.0%
<b>SUB-TOTAL</b>	<b>257</b>	<b>413</b>		<b>1,271</b>	<b>1,918</b>	<b>-33.7%</b>
<b>TOTAL ELECTRONIC RESOURCE SESSIONS</b>	<b>18,187</b>	<b>18,491</b>	<b>-2%</b>	<b>96,486</b>	<b>92,594</b>	<b>4.2%</b>

  

<b>PUBLIC COMPUTER USE</b>	May 2025	May 2024	% Change	YTD 2025	YTD 2024	% Change
Wireless Access	6,815	6583	4%	36219	35109	3.2%
Public Computer Use						
Adult	1,671	1681	-1%	8567	8227	4.1%
Youth	184	154	19%	893	688	29.8%
<b>TOTAL USE</b>	<b>1855</b>	<b>1835</b>	<b>1%</b>	<b>9460</b>	<b>8915</b>	<b>6.1%</b>

  

<b>QUESTIONS ANSWERED</b>	May 2025	May 2024	% Change	YTD 2025	YTD 2024	% Change
Adult Department						
Reference	760	90	744%	4,377	3,389	29%
Youth Department						
Reference	15	225	-93%	138	1,144	-88%
<b>TOTAL QUESTIONS ANSWERED</b>	<b>775</b>	<b>315</b>	<b>146%</b>	<b>4,515</b>	<b>4,533</b>	<b>0%</b>

  

<b>PROGRAMS</b>	May 2024	May 2024	% Change	YTD 2025	YTD 2024	% Change
Programs Given						
Adult	11	9	22%	68	65	5%
Teen	9	0	0%	29	14	107%
Youth	29	40	-28%	156	166	-6%
Roving Reader	14	24	-42%	54	70	-23%
<b>TOTAL</b>	<b>68</b>	<b>73</b>	<b>-7%</b>	<b>336</b>	<b>315</b>	<b>7%</b>

  

<b>Program Attendance</b>						
Adult	102	99	3%	575	628	-8%
Teen	93	0	0%	362	158	129%
Youth	1233	1679	-27%	4,348	5,074	-14%
<b>TOTAL</b>	<b>1445</b>	<b>1778</b>	<b>-19%</b>	<b>5,713</b>	<b>5,860</b>	<b>-3%</b>

**MEMORANDUM**

TO: Darryl Eschete, Director  
FROM: Tracie Schlaak  
DATE: June 18, 2025  
SUBJECT: Personnel Changes since last board meeting

Kelton Jones was hired as a Youth Services Intern on 6/9/25.



## Library Director's Report

May-June 2025

Since the regular Board meeting of May 29, 2025, library staff and I have been at work on the following:

- **Summer Reading**—As of this writing, six days after the official beginning of 2025 summer reading, over 1000 readers have registered using the library's new reading challenge app, ReaderZone. As this is the library's first year with the new platform, there has been the need to clarify or adjust internal processes as we've rolled it out, but staff has addressed them as they've arisen.
- **Young Adult/Teen Issues**—The lobby sign-in measure that we had put in place to manage behavioral issues in the building expired on the last day of classes for Oshkosh Area Schools. Thus far this summer, as per staff reports, our interactions with young adult readers have been positive with only infrequent and more typical corrective conversations.
- **Jobpod/Glass Partitions**—On May 30, Midwest Installers came to visually verify and measure the existing spaces where the glass walls will be installed in the building and to recommend any needed changes. It is yet unclear if existing lighting in the spaces will need to be reconfigured or changed. Some collection shifting (complete on the second floor as of this writing) and the removal of some shelving is planned for coming weeks. The final install schedule is yet not finalized, but indications are it will be some time in August.
- **KOSH Podcast**—On Saturday, June 7, I was interviewed by Timber Smith for the KOSH podcast. During our wide-ranging discussion, themes of libraries, literacy and community engagement were emphasized. The episode has not been published yet, but I will inform the Board when it comes out.
- **Facility Assessment Workshop**—On June 10, I attended a Council workshop at which the body reviewed the assessments of City facilities by an architectural firm (Kueny Architects of Pleasant Prairie). The Oshkosh Public Library was identified as being among the better-maintained in the City.
- **City Manager Tour**—On Friday, June 13, recently-hired City Manager Rebecca Grill toured the library with me and we discussed the needs and challenges the library faces in the future related to facilities and other matters.
- **Facility Audit**—On June 19, I have a meeting with City facilities to discuss the process of bringing the library into the facilities management and maintenance scheme of other City buildings and sites. I will report on that meeting to this body.

Respectfully Submitted,

Darryl Eschete