

**Oshkosh Public Library Board of Trustees
Agenda – Thursday, July 31, 2025 at 4pm
Library Lower-Level Meeting Room**

| <u>AGENDA</u> | | <u>ACTION REQUIRED</u> | <u>PAGE</u> |
|---|---|----------------------------|-------------|
| Call to Order: 4:00 p.m. | | | |
| Public Comments | | | |
| <u>Consent Agenda:</u> | | YES | 222- 228 |
| 1. | Minutes of the regular Board meeting of June 26, 2025 | | |
| 2. | Minutes of the special Board meeting of July 17, 2025 | | |
| 3. | Authorized Payments from 6/19/25 to 7/21/25 - \$69,981.69 | | |
| <u>Items Removed from Consent Agenda</u> | | | |
| <u>New Business</u> | | | |
| 4. | <p><u>Election of Library Board officers for 2025-2026</u> - Library bylaws call for election of officers (President and Vice-President) at the July regular meeting each year. No slate is prepared as Nominating Committee was not appointed.</p> <p><u>Action recommended:</u> <i>Either take nominations from the floor and hold the election, or table the election until a Nominating Committee may be convened. Both methods have been used by the board in the past.</i></p> | YES | |
| 5. | <u>Memo—Preparation of Library Operating Budget 2026</u> | NO | 229- 230 |
| 6. | <u>Memo—Update—Strategic Planning</u> | NO | 231 |
| 7. | <u>Memo—Update—Library Compensation Study</u> | AT BOARD DISCRETION | 232- 241 |
| 8. | <p><u>Memo—Updates to Dome Rental Policy:</u> Changes made to the library's website by staff now allow for reservation of the Dome to be made online. The draft policy now reflects this change and library administration urges approval of the update.</p> <p><u>Action requested:</u> <i>Motion to adopt updates to the Dome policy reflecting the library's ability to accept reservations online.</i></p> | YES | 242- 249 |



| | | | |
|---|---|-----|---------|
| 9 | <u>Memo—Updates to Bulletin Board Policy:</u> Seek and urge approval of updates to the library’s bulletin board policy; updates include a downsizing of allowable material size to avoid clutter and a section clarifying the types of materials that would not be acceptable for bulletin board display. Action requested: <i>Motion to adopt updates to the library’s policy regarding bulletin boards in the library.</i> | YES | 250-254 |
| <u>Informational Items</u> | | NO | 255-262 |
| 10. | Revenues | | |
| 11. | Donations | | |
| 12. | Expenditures | | |
| 13. | Library Highlights—To Be Distributed at Meeting | | |
| 14. | Monthly Statistics | | |
| 15. | Personnel Changes | | |
| <u>Library Director’s Report</u> | | | |
| 16. | Report on operations of the Oshkosh Public Library | NO | 263 |
| <u>Trustee Reports and Comments</u> | | NO | |
| <u>Adjournment</u> | | YES | |
| <u>Next Meeting Scheduled:</u> Thursday, August 28, 2025 at 4 p.m. | | | |



MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
June 26, 2025

The June 26, 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, Ashlee Rahmlow, David Rucker, Amber Shemanski.

Absent: Kim Brown and Larry Lautenschlager

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

Consent Agenda

- Minutes of the Regular Board Meeting of May 29, 2025
- Authorized Payments from May 21, 2025 – June 18, 2025, was changed from \$64,308.87 to \$65,784.61.

Motion to approve the consent agenda as amended.

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

Shemanski arrived at 4:05 pm.

New Business

- Update on the Library Compensation Study.
It was decided to cancel the Finance Committee on July 8, 2025, and hold a special board meeting on July 17, 2025, with the city of Oshkosh's Human Resources to discuss this item.
- 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 collections.
Motion: Perlman; **Second:** Melms-Simon; **Vote:** Unanimous
- Motion to approve an additional \$5,908.00 from the "Programming Support" endowment fund for the Lakefly Writer's Conference.
Motion: Perlman; **Second:** Melms-Simon ; **Vote:** Unanimous

Motion to adjourn at 5:26 pm.

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

Respectfully submitted,

Darryl Eschete, Secretary
Tracie Schlaak, Recorder

MINUTES OF THE LIBRARY BOARD SPECIAL MEETING
Oshkosh Public Library
July 17, 2025

The July 26, 2025, Oshkosh Public Library Board of Trustees meeting was held at the Oshkosh City Hall, Room 404 and called to order at 4:00 PM by Board President Bill Bracken.

Present: Bill Bracken, Susan Fojtik, Tony Kneepkens, Baron Perlman and Ashlee Rahmlow.

Absent: Kim Brown, Larry Lautenschlager, Christine Melms-Simon, David Rucker and Amber Shemanski.

Also Present: Darryl Eschete, Library Director; Michelle Behnke, City of Oshkosh Human Resources Manager; Matt Mugerauer, City of Oshkosh Mayor and Tracie Schlaak, Winnefox Administrative Specialist.

New Business

- Cottingham-Butler/Total Rewards Consulting presented the results of their library compensation study.

Motion to adjourn at 4:55 pm.

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

Respectfully submitted,

Darryl Eschete, Secretary
Tracie Schlaak, Recorder

Authorized Payments

6/19/25 to 7/21/25

| | |
|--|--------------------|
| 3RD PARTY CONTRACTED SERVICE | \$3,675.54 |
| BEEZ ELECTRIC | \$359.45 |
| Electric work in tech area | \$102.70 |
| Electrical work | \$102.70 |
| Replaced wafer light on 2nd floor, replace light i | \$154.05 |
| GARTMAN MECHANICAL | \$2,052.00 |
| Plumbing services | \$380.00 |
| Repairs to rooftop units | \$1,672.00 |
| HAROLD CARPENTER | \$202.50 |
| Garage door repair | \$202.50 |
| KITZ AND PFEIL INC | \$100.00 |
| Maintenance on Trimmer | \$100.00 |
| WINNEFOX LIBRARY SYS | \$343.59 |
| Reimbursements | \$343.59 |
| UNIQUE MANAGEMENT | \$618.00 |
| Collections | \$618.00 |
| ADVERTISING/POSTAGE/PRINTING | \$572.46 |
| FACEBK | \$9.96 |
| FACEBOOK ADS: EVENT WONDERS OF PHYSICS | \$9.96 |
| WINNEFOX LIBRARY SYSTEM | \$417.05 |
| April-June 2025 Postage | \$417.05 |
| DIGITAL PRINTING | \$145.45 |
| Business Cards | \$145.45 |
| BANK FEES | \$873.25 |
| BANKCARD USA | \$873.25 |
| APRIL 2025 BANK FEES | \$440.37 |
| MAY 2025 BANK FEES | \$432.88 |
| CONTRACTUAL AGREEMENT PYMNTS | \$12,971.75 |
| WINNEFOX LIBRARY SYS | \$12,971.75 |
| Contractual services - July 2025 | \$12,971.75 |
| EMPLOYEE ALLOWANCE/REIMBRSMNT | \$96.95 |
| MARJORIE DORN | \$13.58 |
| Mileage reimbursement | \$13.58 |
| SANDY TOLAND | \$61.53 |
| Mileage for 5/27/25 - 6/29/25 | \$61.53 |
| WINNEFOX LIBRARY SYS | \$21.84 |
| Reimbursements | \$21.84 |
| INSURANCE EXPENSE | \$129.99 |
| THE MCCLONE AGENCY | \$129.99 |
| 2025 Auto and Liability Insurance | \$129.99 |
| LEASE EXPENSE | \$376.54 |
| GREATAMERICA FINANCIAL | \$376.54 |
| Copier lease | \$376.54 |
| LIBRARY REPLACEMENTS | \$27.80 |

Authorized Payments

6/19/25 to 7/21/25

| | |
|----------------------------------|-------------------|
| SPILLMAN PUBLIC LIBRARY | \$2.80 |
| Lost and Paid Refund | \$2.80 |
| CAESTECKER PUBLIC LIBRARY | \$25.00 |
| Lost and Paid Refund | \$25.00 |
| NON-INV - SUPPLIES | \$3,188.24 |
| <hr/> | |
| 4 IMPRINT INC | \$292.17 |
| OPL Swag | \$292.17 |
| BEEZ ELECTRIC | \$1,704.33 |
| Electrical work | \$1,704.33 |
| FILTERS UNLIMITED | \$397.34 |
| Filters | \$397.34 |
| GARTMAN MECHANICAL | \$261.97 |
| Repairs to rooftop units | \$261.97 |
| HAROLD CARPENTER | \$127.75 |
| Garage door repair | \$127.75 |
| KITZ AND PFEIL INC | \$62.37 |
| Maintenance on Trimmer | \$62.37 |
| PINGRY-CASWELL INC | \$192.31 |
| Cleaning Supplies | \$67.10 |
| Shop Towels | \$125.21 |
| WOW WILDLIFE OF WI | \$150.00 |
| Donation/Stipend | \$150.00 |
| NON-INVENTORY SUPPLIES | \$1,728.37 |
| <hr/> | |
| BEEZ ELECTRIC | \$120.21 |
| Light Bulb sales | \$120.21 |
| GARTMAN MECHANICAL | \$12.50 |
| Plumbing services | \$12.50 |
| KITZ AND PFEIL INC | \$114.78 |
| Maintenance Supplies | \$114.78 |
| PINGRY-CASWELL INC | \$55.80 |
| Cleaning Supplies | \$55.80 |
| WINNEFOX LIBRARY SYS | \$1,425.08 |
| Reimbursements | \$1,425.08 |
| OFFICE SUPPLIES | \$2,597.60 |
| <hr/> | |
| BRODART CO | \$66.17 |
| Class labels for books | \$66.17 |
| CROWN TROPHY | \$77.50 |
| Name badges | \$46.50 |
| Nametags | \$31.00 |
| DEMCO INC | \$229.38 |
| Month labels for books | \$81.53 |
| Month labels for tech services | \$147.85 |
| GENERAL BOOK COVERS | \$380.52 |
| Book covers - #1 1/2 | \$173.97 |

Authorized Payments
6/19/25 to 7/21/25

| | |
|--|--------------------|
| Book jackets | \$206.55 |
| KAPCO/KENT ADHESIVE | \$432.00 |
| Easy Cover II Book Cover - EF8585 | \$432.00 |
| STAPLES ADVANTAGE | \$337.85 |
| Office supplies | \$337.85 |
| WINNEFOX LIBRARY SYS | \$1,074.18 |
| Reimbursements | \$1,074.18 |
| PREVENTATIVE MNCT CONTRACTS | \$5,326.60 |
| GFL SOLID WASTE | \$773.98 |
| Waste Disposal services | \$773.98 |
| GORDON FLESCH | \$556.10 |
| Copier maint - 2nd floor Ref Desk & 2nd floor Coin | \$379.32 |
| Copier maintenance First Floor print center | \$72.87 |
| Copier maintenance Tech Services | \$103.91 |
| ROE NURSERIES INC | \$1,480.00 |
| Landscaping | \$1,480.00 |
| SPRING-GREEN LAWN | \$383.95 |
| Lawn care - 06/09/25 | \$89.70 |
| Lawn care 6/5/2025 | \$294.25 |
| STAPLES ADVANTAGE | \$272.57 |
| Office supplies | \$272.57 |
| JACKS MAINTENANCE SERVICE | \$1,500.00 |
| Exterior window washing | \$1,500.00 |
| WI ELEVATOR INSPECTION | \$360.00 |
| Annual elevator inspections | \$360.00 |
| PRFSL LICENSE/MEMERSHIP/BOND | \$566.98 |
| JOE BONGERS | \$94.98 |
| Reimbursement for Kiwanis meals | \$94.98 |
| OSHKOSH ROTARY CLUB | \$232.00 |
| Quarterly Rotary Dues-Eschete | \$232.00 |
| WISCONSIN LIBRARY | \$240.00 |
| Membership renewal 3 individuals through August 14 | \$240.00 |
| PROGRAMMING/CONSUMER COSTS | \$32.95 |
| DARRYL ESCHETE | \$32.95 |
| Reimbursement for library director meeting refresh | \$32.95 |
| PROMOTIONAL SERVICES | \$195.24 |
| WINNEFOX LIBRARY SYS | \$195.24 |
| Reimbursements | \$195.24 |
| SPECIALTY SUPPLIES | \$22,545.24 |
| AB* ABEBOOKS.CO KVWE | \$0.00 |
| ABC BOOK CREDITED | -\$24.91 |
| BOOK: THE ZEENED OUT GUIDE - CANCELED (WILL BE REF | \$24.91 |
| AMAZON PYMTS | \$684.84 |
| BOOK: EVERYTHING YOU EVER WANTED | \$18.69 |

Authorized Payments

6/19/25 to 7/21/25

| | |
|--|-------------------|
| BOOK: TO THE SUCCESS OF OUR HOPELESS CAUSE | \$24.99 |
| BOOKS & DVD'S : WE WANT THE FUNK DVD | \$198.50 |
| BOOKS, MOVIES, TIY KITS MASTERPIECE: WOLF HALL - T | \$259.96 |
| BOOKS: ELVIRA MEETS VINCENT PRICE | \$22.47 |
| BOOKS: THE STRANGER IN HER HOUSE | \$122.27 |
| THE PENGROOMS - PRINGLE & FINN | \$24.95 |
| THE ZENNED OUT GUIDE TO UNDERSTANDING BOOK | \$13.01 |
| BAKER AND TAYLOR LLC | \$6,898.08 |
| Library materials | \$6,898.08 |
| BESTBUYCOM8070674761 | \$684.81 |
| VIDEO GAMES | \$684.81 |
| GUITAR WORLD | \$16.99 |
| Library materials | \$16.99 |
| INFOBASE HOLDINGS | \$170.13 |
| Library materials | \$170.13 |
| JOURNAL SENTINEL | \$81.18 |
| MILWAUKEE SENTINEL NEWSPAPER | \$81.18 |
| MIDWEST TAPE | \$7,224.95 |
| Library materials | \$1,352.84 |
| Library materials - Hoopla | \$5,872.11 |
| SHARPERIMAGE*COM | \$86.04 |
| CASSETTE TO MP3 COVERTER KIT (TAX INCLUDED / WILL | \$86.04 |
| TOWN OF OMRO | \$50.00 |
| Library materials | \$50.00 |
| AMAZON.COM | \$810.88 |
| BOOKS: THE KNIGHT AND THE MOTH (THE STONEW | \$49.67 |
| BOOKS: THE LAKE | \$144.28 |
| DOCTOR WHO: SEASON ONE (DVD) | \$34.99 |
| HAL LEONARD DJ METHOD BY DJ BIZZON | \$43.49 |
| LISTEN TO MY TRUMPET-AN ELEPHANT A | \$225.84 |
| UNIVERSITY GAMES, DOG MAN ATTACK OF | \$21.73 |
| YOUTH BOOKS, GAMES: UNIVERSITY GAMES, DOG MAN ATTA | \$290.88 |
| INGRAM LIBRARY SERVICE | \$3,388.07 |
| CREDIT ON ORG INV 88800061 | -\$19.60 |
| Library materials | \$3,407.67 |
| CENTER POINT LARGE PRINT | \$498.58 |
| Library materials | \$498.58 |
| CENTER POINT LARGE POINT | \$514.34 |
| Library materials | \$514.34 |
| GALE CENGAGE LEARNING | \$1,430.00 |
| Library materials | \$1,458.49 |
| Return | -\$28.49 |
| EBSCO SUBSCRIPTION SERVICE | \$6.35 |
| Library materials | \$6.35 |

Authorized Payments

6/19/25 to 7/21/25

| | |
|---|----------------------------------|
| SUBSCRIPTION/LICENSING CNTRCTS | \$3,549.88 |
| READER ZONE | \$425.00 |
| Summer Reading Plan for 90 days | \$425.00 |
| THE QUIPU GROUP LLC | \$2,500.00 |
| PITS Subscription Fee June 2025 to May 2026 | \$2,500.00 |
| JOHNSON CONTROLS | \$624.88 |
| Brivo Contract | \$624.88 |
| TELEPHONE / INTERNET SERVC | \$62.12 |
| CENTURYLINK | \$2.88 |
| Long Distance | \$2.88 |
| PTS | \$25.00 |
| PUBLIC PAY PHONE INV 2143005 JULY | \$25.00 |
| WINNEFOX LIBRARY SYS | \$34.24 |
| Reimbursements | \$34.24 |
| UTILITY EXPENSE | \$11,464.19 |
| WI PUBLIC SERVICE CO | \$10,841.87 |
| 106 WASHINGTON AVE-5538533945 | \$10,841.87 |
| CONSTELLATION NEWENERGY | \$622.32 |
| Gas service | \$622.32 |
| Grand Total | <u><u>\$69,981.69</u></u> |



To: Oshkosh Public Library Board of Trustees
From: Darryl Eschete, Library Director
Date: July 31, 2025
Subject: Library Operating Budget Preparation--2026

Through repeated meetings and discussions, City Manager Rebecca Grill and Finance Director Julie Calmes have made clear that the City faces a difficult budget situation in 2026 and that departments should be generally focusing on finding efficiencies, analyzing open positions for absolute need to refill and submitting budgets based on clear operational requirements. Further, rather than issue department heads specific guidelines for budgeting, Finance and City Manager's office are advising departments to carefully and conservatively consider whether plans to expand services, increase personnel or renovate spaces are realistic and truly necessary in 2026.

I continue to monitor the library's usage of the 2025 budget thus far and project that a substantially flat operational FY26 budget versus 2025 (with some general percentage adjustment to contractual services and subscriptions budgets to account for inflationary cost increases, etc.) will not be a major difficulty if the budget is actively managed.

Budget submittals are due August 15.

Of note thus far:

- >A 4.25% increase in salary/wages is being suggested for budget preparation purposes. Thus salary/wages for the library are projected to increase from \$2.5M to \$2.7M before any consideration of the compensation study-related structural adjustments referenced elsewhere in this packet;
- >I propose a decrease to the materials budget by \$50,000 and the reallocation of that money to other funds, particularly to overtime, which was under-budgeted for 2025;
- >WALS fees will hold steady, with only a slight increase to OPL versus last year's budget;
- >Winnebago County library directors and Winnefox system director Clairellyn Sommersmith met with County Executive Gordon Hintz on July 10 here in Oshkosh and the challenges facing the County were made clear, but there was no indication that a decrease in library funding should be expected from the





County. Accordingly, as I prepare the library's 2026 budget, I am presuming full reimbursement for OPL services to rural County residents.

Respectfully submitted,

Darryl Eschete





MEMORANDUM

To: Library Board of Trustees
From: Darryl Eschete, Library Director
Date: July 31, 2025
Subject: Update on Strategic Planning—July

Strategic planning efforts remain on track, with the following developments as of late July:

Survey Response

- The community-informed survey closed on July 22, with well over 1,000 participants—far exceeding our minimum target of 200.
- As of July 17, the internal survey (Board, staff, and committee members) had received 53 responses, aligning with our response goal.

Focus Groups and Workshops

- A community/end-user focus group is scheduled for **Monday, August 4, from 6–8 p.m.** Promotion through the library's online event calendar helped us surpass our expected number of sign-ups.
- A stakeholder/community leader focus group is scheduled for **Tuesday, August 5, from 10 a.m.–12 noon.**
- The Strategic Planning Committee will hold a two-day implementation planning workshop on **Tuesday, August 19 (8 a.m.–4 p.m.)** and **Wednesday, August 20 (8 a.m.–1 p.m.)**. This meeting is happening at the Boys and Girls Club in downtown Oshkosh. The Club was kind enough to let us use the space without charge.

Consultant Research

Our consultant, Northspan, is conducting comparative research on library systems and public libraries with similar contractual and resource-sharing models. This includes an examination of the Oshkosh–Winnefox relationship within a broader context.

A draft of the recommended strategic plan is expected to be ready for Board review this fall, depending on the time needed to analyze and summarize the collected data.

Respectfully Submitted,

Darryl H. Eschete





To: Oshkosh Public Library Board of Trustees

From: Darryl Eschete, Library Director

Date: July 31, 2025

Subject: Library Compensation Study—Summary and Recommendation to Adopt

After months of rigorous analysis and collaboration with Cottingham Butler/Total Rewards Consulting, I am pleased to present the findings and recommendations from the Oshkosh Public Library's Classification & Compensation Study. This work was undertaken to align Library roles with the City's compensation structure while ensuring internal equity and competitiveness in the labor market.

Purpose & Background

This is the Library's first full classification and compensation review in over a decade. It evaluates job content, benchmarks compensation against peer institutions, and places Library roles within the City's broader pay framework using CB/TRC's nationally recognized methodology. The Library was not part of the City's most recent (2022) compensation update—this study aims to correct that omission.

Key Findings

- **Market Competitiveness:** On average, Library salaries are currently 100.7% of the median market rate, a reflection of efforts to maintain fair compensation over time.
- **Internal Equity:** Each position was evaluated using a structured point-factor system. These scores were used to assign Library roles to comparable City grades.
- **Benchmark Validity:** 12 benchmark positions—representing 95% of Library staff—were used to establish a solid compensation model, with a high statistical correlation ($R^2 = 0.97$).

Recommendations

TRC's recommendations include the following actions:

1. **Adopt the New Grade Placements:**
Move positions into the City's existing grade structure as outlined in the report (Appendix B), balancing internal equity with external market rates.





2. Execute a Fair Implementation Strategy:

TRC recommends transitioning each employee to a step in the new structure that guarantees a minimum percent increase (to be finalized following the City's 2026 COLA decision). In cases where staff are already at or above max pay, a one-time, non-base-building adjustment could be issued.

3. Implement a Performance-Based Progression Model:

To fully integrate into the City's structure, initiate annual performance evaluations and permit progression beyond the Control Point for qualifying employees.

4. Maintain the Structure Strategically:

Ongoing success requires annual classification reviews, regular benchmarking of key positions, and integration of compensation strategy into long-term planning.

Strategic Consideration for FY25 Implementation

In consultation with City Manager Rebecca Grill, we are advised to analyze, given projected underspending of the personnel budget up to this point in the year, whether the proposed grade adjustments can be implemented within the current fiscal year (FY25). If feasible, doing so would allow staff to transition into the City's structure this fall, followed by the anticipated and tentative (as of this writing) 4.25% across-the-board structural adjustment on January 1, 2026. This two-step implementation would demonstrate good faith to staff and avoid the logistical complication of overlapping adjustments in the new fiscal year.

The costing of the FY25 adjustment versus present personnel budget will likely not be finalized by the time of this writing, but I thought it best to mention this possibility for the Board's consideration.

Action Requested

I recommend the Board formally adopt the recommendations and authorize staff to proceed with analysis and, if viable, implementation in the current fiscal year. This action would enhance internal equity, support staff morale, and reinforce the Library's integration with the City's broader workforce strategy.





I'm happy to answer questions and provide further context at your convenience.

Respectfully submitted,

Darryl Eschete



COTTINGHAM & BUTLER

Total Rewards Consulting

TECHNICAL & EXECUTIVE SUMMARY

City of Oshkosh Public Library Classification & Compensation Study
July 2025

Background

The City of Oshkosh Public Library (“the Library”) engaged our firm to conduct a comprehensive review of its job classifications. This included evaluating job content, performing a market analysis, and providing recommendations for aligning Library positions within the broader City compensation structure, along with implementation guidance.

The City conducted a full compensation study in 2011 (implemented in 2012), with additional market analyses in 2016 and 2018, and another full compensation study in 2022 (implemented in 2023). Over the past decade, the City has made ongoing efforts to remain competitive in the labor market and has adjusted individual classifications to address equity and market conditions. However, the Library was not included in the most recent City compensation study.

To support the goal of aligning the Library with the City’s classification and pay structure, TRC conducted job evaluation, market analysis, and recommended appropriate grade placements within the City’s framework.

Comparable Communities

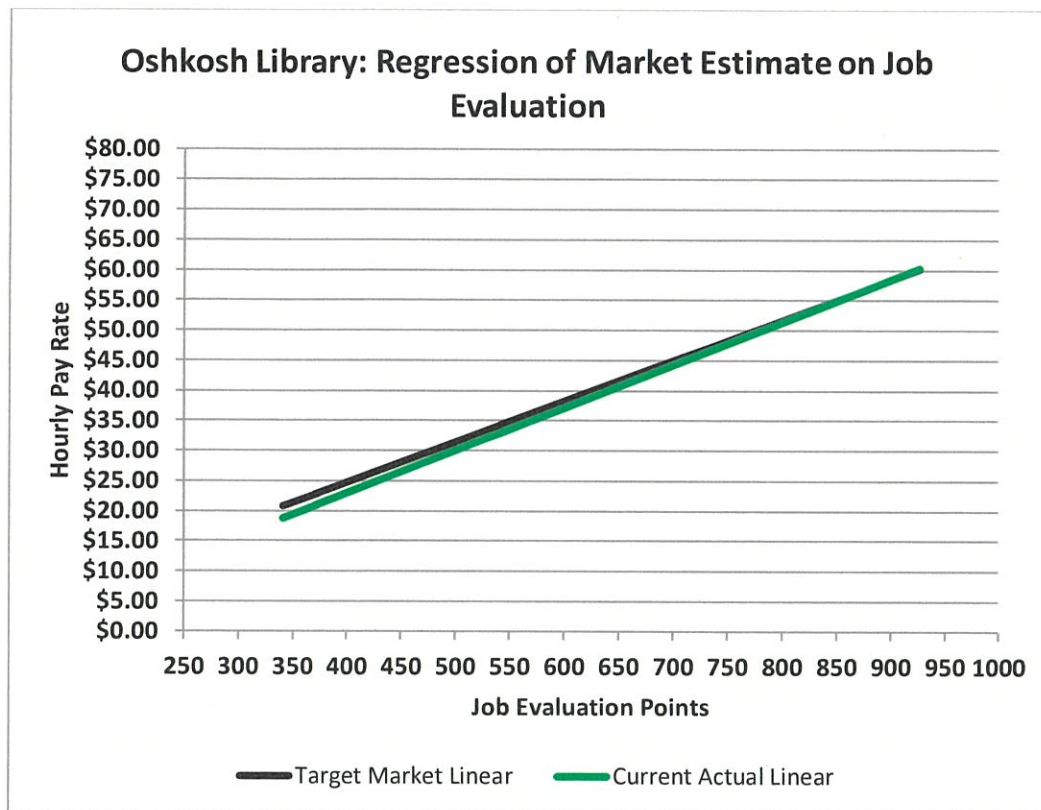
During our initial meetings with the Library, we agreed to assess the following organizations for the pool of comparable communities and make a recommendation following a review of the market data:

- Cities: Appleton; Beloit; Brookfield; Eau Claire; Fond du Lac; Greenfield; Janesville; Kenosha; La Crosse; Madison; Manitowoc; Menasha; Milwaukee; Neenah; New Berlin; Racine; Sheboygan; Watertown; Waukesha; Wauwatosa; West Allis; West Bend
- Counties: Brown, Marathon, Portage
- Villages: Menomonee Falls

As the above list suggests, this is a comprehensive listing that represents the Wisconsin City Library Collective and the broader competitive market. We determined benchmarks and analyzed public-sector market data from the selected comparable communities.

Private-sector market data, when appropriate, was obtained from the Bureau of Labor Statistics, CompData Benchmark Pro, Economic Research Institute, Salary.com and Mercer. Our firm has taken great care over the last year to ensure that our private survey sources remain up to date in order to provide the best “snapshot” of the market as possible.

The chart below is our traditional line chart, which is useful when comparing to other market positions (e.g. comparisons to current pay, percentiles, etc.).



In terms of overall market competitiveness, as it relates to the benchmark positions utilized in the study, the Library is currently paying almost dead-even with the measured median market. We use a measure called a “market index” to compare a benchmark’s base salary to the market estimate for the benchmark position. For the Library, the overall market index is approximately 100.7% of the median market, and 95.5% of the blend of the 50th and 75th percentile market (more aggressive market). The statistics are an average of the benchmark market indices, so there are some jobs paid above the market and some below. However, the statistic provides us with a good measure of how competitive the Library is on an overall basis. A market index of 100.7% is an indication that the Library has taken care to maintain its structure over the years and provide incumbent and structural adjustments.

Methodology

CDC consistently recommends pay plans balanced for (1) internal equity, as measured by objective job evaluation, and (2) competitiveness, as measured by our market data. We also tailor our recommendations to the organizational culture and affordability.

Job Evaluation

At the beginning of the project, we conducted employee orientation via video to explain the steps we would follow in the project and review the absolute necessity of accurate job documentation. Incumbents completed Job Description Questionnaires to outline the purpose of their job, essential duties & responsibilities, tools and software needed for their job, work environment, judgements/decision making, interactions, and any supervision or management duties. These were then reviewed by the Library Director and Human Resources who provided additional clarifications and details regarding qualifications, education and experience necessary for the job.

We then evaluated each Job Documentation Questionnaire using our firm's Point Factor Job Evaluation System. Our system breaks jobs down into specifics related to five major evaluation factors, with sub-factors for each of the five major factors:



Our objective evaluation results in point scores that accumulate to a total point score for each job, allowing us to compare and contrast varied jobs using a common rating method.

Benchmark Jobs

The job documentation also provided a solid basis for matching the jobs to the external marketplace, both public and private sectors (as relevant and appropriate). Due to a variety of reasons, it is not possible to match every position in the pay plan to a corresponding job in the selected marketplace. Instead, we measured a set of “benchmark jobs”. Benchmark jobs have solid and reliable representation in the marketplace, and have similar duties and responsibilities that can be found across different organizations. Benchmark jobs were chosen to cover jobs spanning the entire pay plan, are then used to serve as the anchors in the development of a structure which is both internally consistent and externally competitive. Either due to the lack of sufficient data among the comparable employers, or due to the unique nature of the job, several jobs are not designated as “benchmark jobs”. There are 12 benchmark jobs utilized for the study. This set of benchmark jobs represents 80% of the Library’s positions and covered 95% of employees.

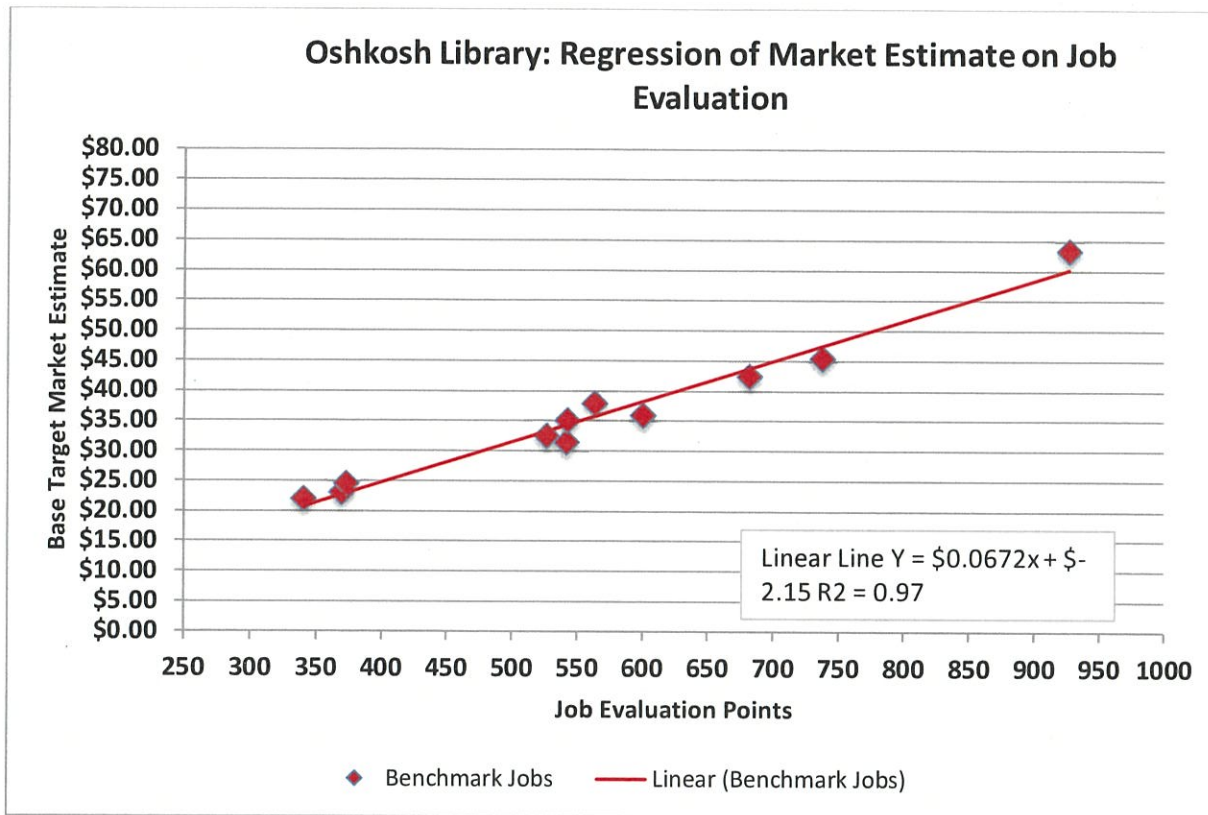
However, even if a job is not deemed to be a benchmark job, it is placed into proper grade on the wage schedule based on its job evaluation score or, in exceptional circumstances, based on its market value or on a calculation to relieve any compression concerns.

Analysis of the “Pay Line”

The balance between internal equity and external competitiveness is achieved by using regression analysis to develop the recommended compensation structure, or in this case, to serve as a guide for placement into the City structure. A scatter graph of job evaluation scores and market rates for the Library’s benchmarks are below. The graph shows that as the internal value of jobs increase, measured by job evaluation scores, market pay increases, as well. As the graph indicates, the trend is very clear.

Each data point on the graph is one of the benchmark positions, representing the job evaluation score for that benchmark and the corresponding measured market estimate. The trend line (i.e. regression line, pay line, etc.) through these data points for the benchmark jobs is called a line of best fit, or regression line. The regression line for the Library’s benchmark positions is represented by the equation: $Y \text{ (predicted pay)} = \{ \$0.0672 \times \text{job evaluation points} \} + \2.15 .

In this regression equation, \$.0672 is the slope of the trend line and means that each single job evaluation point is worth \$.0672. Therefore, if the score goes up one point, pay rises \$.0672. The +\$2.15 amount is the line’s y-axis intercept, so if the line were extended downward to y-axis of the graph (measuring market pay rates), it would intersect that axis at +\$2.15.



The $r^2 = 0.97$ shown below the equation on the graph is the coefficient of determination. This coefficient of determination is very high and can be interpreted to mean that our market model (i.e. job evaluation scores, grade breaks, market matches, selected benchmark jobs, etc.) are reasonably predicting the variance in market pay. One way to interpret the result is that 97% of the variance in pay is explained by differences in job evaluation values, market variances, etc.; the remaining 3% can be attributed to other factors. The significance is that we can use these relationships to accurately place Library positions into the City schedule based on job evaluation points and market rates.

Creating Alignment with City Structure

The goal of this study was threefold: 1) Evaluate Library positions using TRC job evaluation system to establish internal alignment within the organization; 2) Analyze the external market to ensure Library position rates are competitive and are aligned with market rates; 3) Align Library roles within the City's pay structure to support organization-wide consistency and reflect the City's united workforce

Control Point (C/P)

The anchor for all of our pay structures is the Control Point (C/P), which is an approximated market rate for the jobs in any given grade. Many confuse the Control Point as the market rate for each and every job in a grade. However, it is a more appropriate assertion that each grade reflects an acceptable market-based range of pay for each job in a grade and the average/median market rate would be found at or near the middle steps of a grade for any given job.

Integrating Library Positions into the City Structure

To integrate Library positions into the City's compensation structure, we began by aligning job evaluation point grade breakpoints between the Library and City evaluations. This ensured that Library roles could be evaluated using the same framework as City positions.

As previously noted, the regression analysis for Library positions yielded an R² value of 0.97, indicating a strong correlation between job evaluation points and market rates. This high correlation validated the reliability of the Library-specific regression model. Stated otherwise, it reinforced the relationship between job evaluation points and suggested control points based on the Library regression model.

The City's structure was built using a comprehensive regression model based on 99 benchmark positions across a broad range of departments and roles. In contrast, the Library study was a focused analysis using 12 benchmark positions specific to Library functions. Because each analysis had its own dataset, scope, and market anchors, the resulting Control Points for similar grades do not align perfectly. This divergence is not simply due to the number of benchmarks used, but rather the different regression analysis based on benchmark positions and corresponding market rates.

With this framework in mind, Library positions were mapped to the City's existing grade structure through careful analysis and comparison.

This process involved two key steps:

1. Primary Placement: Based on job evaluation points, Library roles were initially aligned with corresponding City grades.
2. Market Calibration: We then assessed how well the City's Control Points for those grades aligned with the Library market data. In cases where the City's Control Point significantly over- or under-shot the Library market rate, adjustments were considered.

The final grade placements, detailed in Appendix B, reflect a balance between internal equity (via job evaluation points) and external competitiveness (via market alignment with City Control Points). This approach ensures that Library positions are equitably and competitively placed within the broader City compensation framework.

Progression Through the Wage Schedule

With the step-based pay plan, we strongly recommend requiring performance evaluations on an annual basis in order for an employee to progress through the entirety of the range, and not just for the performance range. Further, we recommend that if an employee's performance is unsatisfactory (e.g. discipline, performance improvement plan, etc.) all wage increases should be withheld, including any "structural adjustment" (i.e. "general wage increase", "across the board adjustment", "market adjustment", etc.) approved by the Board.

It is intended that any structural adjustment will be applied to steps in the structure(s), as well as the range-maximum. Movement through the performance range is based on City-established criteria. Currently, the Library is not generally utilizing the performance range and employees are capped at the control-point. We strongly suggest that the Library implement regular performance evaluations to allow the utilization of the performance range moving forward. This will provide the opportunity for complete alignment with City compensation strategy, and allow Library employees the opportunity to progress beyond Control point.

Implementation

One of the greater challenges associated with these projects is the development of an implementation plan that balances fairness and equity with the financial limitations of the organization. In the course of our projects, we work with our clients to devise the strategy that best aligns with their financial and strategic goals. We are recommending an implementation strategy that identifies transitioning employees into the City structure on a step that provides a minimum % increase. This will ensure all employees receive at least a minimum percent increase during the transition. It should be noted that percent increases will vary by employee depending on an employee's current rate of pay. The final percentage will need to be determined following the City's finalization of its 2026 structural adjustment. TRC has provided a costing sheet to allow the City to input the structural increase and determine the minimum % increase that will be feasible and affordable for this transition.

This implementation strategy may result in employees transitioning into the City structure at or above the max pay. In these situations, the Library could consider issuing a one-time, non-base building increase equivalent to the minimum % identified in the implementation strategy. For example, if it's determined that employees will transition to the City structure at the step that provides at least a 2.5% increase, then these employees would receive a one-time, non-base building increase equal to 2.5% of their current salary.

Ongoing Maintenance

We understand and appreciate the costs associated with a project such as this, and the effect it can have on an organization. With proper care and maintenance, the need for this type of project—a comprehensive review of the entire classification and compensation system—can be minimized. From our experience, employers that treat compensation as a strategic component of its operations typically engage in the following practices:

- Rigorous adherence and discipline as it relates to the underlying assumptions and principles on which the pay plan is developed. In other words, all job changes should be documented and no reclassification requests should be granted unless the job evaluation system indicates as such, or there is a demonstrated market condition that would warrant such an adjustment.
- To that end, we recommend a process where any employee whose duties change substantially over the course of a year could ask for a classification review. In many instances, this coincides with the budget process to allow for the City to plan for any increase in compensation. This differs from a management-initiated reorganization, or new position creation, which could conceivably occur at any point in the year. As noted above, all duties—or changes in duties—should be documented prior to being evaluated.
- Annual review of the pay structure for adjustment based upon market conditions, changes in the cost-of-living, and the City's ability to pay for any resulting changes in base salary costs. While we understand that an organization's ability to increase the structure by any significant amount is limited, it is still necessary to adjust ranges periodically to keep up with the labor market and inflation.
- Periodic measurement of benchmark positions to the established marketplace. This is markedly different—and less expensive—than a comprehensive study. Simply stated, this is an evaluation of those jobs that anchored the compensation structure described herein. Such a review provides the assurance needed to maintain market competitiveness, to stay on top of “hot jobs”, and to serve as a “health check” to ensure that the pay plan is functioning as intended
- To the extent that pay is dictated by performance, a solid commitment to funding the performance-based pay. An employee should have a formal evaluation on an annual basis, and any progression through the structure should be predicated on—at a minimum—meeting the expectations of the City. We understand that the public sentiment for “automatic” pay increases is waning. To that end, the focus on employee development is even more important in that the City only retains employees dedicated to furthering the mission of the organization.

TRC is available to provide all of these services to the City/Library. At a minimum, we recommend our clients adopt a regular classification review process utilizing our assistance. The service works with the client submitting revised job documentation for our analysis. We evaluate the responsibilities, rate the job, and recommend a pay grade allocation. Doing so allows the City/Library to maintain an unbiased review of the jobs in question.

Appendix A:

Benchmark Jobs

- Administrative Library Manager
- Custodian
- Graphic Artist
- Librarian
- Librarian – No Masters
- Library Assistant I
- Library Assistant II
- Library Director
- Maintenance Engineer
- Managing Librarian
- Marketing & PR Coordinator
- Page

Appendix B:

Grade Order List

| Current Title | Suggested Title | Grade |
|--|--|--------------|
| Library Manager | | 18 |
| VACANT | | 17 |
| VACANT | | 16 |
| VACANT | | 15 |
| Managing Librarian | | 14 |
| Administrative Library Manager | | 13 |
| Librarian | | 11 |
| Operations Coordinator | | 11 |
| Graphic Artist | | 10 |
| Marketing & Public Relations Coordinator | | 10 |
| Operations Manager (Circulation) | Circulation Supervisor | 10 |
| Librarian – No Masters | | 9 |
| Maintenance Engineer | Lead Facilities Maintenance Technician | 8 |
| VACANT | | 7 |
| Library Assistant II | | 5 |
| Building Maintenance Custodian | Facilities Maintenance Technician | 5 |
| Custodian | Maintenance Worker | 4 |
| Library Assistant I | | 3 |
| VACANT | | 2 |
| VACANT | | 1 |
| Library Page | | A |

DOMe RENTAL POLICY

Purpose:

The Library's Dome area (Waters Building, 2nd Floor) is intended primarily for use by Library staff for Library or Library-sponsored programs. However, due to its historical nature, photo-backdrop entrance/steps and the elegant environment of the Waters Building, the Dome area is available to the public to rent for private events outside of regular library hours.

Fees:

- \$300 per hour, one-hour minimum
- Exceeding scheduled time of event: \$75 per 15 minutes. Time overages will be rounded up to the next quarter hour.
- Setup that exceeds one hour of library staff time: \$25 per 30 minutes.
- \$100 non-refundable deposit required.

Sale of Products or Services:

Events involving the sale, advertising, solicitation or promotion of commercial products or services are prohibited. Admission fees may not be charged for events. Only Library-sponsored meetings or programs may involve sale of items, fund-raising activities, or direct solicitation of donations.

Rental of the Dome Area:

Reserving the Dome for private events is not done through the library website as with other rooms; those wishing to rent the Dome should contact the Library's administrative offices at 920-236-5210.

Reservations:

Individuals interested in renting the Dome area should be aware that providing the Library with ample advance notice (preferably 30 days) significantly enhances the likelihood of securing approval for the rental.

Room reservations by the public will appear on the library's online event calendar as a "Reservation". The wording, "This is not a library sponsored event" will also appear on the calendar entry.

Cancellations:

The Library Administrative Office must be notified at least **two full business days in advance** if any scheduled event or use is cancelled in order for fees to be refunded. Lack of notification will result in organizers forfeiting any refund for that event. In the event of inclement weather, fees will be refunded only if the Library closes.

Access:

Due to parking and considerations of building accessibility, the Washington Avenue entrance is usually closed. Upon request and at the discretion of the Library Director, those having private events in the Dome may be able to use the Washington Avenue entrance. Renters should understand that Library staff may enter the Dome area at any time during an event.

Equipment:

Available equipment options for the Dome may be found on the Library's website.

Parking:

The parking lot adjacent to the Library is the property of the City of Oshkosh. It is the responsibility of event organizers to be aware of current downtown Oshkosh parking rules and regulations at the time of the event.

Room Rules:

- Food and drink are allowed in the Dome area during private events, but the Dome must be left in a clean and orderly condition; organizations or groups which leave the Dome in a state of disarray may be barred from future usage. If special cleaning or remediation of the space is needed after an event, event organizers will be considered responsible for payment and billed accordingly.
- Alcohol may be distributed in the Dome **only at closed guestlist, invitation-only events**. It shall be the responsibility of event organizers to inquire about and obtain all licenses and clearances with the City of Oshkosh that would make the serving of alcohol possible. Documentation of licenses and clearances must be made available to Library administration for filing **10 days in advance** of the event.
- Any breakage of equipment or damage to the library building or property shall be billed to and paid for by the individual or organization using the facility. In such an instance, the contact person reserving the Dome will be considered responsible for payment and billed accordingly.
- Storage of supplies or equipment belonging to renters of the Dome is not permitted.
- Nothing may be attached or affixed to walls, ceilings, doors or furniture in the Dome area.
- Attendance may not exceed the posted space capacities. In cases where capacity is exceeded, Library staff will alert organizers so that adjustments can be made.

Disclaimer:

The Library assumes no responsibility or liability for accidents, injury, or loss of individual property in the Oshkosh Public Library.

Use of Library Dome by any organization or individual does not imply Library's endorsement of the organization or individual's views or statements. In any public announcements relating to events held at the Library, the user may not use the Library's name or logo in such a way that it may be inferred that the Library is the host or sponsor of the scheduled meeting. The Library Director may cancel scheduled reservations for any group or organization found to be in violation of this rule.

| | |
|-------------------|----------------|
| Written By: | Darryl Eschete |
| Approved By: | Library Board |
| Amended/Modified: | |
| Date: | March 27 2025 |

Oshkosh Public Library

Page 2 of 2

DOME RENTAL POLICY

Purpose:

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Reservations:

Dome reservations are made through the library's website. Reservation requests must be submitted at least 10 days before the event date. Requests can be made up to 18 months in advance. The earlier the request is submitted, the more likely it is to be approved. Room reservations must be made by an individual who is 18 years or older and who will ensure adult supervision is provided. The contact person listed on the booking request assumes full responsibility for damage to Library spaces and property in their custody.

~~Individuals interested in renting the Dome area should be aware that providing the Library with ample advance notice (preferably 30 days) significantly enhances the likelihood of securing approval for the rental.~~

Reservations will be approved by library administration after the library confirms it can accommodate the request and receives the deposit. Questions can be directed to Administration at 920-236-5210.

When a reservation is approved by Library staff, the reserving individual will receive email confirmation.

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Access:

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|-------------------|----------------|
| Written By: | Darryl Eschete |
| Approved By: | Library Board |
| Amended/Modified: | |
| Date: | March 27 2025 |

Oshkosh Public Library

Page 2 of 2

Dome Rental

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Drafted by: Darryl Eschete
Approved by: Library Board
Last updated date: 07/31/2025
Amended: --
Original approval: 03/27/2025

DRAFT

BULLETIN BOARDS

PUBLIC BULLETIN BOARDS

The Oshkosh Public Library provides designated bulletin boards for use by the public for posting flyers in a timely manner.

- One bulletin board will be designated for city, county and other government entities for posting of events, meeting agendas, county foreclosures and other public notices.
- Other designated bulletin boards will be for information, activities and events in the greater Winnebago County area, which are open to residents of Winnebago County. Library staff will regularly remove flyers for events and activities that have passed. General information pieces that are not date-specific will be displayed for a minimum of two weeks or longer, as space allows. One copy of each flyer will be allowed.
- Events and information for children and families may be limited to bulletin boards in the lower level Children's & Family Outreach Department.

Space is available on a first-come, first-served basis.

Posters/flyers may not exceed 11" x 17".

Materials advertising sale of items or services for profit are prohibited.

Use of the bulletin board by an organization or individual shall not imply endorsement or approval by the Oshkosh Public Library. A disclaimer stating such shall appear on each of the public bulletin boards.

All items must be submitted to the First Floor Customer Service Desk for approval and posting by library staff.

Library staff are responsible for maintaining the library bulletin boards.

| | |
|-------------------|---------------------|
| Written By: | Jeff Gilderson-Duwe |
| Approved By: | Library Board |
| Amended/Modified: | 04/01/2010 |
| Date: | 04/01/2010 |

Oshkosh Public Library

BULLETIN BOARDS

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- Events and information for children and families may be limited to bulletin boards in the lower level Youth Services Children's & Family Outreach Department.

Space is available on a first-come, first-served basis.

Posters/flyers may not exceed 8 ½ x 14". Approved materials larger than this may be downsized by staff for purposes of space. Posters/flyers may not exceed 11" x 17".

Materials advertising sale of items or services for profit are prohibited.

Use of the bulletin board by an organization or individual does not imply endorsement or approval by the Oshkosh Public Library. A disclaimer to this effect will appear on each of the public bulletin boards.

The library's logo and other distinguishing brand marks may not be used by individuals or outside organizations for the purposes of event promotion.

In keeping with the American Library Association's *Library Bill of Rights*, the library supports the free exchange of ideas. However, bulletin boards are in shared public spaces used by all ages. To maintain a welcoming environment, the library may remove postings with:

- Graphic or explicit language
- Sexually suggestive imagery
- Content not appropriate for general audiences

In order to prevent clutter and abuse, all items must first be submitted. All items must be submitted to library staff the First Floor Customer Service Desk for approval and posting by library staff.

Library staff are responsible for maintaining the library bulletin boards.

The Library Director may disallow future bulletin board display privileges for individuals or organizations found to be in violation of any part of this policy.

| | |
|-------------------|----------------------------------|
| Written By: | Jeff Gilderson-Duwe |
| Approved By: | Library Board |
| Amended/Modified: | <u>07/0231/2025</u> , 04/01/2010 |
| Date: | 04/01/2010 |

Oshkosh Public Library
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Page 1 of 1

Bulletin Boards

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| Drafted by: | Jeff Gilderson-Duwe |
| Approved by: | Library Board |
| Last updated date: | 07/31/2025 |
| Amended: | -- |
| Original approval: | 04/01/2010 |

DRAFT

City of Oshkosh



OSHKOSH PUBLIC LIBRARY STATEMENT OF INCOME JUNE 2025 YTD

FOR 2025 06

JOURNAL DETAIL 2025 1 TO 2025 6

| ORIGINAL APPROP | TRANS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|-----------------------------------|----------------|----------------------|----------------------|-----------------|--------------------|--------------|
| 4102 GENERAL PROPERTY TAX-CITY | 0.00 | -3,400,000.00 | -3,400,000.00 | 0.00 | 0.00 | 100.0% |
| 4240 COUNTY AID-OTHER AID | 0.00 | -1,039,394.00 | -858,024.00 | 0.00 | -181,370.00 | 82.6% |
| 4603 LIBRARY COPIER REVENUES | 0.00 | -15,000.00 | -8,373.74 | 0.00 | -6,626.26 | 55.8% |
| 4613 LIBRARY CONTRACTUAL REVENUE | 0.00 | -200,000.00 | -90,398.52 | 0.00 | -109,601.48 | 45.2% |
| 4614 LIBRARY REPLACEMENTS | 0.00 | 0.00 | -3,249.66 | 0.00 | 3,249.66 | 100.0% |
| 4615 LIBRARY CONFERENCE FEES | 0.00 | 0.00 | -14,803.81 | 0.00 | 14,803.81 | 100.0% |
| 4616 USED BOOK REVENUE | 0.00 | -10,000.00 | -7,246.86 | 0.00 | -2,753.14 | 72.5% |
| 4617 LIBRARY MEETING ROOM REVENUE | 0.00 | -3,500.00 | -782.14 | 0.00 | -2,717.86 | 22.3% |
| 4619 LIBRARY MISC REVENUE | 0.00 | -1,000.00 | -242.46 | 0.00 | -757.54 | 24.2% |
| 4908 INTEREST-OTHER INVESTMENTS | 0.00 | -15,000.00 | 0.00 | 0.00 | -15,000.00 | .0% |
| 4952 GIFTS & DONATIONS | 0.00 | -100,000.00 | 0.00 | 0.00 | -100,000.00 | .0% |
| GRAND TOTAL | 0.00 | -4,783,894.00 | -4,383,121.19 | 0.00 | -400,772.81 | 91.6% |

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

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: July 31, 2025
SUBJECT: Donations since board meeting on June 26, 2025

| | |
|--|--------------------|
| Baivier & Elmer – Estate of Maurene Christensen | \$ 5,000.00 |
| Oshkosh Kiwanis Club – to be used for Summer Reading | \$ 200.00 |
| Donations given at register | \$ 44.45 |
| Total Donations | \$ 5,244.45 |

OSHKOSH PUBLIC LIBRARY

STATEMENT OF EXPENDITURES JUNE 2025 YTD

| FOR 2025 06 | | JOURNAL DETAIL 2025 1 TO 2025 6 | | | | | |
|-------------------------------------|----------------|---------------------------------|--------------|-----------------|------------------|--------------|--------|
| ORIGINAL APPROP | TRANS/ADJ.SMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED | |
| 6102 REGULAR PAY | 2,561,966.00 | 0.00 | 2,561,966.00 | 1,097,033.61 | 0.00 | 1,464,932.39 | 42.8% |
| 6104 OVERTIME PAY | 21,684.00 | 0.00 | 21,684.00 | 25,685.54 | 0.00 | -4,001.54 | 118.5% |
| 6302 FICA - EMPLOYERS SHARE | 197,676.00 | 0.00 | 197,676.00 | 82,893.08 | 0.00 | 114,782.92 | 41.9% |
| 6304 WISCONSIN RETIREMENT FUND | 164,059.00 | 0.00 | 164,059.00 | 71,571.57 | 0.00 | 92,487.43 | 43.6% |
| 6306 HEALTH INSURANCE | 523,490.00 | 0.00 | 523,490.00 | 194,327.24 | 0.00 | 329,162.76 | 37.1% |
| 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 | 8,917.64 | 0.00 | 12,557.36 | 41.5% |
| 6310 LIFE INSURANCE | 6,005.00 | 0.00 | 6,005.00 | 2,558.73 | 0.00 | 3,446.27 | 42.6% |
| 6411 ADVERTISING/POSTAGE/PRINTING | 25,000.00 | 0.00 | 25,000.00 | 5,284.79 | 0.00 | 19,715.21 | 21.1% |
| 6412 CONTRACTUAL AGREEMENT PYMNTS | 333,500.00 | 0.00 | 333,500.00 | 243,734.92 | 0.00 | 89,765.08 | 73.1% |
| 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 | 12,417.99 | 0.00 | 32,582.01 | 27.6% |
| 6417 3RD PARTY CONTRACTED SERVICE | 85,000.00 | 0.00 | 85,000.00 | 30,934.72 | 0.00 | 54,065.28 | 36.4% |
| 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 | 1,208.35 | 0.00 | 3,791.65 | 24.2% |
| 6423 EMPLOYEE ALLOWANCE/REIMBSMNT | 800.00 | 0.00 | 800.00 | 635.53 | 0.00 | 164.47 | 79.4% |
| 6443 LEASE EXPENSE | 6,600.00 | 0.00 | 6,600.00 | 1,155.62 | 0.00 | 5,444.38 | 17.5% |
| 6450 INSURANCE EXPENSE | 29,800.00 | 0.00 | 29,800.00 | 29,109.98 | 650.02 | 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 | 608.30 | 0.00 | 2,891.70 | 17.4% |
| 6455 UTILITY EXPENSE | 145,000.00 | 0.00 | 145,000.00 | 55,164.90 | 0.00 | 89,835.10 | 38.0% |
| 6465 BANK FEES | 5,000.00 | 0.00 | 5,000.00 | 2,869.98 | 0.00 | 2,130.02 | 57.4% |



City of Oshkosh

OSHKOSH PUBLIC LIBRARY

STATEMENT OF EXPENDITURES JUNE 2025 YTD

FOR 2025 06

JOURNAL DETAIL 2025 1 TO 2025 6

| 6519 NON-INVENTORY FUEL | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|-----------------------------|-----------------|---------------|----------------|--------------|-----------------|------------------|--------|
| 6519 NON-INVENTORY FUEL | 0.00 | 0.00 | 0.00 | 169.98 | 0.00 | -169.98 | 100.0% |
| 6520 OFFICE SUPPLIES | 22,000.00 | 0.00 | 22,000.00 | 12,527.11 | 0.00 | 9,472.89 | 56.9% |
| 6524 SPECIALTY SUPPLIES | 350,000.00 | 0.00 | 350,000.00 | 128,637.20 | 247.00 | 221,115.80 | 36.8% |
| 6529 NON-INV - SUPPLIES | 60,000.00 | 0.00 | 60,000.00 | 20,603.99 | 0.00 | 39,396.01 | 34.3% |
| 6535 CONFERENCE PROGRAMMING | 0.00 | 0.00 | 0.00 | 21,211.81 | 0.00 | -21,211.81 | 100.0% |
| GRAND TOTAL | 4,640,185.00 | 0.00 | 4,640,185.00 | 2,075,208.44 | 897.02 | 2,564,079.54 | 44.7% |

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

ENDOWMENT PURCHASES**07/01/25 TO 07/21/25**

| | |
|--------------------------------------|---------------|
| RESTRICTED COLLECTION IMPRVMT | 678.86 |
| BAKER AND TAYLOR LLC | 403.52 |
| Library materials | 403.52 |
| BLACKSTONE AUDIO INC | 145.37 |
| Library materials | 145.37 |
| MIDWEST TAPE | 129.97 |
| Library materials | 129.97 |
| Grand Total | 678.86 |

MONTHLY STATISTICS

Oshkosh Public Library

June 2025

| CIRCULATION | June 2025 | June 2024 | % Change | YTD 2025 | YTD 2024 | % Change |
|----------------------------------|---------------|---------------|-------------|----------------|----------------|-------------|
| Book-Adult | 13,917 | 14,246 | -2% | 82,828 | 83,810 | -1% |
| Book-Juvenile | 15,920 | 18,593 | -14% | 83,130 | 87,619 | -5% |
| Book-YA/Teen | 1,478 | 1,633 | -9% | 7,766 | 7,890 | -2% |
| CD-Adult | 829 | 833 | 0% | 4,981 | 6,202 | -20% |
| CD-Juvenile | 52 | 130 | -60% | 341 | 523 | -35% |
| CD-Book-Adult | 408 | 501 | -19% | 2,485 | 2,827 | -12% |
| CD-Book-Juvenile | 410 | 245 | 67% | 2,078 | 1,009 | 106% |
| CD-Book-YA/Teen | 0 | 9 | -100% | 18 | 72 | -75% |
| DVD-Adult | 4,707 | 5,225 | -10% | 29,068 | 34,553 | -16% |
| DVD-Juvenile | 1,304 | 1,246 | 5% | 6,597 | 6,752 | -2% |
| Game-Adult | 741 | 641 | 16% | 3,647 | 3,915 | -7% |
| Game-Juvenile | 357 | 283 | 26% | 1,482 | 1,400 | 6% |
| Magazine-Adult | 528 | 471 | 12% | 2,958 | 2,555 | 16% |
| Magazine-Juvenile | 9 | 8 | 13% | 73 | 81 | -10% |
| Magazine-YA/Teen | 3 | 0 | 0% | 18 | 13 | 38% |
| Other-Adult | 226 | 289 | -22% | 1,426 | 1,408 | 1% |
| Other-Juvenile | 168 | 128 | 31% | 738 | 819 | -10% |
| Other-YA/Teen | 0 | 4 | -100% | 58 | 31 | 87% |
| Total Adult | 21,356 | 22,206 | -4% | 127,393 | 135,270 | -6% |
| Total Juvenile | 18,220 | 20,633 | -12% | 94,439 | 98,203 | -4% |
| Total YA/Teen | 1,481 | 1,646 | -10% | 7,860 | 8,006 | -2% |
| SUB TOTAL | 41,057 | 44,485 | -8% | 229,692 | 241,479 | -5% |
| Digital Book Formats | | | | | | |
| OverDrive E-Books | 4,449 | 5,202 | -14% | 27,519 | 31,545 | -13% |
| Hoopla E-Books | 417 | 416 | 0% | 2,629 | 2,637 | 0% |
| E-BOOKS SUB TOTAL | 4,866 | 5,618 | -13% | 30,148 | 34,182 | -12% |
| Audiobook Formats | | | | | | |
| OverDrive Audiobooks | 5,315 | 5,130 | 4% | 31,841 | 30,689 | 4% |
| Hoopla Audiobooks | 1,694 | 1,291 | 31% | 10,118 | 8,332 | 21% |
| AUDIOBOOKS SUB TOTAL | 7,009 | 6,421 | 9% | 41,959 | 39,021 | 8% |
| Digital Media | | | | | | |
| Hoopla Music | 22 | 26 | -15% | 188 | 225 | -16% |
| Hoopla Video | 238 | 209 | 14% | 1,416 | 1,271 | 11% |
| DIGITAL MEDIA SUB TOTAL | 260 | 235 | 11% | 1,604 | 1,496 | 7% |
| DIGITAL CONTENT SUB TOTAL | 12,135 | 12,274 | -1% | 73,711 | 74,699 | -1% |
| TOTAL CIRCULATION | 53,192 | 56,759 | -6% | 303,403 | 316,178 | -4% |

| PHYSICAL MATERIALS | June 2025 | June 2024 | % Change | YTD 2025 | YTD 2024 | % Change |
|------------------------------|-----------|-----------|----------|----------|----------|----------|
| % AV Materials Circulated | 21% | 20% | 5% | 23% | 25% | -7% |
| % Print Materials Circulated | 79% | 80% | -1% | 77% | 75% | 2% |
| % Adult Materials Circulated | 56% | 54% | 4% | 59% | 59% | -1% |
| % Youth Materials Circulated | 44% | 46% | -4% | 41% | 44% | -7% |
| Average Circulation Per Hour | 226.3 | 244.7 | -7% | 189.5 | 186.4 | 2% |
| MISCELLANEOUS | | | | | | |
| Library Facility Traffic | 20,117 | 20,431 | -2% | 120,730 | 118,374 | 2% |
| Average Daily Traffic | 805 | 817 | -2% | 704 | 695 | 1% |
| New Card Registrations | 238 | 303 | -21% | 1,330 | 1,425 | -7% |
| Self-check % of Checkout | 51.3% | 50.4% | 2% | 50.0% | 47.4% | 6% |
| Volunteer Hours Worked | 207 | 207 | 0% | 661 | 686 | -4% |
| Teacher Packs | 4 | 5 | -20% | 16 | 20 | -20% |

MONTHLY STATISTICS

Oshkosh Public Library

June 2025

| ELECTRONIC RESOURCES | June 2025 | June 2024 | % Change | YTD 2025 | YTD 2024 | % Change |
|---|---------------|---------------|-------------|----------------|----------------|---------------|
| OPL Website Sessions | 18,924 | 17,721 | 7% | 112,811 | 107,008 | 5.4% |
| SUBSCRIPTION DATABASE SESSIONS | | | | | | |
| Gale Courses | 47 | 0 | 0% | 132 | 0 | 0.0% |
| Mango Languages | 33 | 80 | -59% | 442 | 449 | -1.6% |
| Reference Solutions | 51 | 78 | -35% | 258 | 487 | -47.0% |
| Value Line | 116 | 113 | 3% | 743 | 724 | 2.6% |
| SUB-TOTAL | 247 | 271 | -9% | 1,575 | 1,660 | -5.1% |
| LOCAL DATABASE SESSIONS | | | | | | |
| 1957 Address Change | 31 | 26 | 19% | 238 | 174 | 36.8% |
| City Directories | 3 | 50 | -94% | 15 | 413 | -96.4% |
| Digital Collections | 87 | 46 | 89% | 527 | 382 | 38.0% |
| Local History Books | 13 | 22 | -41% | 78 | 150 | -48.0% |
| Oshkosh Facts, Firsts, and FAQ | 5 | 3 | 67% | 44 | 18 | 144.4% |
| Oshkosh Newspaper Index | 0 | 0 | 0% | 0 | 0 | 0% |
| Oshkosh Vital Records Index | 54 | 134 | -60% | 458 | 1,007 | -54.5% |
| Riverside Cemetery Index | 13 | 10 | 30% | 79 | 64 | 23.4% |
| UWDC - Atlases & Histories | 4 | 0 | 0% | 42 | 1 | 4100.0% |
| SUB-TOTAL | 210 | 291 | -28% | 1,481 | 2,209 | -33.0% |
| TOTAL ELECTRONIC RESOURCE SESSIONS | 19,381 | 18,283 | 6% | 115,867 | 110,877 | 4.5% |

| PUBLIC COMPUTER USE | June 2025 | June 2024 | % Change | YTD 2025 | YTD 2024 | % Change |
|----------------------------|-------------|-------------|------------|--------------|--------------|-------------|
| Wireless Access | 6,425 | 5425 | 18% | 42644 | 40534 | 5.2% |
| Public Computer Use | | | | | | |
| Adult | 1,671 | 1415 | 18% | 10238 | 9642 | 6.2% |
| Youth | 184 | 184 | 0% | 1077 | 872 | 23.5% |
| TOTAL USE | 1855 | 1599 | 16% | 11315 | 10514 | 7.6% |

| QUESTIONS ANSWERED | June 2025 | June 2024 | % Change | YTD 2025 | YTD 2024 | % Change |
|---------------------------------|------------|------------|------------|--------------|--------------|------------|
| Adult Department | | | | | | |
| Reference | 856 | 631 | 36% | 5,233 | 4,020 | 30% |
| Youth Department | | | | | | |
| Reference | 18 | 279 | -94% | 156 | 1,423 | -89% |
| TOTAL QUESTIONS ANSWERED | 874 | 910 | -4% | 5,389 | 5,443 | -1% |

| PROGRAMS | June 2025 | June 2024 | % Change | YTD 2025 | YTD 2024 | % Change |
|---------------------------|-------------|------------|------------|--------------|--------------|-----------|
| Programs Given | | | | | | |
| Adult | 12 | 5 | 140% | 80 | 70 | 14% |
| Teen | 9 | 4 | 125% | 38 | 18 | 111% |
| Youth | 35 | 34 | 3% | 191 | 200 | -5% |
| Roving Reader | 5 | 18 | -72% | 59 | 88 | -33% |
| All Ages | 12 | 7 | 71% | 41 | 7 | 486% |
| TOTAL | 73 | 68 | 7% | 409 | 383 | 7% |
| Program Attendance | | | | | | |
| Adult | 229 | 92 | 149% | 804 | 720 | 12% |
| Teen | 64 | 42 | 52% | 426 | 200 | 113% |
| Youth | 880 | 803 | 10% | 5,228 | 5,877 | -11% |
| All Ages | 221 | 59 | 275% | 649 | 59 | 1000% |
| TOTAL | 1394 | 996 | 40% | 7,107 | 6,856 | 4% |

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: July 31, 2025
SUBJECT: Personnel Changes since last board meeting

There were no personnel changes since the last board meeting.

Library Director's Report

June-July 2025

Since the regular Board meeting of June 26, 2025, library staff and I have been at work on the following:

- **Pridefest**—On June 29, I and some other staff from the Oshkosh Public Library tabled at Oshkosh Pridefest, urging attendees to engage with our upcoming strategic planning process and to think of the library as a community partner. Response from the community was very positive.
- **Front Door Quotes**—Working on the recommendation of the library's Safety and Security employee team, we have begun looking into making changes to the library's main doors. In their current configuration, to lock the doors involves opening them and stepping at least partially through. This came to staff's attention this past spring when there was a report of an armed patron in the parking lot/general area. Though that report was not substantiated, there was realization that locking the doors quickly in such an emergency is not possible. When all quotes are received, I would like to propose this as an endowment request in early fall.
- **Jobpod/Glass Partitions**— On July 8, it was confirmed that the glass wall installation project will not involve any reconfiguration of existing building lighting. On August 21, a representative of the Brown County Library (a JobPod coordinating partner) will be joining OPL's adult services staff for a 90-minute staff training. The final install schedule has not been updated, but indications are it will be some time in August or early September.
- **READ Project**—On July 10, I met with Dr. Sam Coleman of OASD, Trina Woldt of the Oshkosh Chamber of Commerce and Justin Tadych of E-Power marketing to discuss a community reading initiative meant to encourage the citizens of Oshkosh—especially those with children in their care—to make reading a habit. I will report regularly as this effort develops.
- **Department of Workforce Development Temporary Offices**— The Oshkosh Public Library has signed a memorandum of understanding with the Department of Workforce Development. The agreement will allow the agency to use the third floor offices that the Winnebago Area Literacy Council has been using less often since moving their main operations to the US Bank building on N. Main. Arrangements were made by Head of Adult Services Joe Bongers in coordination with Winnebago Area Literacy Council director Chu Paing. The offices will be occupied by DWD from August 1 until November 1, provided construction on the new DWD offices in Oshkosh stays on schedule.
- **Montello Presentation**—On July 26, I will be sharing my presentation on the history of public libraries in the United States at the Montello Public Library as part of their 90th anniversary celebrations. The event is sponsored by the Friends group there.

Respectfully Submitted,

Darryl Eschete

Oshkosh Public Library Highlights

July 2025

1. When OPL asked the community for feedback, the response was swift and strong! Nearly 800 people responded to a community survey in the first nine days after its release to the public. A total of 1,146 were completed by July 22. Less than 24 hours after promotion began for a community focus group, the session was filled, with another 40 people put on a waitlist before registration was officially closed. This prompted the addition of a second community focus group.

Public communication including an Instagram reel featuring a personal invitation from Library Director Darryl Eschete and an email blast to our 11,000+ newsletter subscribers proved to be extremely effective. And survey information was distributed widely throughout the community by our Community Engagement Librarian. This feedback will help to inform decisions made about the library's future as part of our strategic planning process.

2. Oshkosh readers were up to the challenge this summer, helping to reach the community reading goal of 1 million minutes before the end of July. They're still going strong as of this writing, with 1,235,344 total minutes read. Creating a goal like this taps into Oshkosh's love of reading, creates a sense of community and fosters ongoing engagement with the library.
3. Make Music Day brought community members together at OPL and other community sites on June 21 to celebrate the universal language of music. About 70 participants enjoyed live performances, took a harmonica lesson or joined a jam session throughout the day. In a new twist, 21 patrons crafted band bracelets and created Mandala art on old records, taking home a unique expression of their love of music.
4. Professional appraiser Mark Moran returned to the library on June 21 and 60 people signed up to find out how much their personal treasures were worth. Items included a 100-year-old antique wood chair (\$1,500 appraised); a first edition of *To Kill a Mockingbird* (\$200 appraised); a wind-up music box (\$500 appraised); a series of three signed photos of Richard Nixon as Vice President and President (\$300 appraised); and a medal awarded to one participant's grandfather for snowshoe racing in Montreal (appraised \$1,000). The most expensive items, appraised at \$5,000, were the library's own bronze Qilin dragons, now located behind the first floor service desk. The only item to stump Mr. Moran was a small stone votive figure brought in by State Representative Laurie Palmeri.
5. Patrons had the opportunity to make one free item on OPL's 3-D printer during our Print a Present program on June 28, producing a variety of creative, fun and useful items. Participants found patterns on the Thingiverse design website and put the printer to work, making items including R2D2 and dragon figurines, a pink snake, a soccer ball-shaped clock face and a frame to hold embroidery floss. They learned how 3-D printers work and went home with a memento

from their experience.

6. Kelton Jones has been hard at work supporting Youth Services and gaining library experience as an OPL intern. In addition to assisting with summer reading and outreach, creating displays and shadowing librarians, Kelton has developed Teen Tuesdays, a series of drop-in programs where teens can create and connect over crafts, video games and snacks. The internship is funded by a grant from the Department of Public Instruction.
7. OPL staff attended the Oshkosh Pride event on June 29 to highlight the library as a community resource and valued partner. Topics of conversation included community feedback opportunities and reading recommendations in the form of author trading cards. Event organizers report that more than 1,400 people attended the event and response to the library's involvement was very positive.
8. No birthday celebration is complete without cake, and OPL delivered the goods during this birthday-themed summer with two programs that participants agreed were a real treat. Forty-six people made cake pops at the library on June 24 and 20 adults learned cake decorating techniques from local baker Sweet Jules on July 29 & 30. Who knows? These experiences could be the first step to a new hobby – or a sweet new career!
9. Gaming is all the rage at the library this summer, with programs that bring people together to enjoy friendly competition and camaraderie.
 - a. Retro video games were on tap for the July 19 session of 125 Years of Gaming. You might call it “technostalgia,” as 19 kids and adults took on Nintendo NES and even a first-generation Gameboy. Parents shared their gaming memories with kids, with one father-son team bonding over an old Teenage Mutant Ninja Turtle game.
 - b. Our Games at the Library series featured two programs in June and July. Thirty people came together to play classic card games on June 30 including lively games of Garbage, SlapJack, Spoons, Old Maid and more. On July 25, seven eager participants came to learn how to play Mah Jong and enjoy some sweet, tasty Boba Tea. Next up in the series: Trading Card Games on Aug. 6.
10. Live animals are a popular draw at the library, offering engaging opportunities for patrons to learn, grow and connect.
 - a. The peeping of fluffy chicks can be heard in the library's lower level following a happy hatch of eight eggs that were carefully studied and nurtured during Chick Quest. The program was presented by Winnebago County 4-H in three sessions that focused on the life cycle of a chicken.
 - b. Move over dogs. We've added rabbits and guinea pigs to the literacy lineup at OPL. A partnership with the Oshkosh Area Humane Society offered kids the opportunity to read to these new furry friends in June and July. Like our popular Read to a Dog program, it's a no-judgement zone for kids to practice and build confidence in their reading skills.

- c. Animal enthusiasts of all ages learned about nocturnal creatures when Wildlife of Wisconsin visited OPL on July 22. Fifty participants observed live owls, raccoons and possums, seeing first-hand how these animals have adapted to living and foraging at night.
- 11. The Oshkosh Symphony Orchestra String Quartet performed a Christmas in July concert under the Dome on July 12. Thirty people attended and enjoyed holiday classics as well as selections from The Nutcracker Suite.
- 12. Teens enjoyed crafting homemade dip candles at the library on July 24. The 22 participants learned a new skill and went home with their custom candle.