



**Oshkosh Public Library Board of Trustees
Agenda – Thursday, September 25, 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			
Consent Agenda:		YES	289-300
1.	Minutes of the regular Board meeting of August 28, 2025		
2.	Authorized Payments from August 22, 2025 to September 18, 2025 --\$127,567.01		
3.	Library Holiday Closures for 2026		
4.	Library Board Meeting Schedule for 2026		
5.	OPL/Winnefox 2026 Resource Library Agreement		
6.	OPL/Winnefox 2026 Contractual Services Agreement		
Items Removed from Consent Agenda			
New Business			
7.	<u>Memo—Intent to Request Endowment Funds to Support Lakefly Writer's Conference in May 2026</u>	NO	301
8.	<u>Memo--FY 2026 Budget—Board Review and Approval</u> Action requested: <i>Motion to approve FY 2026 Operational Budget in advance of City budget workshops.</i>	AT BOARD DISCRETION	302-305
9.	<u>Library Salary Study/Paygrade Realignment</u> Action requested: <i>Motion to adopt paygrade realignment recommendations of the joint City/Cottingham-Butler salary study.</i>	AT BOARD DISCRETION	306
10.	<u>Memo – Notary Service Policy:</u> A policy for notary public service at the Oshkosh Public Library. Heretofore the library has had no such policy. Action requested: <i>Motion to approve notary service policy.</i>	YES	307-308
Informational Items		NO	309-322
11.	Revenues		
12.	Donations		
13.	Expenditures		
14.	Library Highlights		
15.	Employee Report: Library Development Impact		
16.	Monthly Statistics		



17.	Personnel Changes		
<u>Library Director's Report</u>			
18.	Report on operations of the Oshkosh Public Library	NO	322
<u>Trustee Reports and Comments</u>		NO	
<u>Closed Session</u>		YES	
19.	Library Director Performance Evaluation: Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes in order to conduct a performance evaluation of the Library Director.	NO	
<u>Resume Open Session</u>			
20.	Library Director Performance Evaluation: Take action, if desired, on matters discussed in closed session.	YES	
<u>Adjournment</u>		YES	
<u>Next Meeting Scheduled: Thursday, October 30, 2025 at 4 p.m.</u>			

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
August 28, 2025

The August 28, 2025, Oshkosh Public Library Board of Trustees meeting was held in the Oshkosh Public Library Meeting Room A/B and called to order at 4:00 PM by Board President Bill Bracken.

Present: Bill Bracken, Kim Brown, Susan Fojtik, Tony Kneepkens, Christine Melms-Simon, Baron Perlman, Ashlee Rahmlow and David Rucker

Absent: Larry Lautenschlager and Amber Shemanski

Also Present: Darryl Eschete, Library Director; Lisa Voss, Head of Library Development; Ruth Percey, Head of Circulation; Julie Calmes, City of Oshkosh Finance Director; Marcy Cannon, Winnefox Library System Business Manager; Neal Matherne, Oshkosh Public Museum Curator of Education and Alan Lareau, League of Women Voters of Winnebago County

Consent Agenda

- Minutes of the Regular Board Meeting of July 31, 2025
- Minutes of the Special Board Meeting of August 20, 2025
- Authorized Payments from July 22, 2025 – August 21, 2025 - \$57,425.50

Motion to approve the consent agenda.

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

New Business

- Motion to approve funding of \$6,541.00 from the Facilities Improvement endowment held at OACF for the Front Door Locking Improvement project.

Motion: Kneepkens; **Second:** Melms-Simon; **Vote:** Motion passed 6 ayes, 2 nays (Perlman and Rucker)

Closed Session

- Motion to enter Closed Session at 4:35 pm pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes in order to conduct a performance evaluation of the Library Director.

Motion: Perlman; **Second:** Fojtik; **Roll Call Vote:** Motion Passed 8-0 Ayes: Bracken, Brown, Fojtik, Kneepkens, Melms-Simon, Perlman, Rahmlow, Rucker

The Board discussed the performance evaluation of the Director. The Board also agreed to resume the discussion at its September meeting.

- Motion to adjourn closed session and resume open session at 5:05 PM.

Motion: Perlman; **Second:** Brown; **Roll Call Vote:** Motion Passed 8-0 Ayes: Bracken, Brown, Fojtik, Kneepkens, Melms-Simon, Perlman, Rahmlow, Rucker

Motion to adjourn at 5:10 PM.

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

Respectfully submitted,

Darryl Eschete, Secretary
Marcy Cannon, Open Session Recorder
Bill Bracken, Closed Session Recorder

Authorized Payments 8/22/25 to 9/18/25

3RD PARTY CONTRACTED SERVICE	16,012.50
COMPLETE FIRE	300.00
Quarterly fire sprinkler system inspection 8/29	300.00
ENERGY CONTROL	2,467.74
HVAC system overview	2,467.74
ENTRANCE TECHNOLOGIES	220.00
Labor to fix 2 two restroom doors	220.00
EXPRESS ELEVATOR LLC	1,970.00
Elevator maintenance	1,970.00
GARTMAN MECHANICAL	2,432.00
Plumbing services 8/13	456.00
Plumbing services 8/15	152.00
Work on rooftop units	1,824.00
GFL SOLID WASTE	773.98
Waste disposal services	773.98
JACKS MAINTENANCE SE	125.00
Pest control	125.00
THE NORTHSPAN GROUP	6,760.97
Continued coordination of the strategic planning process	6,760.97
UNIQUE MANAGEMENT SE	628.30
Recovery services	628.30
WINNEFOX LIBRARY SYSTEM	334.51
Reimbursements	334.51
ADVERTISING/POSTAGE/PRINTING	1,544.58
WINNEFOX LIBRARY SYSTEM	1,544.58
Reimbursements	1,544.58
BANK FEES	465.62
BANKCARD USA	465.62
JULY 2025 BANK FEES	465.62
CONTRACTUAL AGREEMENT PYMNTS	25,943.50
WINNEFOX LIBRARY SYSTEM	25,943.50
Contractual Service for August 2025	12,971.75
Contractual services for September 2025	12,971.75
DUE FROM TRUST FUNDS	108.67
DR BENZIES PIZZA	108.67
PIZZA FOR GAMING PROGRAM	108.67
EMPLOYEE ALLOWANCE/REIMBRSMNT	116.62
MORGAN DUNN	36.96
Mileage for Outreach in July, 2025	36.96
SANDY TOLAND	74.76
Mileage 7/28/25 to 8/22/25	74.76
WINNEFOX LIBRARY SYSTEM	4.90
Reimbursements	4.90
INSURANCE EXPENSE	129.99
THE MCCLONE AGENCY	129.99
2025 Auto and Liability Insurance	129.99
LEASE EXPENSE	188.27
GREATAMERICA FINANCE	188.27
Copier lease	188.27
NON-INV - SUPPLIES	1,370.37
AUTOMOTIVE SUPPLY CO	69.90
Spray paint	69.90
GARTMAN MECHANICAL	335.41

Authorized Payments 8/22/25 to 9/18/25

Plumbing services 8/13	61.66
Plumbing services 8/15	26.75
Work on rooftop units	247.00
KITZ AND PFEIL INC	161.85
Maintenance supplies	161.85
KWIK TRIP INC	23.98
COFFEE FOR STRATEGIC PLANNING	23.98
PINGRY-CASWELL INC	123.11
Cleaning products	26.53
Maintenance supplies	96.58
SHERWIN WILLIAMS CO	162.67
Paint	162.67
WINNEFOX LIBRARY SYSTEM	493.45
Reimbursements	493.45
OFFICE SUPPLIES	3,406.31
KAPCO/KENT ADHESIVE	678.20
Book jackets	352.60
Easy Cover II Book Covers	325.60
RAINBOW PRINTING INC	1,470.00
Library Cards - Qty of 5000	1,470.00
STAPLES ADVANTAGE	306.34
Envelopes and toner	272.35
Stamp	33.99
WINNEFOX LIBRARY SYSTEM	951.77
Reimbursements	951.77
PREVENTATIVE MNTC CONTRACTS	2,140.13
ENVISIONWARE INC	1,575.00
Maintenance for new self-check machines	1,575.00
GORDON FLESCH	565.13
Copier maintenance - 2nd floor ref desk and coin-o	441.97
Copier Maintenance - First floor print center	61.58
Copier maintenance - Tech services	61.58
PRFSL LICENSE/MEMERSHIP/BOND	133.83
JOE BONGERS	133.83
Kiwanis Lunch reimbursements	133.83
PROGRAMMING/CONSUMER COSTS	539.64
BAKER AND TAYLOR LLC	45.10
Library materials	45.10
WINNEFOX LIBRARY SYSTEM	494.54
Reimbursements	494.54
RESTRICTED COLLECTION IMPRVMT	940.54
AMAZON PYMTS	71.84
BOOK ON CD: FROM LONDON WITH LOVE	29.62
BOOKS, REPLMT BOOKS	42.22
BLACKSTONE AUDIO INC	26.94
Library materials	26.94
GALE CENGAGE LEARNIN	420.59
library material return	-61.48
Library materials	390.61
Library materials - Schuster	91.46
INGRAM LIBRARY SERVI	172.06
Library materials - Janty	79.67
Library materials - Reg & Mainwaring	9.87

Authorized Payments 8/22/25 to 9/18/25

Library materials - Various funds	82.52
MIDWEST TAPE	129.98
Library materials	129.98
WINNEFOX LIBRARY SYSTEM	119.13
Summer Reading Program supplies	119.13
SPECIALTY SUPPLIES	63,550.42
AMAZON PYMTS	1,962.31
AGE OF WIRE BOOK	12.31
BIG NATE	8.68
BOOK BLUE LOCK 21	7.79
BOOK : NATE THE GREAT	8.68
BOOK S/H THE LIAR	16.00
BOOK OF BASEBALL	13.33
BOOK: DORODANGO	17.99
BOOKS	757.87
BOOKS & GAME GAME	92.26
BOOKS & DVD'S	369.38
BOOKS, CD'S, MOVIES	248.18
BOOKS, CROQUET SET	160.75
BOOKS, REPLMT BOOKS	27.00
BOOKS, VIDEOS	74.57
BOOKS: THIRTEEN, THE ACCOMPLICE	31.42
DVD PRE ORDERS	103.75
THE VERY QUITE CRICKET BOOK	12.35
BAKER AND TAYLOR LLC	1,635.30
Library materials	1,635.30
BESTBUYCOM	1,254.76
MULT VIDEO GAMES	524.89
VIDEO GAMES	729.87
CENTER POINT LARGE P	449.46
Library materials	449.46
INFOUSA MARKETING	247.00
2025 POLK CITY DIRECTORY	247.00
INGRAM LIBRARY SERVI	5,052.49
Library materials	4,956.52
Library materials - Reg & Mainwaring	43.36
Library materials - Various funds	52.61
JOURNAL SENTINEL	81.18
MJS SUBSCRIPTION	81.18
MIDWEST TAPE	6,867.92
Library materials	805.12
Library materials-Hoopla	6,062.80
WINNEFOX LIBRARY SYSTEM	46,000.00
2026 OverDrive Statewide Collection	46,000.00
SUBSCRIPTION/LICENSING CNTRCTS	10.08
WINNEFOX LIBRARY SYSTEM	10.08
Reimbursements	10.08
TELEPHONE / INTERNET SERVC	59.24
PTS	25.00
PAY PHONE SERVICE 09/01/25 - 09/30/25	25.00
WINNEFOX LIBRARY SYSTEM	34.24
Reimbursements	34.24
UTILITY EXPENSE	10,906.70

Authorized Payments
8/22/25 to 9/18/25

CONSTELLATION NEWENE	1,379.48
Gas services for July 2025	1,379.48
WI PUBLIC SERVICE CO	9,527.22
106 WASHINGTON AVE-5614129411	9,527.22
Grand Total	127,567.01



Memorandum

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete

DATE: September 25, 2025

RE: 2026 Schedule of Library Facility Closings

The proposed 2026 closings are based upon a combination of factors including holidays established in the Library Employee Handbook, days of anticipated low usage, and other special circumstances.

Wednesday, December 31, 2025	New Year's Eve—Library closes 5pm
Thursday, January 1, 2026	New Year's Day
Monday, February 16, 2026	Annual staff in-service training—closed to public
Sunday, April 5, 2026	Easter Sunday
Saturday, May 23, 2026	Summer Schedule Begins – close at 1 p.m.
Sunday, May 24, 2026	First Sunday closure of Summer Schedule; library closed on Sundays through Labor Day
Monday, May 25, 2026	Memorial Day
Friday, July 3, 2026	Independence Day observed
Saturday, July 4, 2026	Independence Day
Monday, September 7, 2026	Labor Day
Tuesday, September 8, 2026	Fall-Winter-Spring Schedule Begins
Thursday, November 26, 2026	Thanksgiving Day
Thursday, December 24, 2026	Christmas Eve
Friday, December 25, 2026	Christmas Day
Thursday, December 31, 2026	New Year's Eve—Library closes 5pm





Memorandum

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete

DATE: September 25, 2025

RE: **2026 Calendar of Board Meetings**

The Oshkosh Public Library Board meetings fall on the last Thursday of the month (which is not always the fourth Thursday) in accordance with the By-Laws. This will accommodate Trustee scheduling conflicts and the timeliness with which we receive financial information. Meetings begin at 4:00 p.m.

Exceptions have been made where noted to avoid scheduling conflicts with holidays or community-wide events and to enable timely submission of required annual reports to the State of Wisconsin.

Oshkosh Public Library
Thursday, January 29, 2026
Thursday, February 26, 2026
Thursday, March 26, 2026
Thursday, April 30, 2026
Thursday, May 28, 2026
Thursday, June 25, 2026
Thursday, July 30, 2026
Thursday, August 27, 2026
Thursday, September 24, 2026
Thursday, October 29, 2026
*Thursday, November 19, 2026
* Thursday, December 17, 2026
Thursday, January 28, 2027

* Denotes rescheduling to avoid conflict with holiday or community-wide event.

Respectfully submitted,
Darryl H. Eschete, Library Director



RESOURCE LIBRARY AGREEMENT – 2026
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM

THIS AGREEMENT is by and between Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX," and the Oshkosh Public Library, hereinafter called "OPL."

WHEREAS, Winnefox is organized under authority of chapter 43 to provide for the improvement of public library services to the residents of Fond du Lac, Green Lake, Marquette, Waushara and Winnebago Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library," and

WHEREAS, OPL is a member of Winnefox and meets all the statutory requirements to serve as a resource library,

NOW, THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. OPL will serve as the resource library for Winnefox.

As resource library, OPL will provide backup reference and interlibrary loan services from the system resource library including the development of and access to specialized collections. This agreement meets the requirement of Section 43.24(2)(b) Wisconsin Statutes.

2. As resource library, OPL is entitled to name a member to all Winnefox committees.
3. This agreement shall be in effect as of January 1, 2026, and shall remain in effect until December 31, 2026. This agreement may be amended at any time by mutual agreement of both parties.

Dated this 24th day of September 2025.

IN PRESENCE OF:

OSHKOSH PUBLIC LIBRARY

WINNEFOX LIBRARY SYSTEM

By: _____
Bill Bracken, President
Oshkosh Public Library Board

By: _____
Andrew Prellwitz, President
Winnefox Library System Board

By: _____
Darryl Eschete, Secretary
Oshkosh Public Library Board

By: _____
Randy Fieldhack, Secretary/Treasurer
Winnefox Library System Board

CONTRACTUAL SERVICES AGREEMENT – 2026
OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM

THIS AGREEMENT is by and between the Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX," and the Oshkosh Public Library, hereinafter called "OPL."

WHEREAS, Winnefox is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Fond du Lac, Green Lake, Marquette, Waushara and Winnebago Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.17(6) provides that a public library system may contract with other systems or libraries to provide or receive library services, and

WHEREAS, OPL is a member of Winnefox, serves as the system resource library and is the headquarters site of the system,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. OPL will provide suitable space for Winnefox offices and for housing of the Winnefox collection, utilities and normal maintenance service. Winnefox will pay rent, including utilities and maintenance costs, to OPL. Rent to be determined by percentage of space occupied for system functions applied to the cost of building maintenance and utilities and, in negotiation of the annual compensation agreement. The distribution of the costs of improvements to the facility, which are of direct benefit to Winnefox, also will be determined in negotiation of the annual compensation agreement. Winnefox will pay for any improvements that are for the sole benefit of Winnefox.
2. As the result of consolidation of support staff for Winnefox and OPL, Winnefox agrees to employ a staff which will perform secretarial, clerical, and purchasing duties for both organizations. OPL agrees to reimburse Winnefox for services rendered.
3. Winnefox will provide delivery service to OPL outreach sites. OPL agrees to reimburse Winnefox for these stops based on the previous year's per stop cost.
4. In recognition of the importance of building and maintaining strong relationships with elected officials, Winnefox and OPL will support the Wisconsin Library Association's Legislative Initiative.
5. From time to time, OPL and Winnefox will purchase services and items (i.e., postage, telecommunications, books, supplies, etc.) from each other at billable costs.
6. Specific provisions of this agreement notwithstanding, the actual amount paid by Winnefox to OPL or OPL to Winnefox is to be determined by an annual compensation agreement between Winnefox and OPL to be attached to this agreement as Exhibit A.

7. Negotiations will take place in the context of annual budget development and within the parameters of this agreement. The parties further agree that it is not the intent of either party to jeopardize the financial stability of the other, but rather to work cooperatively to achieve adequate compensation.
8. Payments agreed upon in the annual compensation agreement are to be made promptly upon billing by either party.

Contractual Services Agreement – 2026
Oshkosh Public Library/Winnefox Library System

Dated this _____ day of _____, 2025.

IN PRESENCE OF:

WINNEFOX LIBRARY SYSTEM

By: _____
Andrew Prellwitz, President
Winnefox Library System Board

By: _____
Randy Fieldhack, Secretary/Treasurer
Winnefox Library System Board

OSHKOSH PUBLIC LIBRARY

By: _____
Bill Bracken, President
Oshkosh Public Library Board

By: _____
Darryl Eschete, Secretary
Oshkosh Public Library Board

EXHIBIT A OSHKOSH PUBLIC LIBRARY/WINNEFOX LIBRARY SYSTEM ANNUAL COMPENSATION AGREEMENT – 2026

In accordance with the Contractual Services Agreement, the following charges result from the calculation for reimbursable services.

2026 PAYMENTS FROM WINNEFOX TO OSHKOSH PUBLIC LIBRARY

Annual Rent	\$ 19,623
Database Support Services	\$ 164,000
Total:	\$ 183,623

2026 PAYMENTS FROM OSHKOSH PUBLIC LIBRARY TO WINNEFOX

Consolidated Secretarial/Clerical Support Services	\$ 133,321
Delivery Services	\$6,048
WLA Legislative Initiative	\$738
Total:	\$ 140,107



MEMORANDUM

To: Library Board of Trustees
From: Ruth Percey
Date: September 25, 2025
Subject: Intent to Request Endowment Funds

I am writing to express my intent to request funding support for the 2026 Lakefly Writers Conference and Book Fair, May 1-2, 2026. As part of our planning process, I will be submitting a formal proposal for \$10,000 in funding—an increase over last year’s initial ask--to assist with the event’s organization and execution.

The conference and fair aim to promote literacy, foster community engagement, and support local writers and readers. We believe that with your continued support, the event will continue to grow as a valuable cultural and educational asset to our community.

Please note that this request will be made in conjunction with other endowment fund requests, which will be submitted by the Director later this year.

I appreciate your consideration and look forward to discussing the details further.

Respectfully,
Ruth Percey





MEMORANDUM

To: Library Board of Trustees
From: Darryl Eschete
Date: September 25, 2025
Subject: 2026 Operating Budget

I am submitting for Board review and approval the attached operational budget for fiscal year 2026, prepared in collaboration with Oshkosh City Finance and the City Manager's office.

Key Notes and Considerations

- **Shift of Maintenance Costs**
In partnership with City Finance and Facilities Management, costs related to upkeep and maintenance of the Oshkosh Public Library—previously borne by the Library's operating budget—have been shifted to the City's Facilities Management department. At this time, the library's personnel budget does not yet reflect this change; City HR and Payroll are finalizing those figures.
- **Salary Study Impact**
The budget does not yet incorporate possible paygrade adjustments resulting from Board adoption of the recommendations of the Cottingham-Butler salary study. Those adjustments may occur before the end of the current fiscal year in order to ease administration of pay adjustments in 2026.
- **2025 Year-End Projection**
Current projections indicate that the library's 2025 revenues will exceed expenditures by approximately \$230,000. This was anticipated in the 2025 budget, when the Library's tax levy was increased by \$476,500 both to align levy support with projected expenditures and to provide a one-time boost to eliminate a negative fund balance.
- **2026 Tax Levy Proposal**
The City is proposing to adjust the Library's tax levy from \$3.4 million in 2025 to \$3.1 million in 2026.





- Of the 2025 levy increase, \$200,000 was a one-time boost to stabilize the Library's fund balance.
- Approximately \$115,000 of ongoing operating costs has been shifted to Facilities Management.
- Once personnel adjustments are finalized, Finance may recommend lowering the levy further to \$3.0 million. Preliminary estimates suggest at least \$100,000 in personnel costs will move to Facilities Management.
- **General Fund Considerations**

City Manager Grill is proposing to use a portion of the City's General Fund balance to close the gap in the 2026 budget. As part of this process, special revenue funds supported by the tax levy—including the Library's—will be reviewed to determine whether they can contribute in a similar way, thereby reducing the overall draw on the General Fund. This review is part of the City's standard budget-balancing process and does not imply an automatic reduction to the Library's levy; it is simply an evaluation of available options.

Respectfully,
Darryl Eschete



Library 0239-1060

Object	FY24 YTD Actual	FY25 Budget: Amended	FY25 YTD Actuals June 30th	FY25 Projected	FY26 In Progress	FY25 Budget Amended vs. FY26 Budgeted (\$)	FY25 Budget Amended vs. FY26 Budgeted (%)
4102 - GENERAL PROPERTY TAX-CITY	\$ 2,876,500	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000	\$ 3,100,000	\$ (300,000)	-8.82%
4240 - COUNTY AID-OTHER AID	\$ 797,246	\$ 1,039,394	\$ 858,024	\$ 1,035,900	\$ 996,118	\$ (43,276)	-4.16%
4260 - GRANTS AND AIDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
4500 - CHARGES FOR SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
4603 - LIBRARY COPIER REVENUES	\$ 17,012	\$ 15,000	\$ 12,020	\$ 15,000	\$ 20,000	\$ 5,000	33.33%
4613 - LIBRARY CONTRACTUAL REVENUE	\$ 174,353	\$ 200,000	\$ 120,531	\$ 200,000	\$ 183,000	\$ (17,000)	-8.50%
4614-LIBRARY REPLACEMENTS	\$ -	\$ -	\$ 4,649	\$ -	\$ -	\$ -	-
4615-LIBRARY CONFERENCE FEES	\$ -	\$ -	\$ 14,804	\$ -	\$ -	\$ -	-
4616 - USED BOOK REVENUE	\$ 13,083	\$ 10,000	\$ 10,727	\$ 10,000	\$ 10,000	\$ -	0.00%
4617 - LIBRARY MEETING ROOM REVENUE	\$ 3,404	\$ 3,500	\$ 782	\$ 800	\$ -	\$ (3,500)	-100.00%
4619 - LIBRARY MISC REVENUE	\$ 1,416	\$ 1,000	\$ 403	\$ 1,000	\$ 1,000	\$ -	0.00%
4792 - MISC SERVICE REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
4908 - INTEREST-OTHER INVESTMENTS	\$ 82,668	\$ 15,000	\$ (65,647)	\$ 15,000	\$ 15,000	\$ -	0.00%
4952 - GIFTS & DONATIONS	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ (100,000)	-100.00%
4972 - MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
5299 - TSF FROM OTHER FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Revenues	\$ 3,965,682	\$ 4,783,894	\$ 4,356,233	\$ 4,677,700	\$ 4,325,118	\$ (458,776)	-9.59%
6102 - REGULAR PAY	\$ 2,265,630	\$ 2,561,966	\$ 1,666,710	\$ 2,469,000	\$ 2,612,100	\$ 50,134	1.96%
6104 - OVERTIME PAY	\$ 48,277	\$ 21,684	\$ 28,527	\$ 40,000	\$ 22,600	\$ 916	4.22%
6249 - MISCELLANEOUS PAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6302 - FICA - EMPLOYERS SHARE	\$ 171,112	\$ 197,676	\$ 125,136	\$ 190,000	\$ 201,600	\$ 3,924	1.99%
6304 - WISCONSIN RETIREMENT FUND	\$ 145,496	\$ 164,059	\$ 107,989	\$ 161,000	\$ 173,200	\$ 9,141	5.57%
6306 - HEALTH INSURANCE	\$ 416,496	\$ 523,490	\$ 294,089	\$ 436,000	\$ 486,300	\$ (37,190)	-7.10%
6307 - HEALTH INSURANCE ADMIN FEE	\$ -	\$ 1,030	\$ -	\$ 1,030	\$ 1,030	\$ -	0.00%
6308 - DENTAL	\$ 16,349	\$ 21,475	\$ 13,468	\$ 20,000	\$ 21,900	\$ 425	1.98%
6310 - LIFE INSURANCE	\$ 5,014	\$ 6,005	\$ 3,527	\$ 6,000	\$ 5,700	\$ (305)	-5.08%
6312 - INCOME CONTINUATION INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6321 - UNEMPLOYMENT BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6401 - PS - ENGINEER/SURVEY/APPRaisal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6403 - PS - LEGAL/ATTORNEY FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6404 - PS - MISC CONSULTING / STUDIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6411 - ADVERTISING/POSTAGE/PRINTING	\$ 17,127	\$ 25,000	\$ 9,696	\$ 25,000	\$ 22,000	\$ (3,000)	-12.00%
6412 - CONTRACTUAL AGREEMENT PYMNTS	\$ 315,416	\$ 333,500	\$ 282,650	\$ 322,273	\$ 328,360	\$ (5,140)	-1.54%
6415 - SUBSCRIPTION/LICENSING CNTRCTS	\$ 12,762	\$ 10,000	\$ 12,599	\$ 10,000	\$ 10,000	\$ -	0.00%
6416 - PREVENTATIVE MNTC CONTRACTS	\$ 82,009	\$ 45,000	\$ 19,327	\$ 45,000	\$ 25,000	\$ (20,000)	-44.44%
6417 - 3RD PARTY CONTRACTED SERVICE	\$ 99,779	\$ 85,000	\$ 44,971	\$ 85,000	\$ 20,000	\$ (65,000)	-76.47%
6421 - EMPLOYEE TRAINING/DEVELOPMENT	\$ 4,351	\$ 6,500	\$ 7,370	\$ 6,500	\$ 6,500	\$ -	0.00%
6422 - PRSL LICENSE/MEMBERSHIP/ BOND	\$ 3,642	\$ 5,000	\$ 1,669	\$ 5,000	\$ 3,500	\$ (1,500)	-30.00%
6423 - EMPLOYEE ALLOWANCE/REIMBRSMNT	\$ 8,633	\$ 800	\$ 977	\$ 800	\$ 900	\$ 100	12.50%
6443 - LEASE EXPENSE	\$ 2,814	\$ 6,600	\$ 1,532	\$ 6,600	\$ 3,500	\$ (3,100)	-46.97%
6450 - INSURANCE EXPENSE	\$ 29,759	\$ 29,800	\$ 29,500	\$ 29,800	\$ 37,000	\$ 7,200	24.16%
6451 - WORKERS COMPENSATION	\$ 9,900	\$ 10,100	\$ 10,100	\$ 10,100	\$ 10,000	\$ (100)	-0.99%
6452 - LICENSE & PERMITS	\$ 409	\$ -	\$ 264	\$ -	\$ -	\$ -	-
6454 - TELEPHONE / INTERNET SERVC	\$ 749	\$ 3,500	\$ 760	\$ 1,000	\$ 1,000	\$ (2,500)	-71.43%

6455 - UTILITY EXPENSE	\$	121,660	\$	145,000	\$	92,012	\$	135,000	\$	135,000	\$	(10,000)	-6.90%
6465 - BANK FEES	\$	5,912	\$	5,000	\$	3,295	\$	5,000	\$	5,500	\$	500	10.00%
6469 - UNCOLLECTIBLE ACCOUNTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
6511 - EAM INV EXP - FUEL 1521													
6519 - NON-INVENTORY FUEL	\$	-	\$	-	\$	170	\$	-	\$	-	\$	-	
6520 - OFFICE SUPPLIES	\$	26,430	\$	22,000	\$	18,868	\$	22,000	\$	24,000	\$	2,000	9.09%
6521 - INVENTORY SUPPLIES													
6524 - SPECIALTY SUPPLIES	\$	279,742	\$	350,000	\$	230,422	\$	350,000	\$	300,000	\$	(50,000)	-14.29%
6528 - PROGRAMMING/CONSUMER COSTS	\$	-	\$	-	\$	1,511	\$	-	\$	-	\$	-	
6529 - NON-INV - SUPPLIES	\$	53,464	\$	60,000	\$	30,671	\$	60,000	\$	30,000	\$	(30,000)	-50.00%
6535 - CONFERENCE PROGRAMMING	\$	-	\$	-	\$	21,212	\$	-	\$	-	\$	-	
6539 - NON INVENTORY REPAIR PARTS													
6541 - EAM INV EXP - MATERIALS 1524													
6550 - MINOR EQUIPMENT	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
6705 - PRINCIPAL-NOTES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
6721 - INTEREST EXPENSE	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
7214 - BUILDINGS & BUILDING IMPRVMTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Total Expense	\$	4,142,933	\$	4,640,185	\$	3,059,021	\$	4,442,103	\$	4,486,690	\$	(153,495)	-3.31%
Difference	\$	(177,252)	\$	143,709	\$	1,297,272	\$	235,597	\$	(161,572)	\$	(305,281)	



To: Library Board of Trustees
From: Darryl Eschete
Date: September 25, 2025
Subject: Salary Study and Costing of Paygrade Adjustments

Executive Summary

City HR has completed cost estimates for the Library under the Cottingham-Butler salary study. If implemented on October 5, 2025 (the first pay period after this meeting), the added cost for the remainder of 2025 would be about **\$7500**, with an ongoing annualized cost of **\$31,000** in 2026. Based on current year-end projections, I am confident we can cover the 2025 cost within the existing budget. Looking ahead, the 2026 operational budget may need to be adjusted for the full annualized cost, so the timing on the decision being made during budget preparation (currently underway) may be ideal, as the budget is still in flux.

Cost Impact

- **Base 2025 payroll:** \$2,428,426 (estimate)
- **2025 fractional cost:** Estimated \$7500 (October–December 2025)
- **2026 ongoing cost:** Estimated \$31,000 (includes wages plus a 14.75% “benefits roll-up,” which covers payroll taxes and the City’s contributions for retirement, insurance, and related benefits)

Implementation Considerations

Implementing the study requires HR and Payroll to update employee records, set up the new pay structure, and communicate the changes to staff. HR Director Michelle Behnke has suggested October 5 as a workable start date, though HR has noted a later date could be chosen if more lead time for analysis is desired.

Action Requested

The Board is asked to decide whether to implement the Cottingham-Butler salary study for Library staff effective October 5, 2025, with the costs as outlined above.

Respectfully,
Darryl Eschete



NOTARY SERVICE POLICY

Purpose

The Oshkosh Public Library offers free, in-person notary services to meet the needs of the community. The service does not require a library card and those seeking the service need not be residents of Oshkosh.

Authority

Notary service is regulated by the laws of the State of Wisconsin. A Notary Public is defined as follows:

"A notary public is an individual issued an appointment by the Secretary of the Wisconsin Department of Financial Institutions to serve the public as an impartial witness, performing notarial acts as are allowed or required by law." (Wisconsin Department of Financial Institutions, *Notary Public Handbook*, 4.)

Fees

Notary service is offered at no cost. However, fees will be charged if copying, printing, or FAX service is required.

Hours of Availability:

The library strives to offer notary service during all open hours. Notary service is occasionally unavailable due to staffing constraints.

Notary service is available by appointment only. Appointments can be made in person, over the phone, or through the library's website.

Confidentiality

Notaries may consult with library colleagues or the Wisconsin Department of Financial Institutions when faced with scenarios they are uncertain about, but personal information will be kept in strict confidence by the notary.

Guidelines

All forms being notarized must be filled out completely – but not signed - prior to being notarized.

The entire document being notarized must be presented to the notary.

Valid photo identification is required of any patron seeking notary service. Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, notarize documents in which they have a personal interest, or notarize pre-signed documents.

Only documents written in the English language will be accepted for notarization. The information must be clearly written. The Notary and the patron requesting Notary service must be able to clearly communicate directly with each other.

Notary service will be declined if the document, the identification, the circumstances

or the capacity of the signer to understand the proceedings raises any questions of authenticity, or if the Notary does not understand the language of the document. Library Notaries reserve the right to decline service for any reason. In cases where a witness is required, the Library will not provide witnesses. Patrons may not solicit for witnesses at the library.

When staff is unable to offer notary service, they will assist the patron in finding an alternative.

Records

Library notaries will keep a record of their notarial acts and include the date of each one; type of notarial act performed; description of the document; the signature, printed name and address of each person for whom a notarial act was performed, and description of the form of identification provided (i.e. driver's license).

Disclaimer

The notarization of document does not verify that the information in the document is true or legal, it only verifies that the notary has witnessed the signature of the person signing and has verified their identification.

A Notary Public is not trained or certified to practice law. Therefore, notaries are unable to provide assistance in prescribing or determining the particular document a customer may need; selecting the type of notarization or certificate for a given document; preparing a document, or giving advice on how to fill out, draft, or complete a document, or providing legal counseling or advice in a legal matter that may or may not involve a notarial act.

Written By:	Darryl Eschete
Approved By:	Library Board 09/25/2025
Amended/Modified:	
Date:	

STATEMENT OF REVENUE

AUGUST 2025

FOR 2025 08

JOURNAL DETAIL 2025 1 TO 2025 8

ORIGINAL APPROP	TRANS/ADJSMTS	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	-11,349.51	0.00	-3,650.49	75.7%
4613 LIBRARY CONTRACTUAL REVENUE	0.00	-200,000.00	-120,531.36	0.00	-79,468.64	60.3%
4614 LIBRARY REPLACEMENTS	0.00	0.00	-4,485.26	0.00	4,485.26	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	-10,178.18	0.00	178.18	101.8%
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	-381.31	0.00	-618.69	38.1%
4908 INTEREST-OTHER INVESTMENTS	0.00	-15,000.00	65,647.16	0.00	-80,647.16	-437.6%
4952 GIFTS & DONATIONS	0.00	-100,000.00	0.00	0.00	-100,000.00	.0%
GRAND TOTAL	0.00	-4,783,894.00	-4,354,888.41	0.00	-429,005.59	91.0%

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

ENDOWMENT STATEMENT OF REVENUE AUGUST 2025

FOR 2025 08				JOURNAL DETAIL 2025 1 TO 2025 8			
ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
4952 GIFTS & DONATIONS	0.00	0.00	-40,828.59	0.00	40,828.59	100.0%	
GRAND TOTAL	0.00	0.00	-40,828.59	0.00	40,828.59	100.0%	

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

MEMORANDUM

TO: Darryl Eschete, Director
FROM: Tracie Schlaak
DATE: September 18, 2025
SUBJECT: Donations since board meeting on August 28, 2025

Donations given at register	\$	34.45
Total Donations	\$	34.45

STATEMENT OF EXPENDITURES

AUGUST 2025

FOR 2025 08

JOURNAL DETAIL 2025 1 TO 2025 8

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	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%
TOTAL REVENUES	-3,400,000.00	0.00	-3,400,000.00	-3,400,000.00	0.00	0.00	
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%
TOTAL REVENUES	-1,039,394.00	0.00	-1,039,394.00	-858,024.00	0.00	-181,370.00	
4603 LIBRARY COPIER REVENUES	-15,000.00	0.00	-15,000.00	-11,349.51	0.00	-3,650.49	75.7%
TOTAL REVENUES	-15,000.00	0.00	-15,000.00	-11,349.51	0.00	-3,650.49	
4613 LIBRARY CONTRACTUAL REVENUE	-200,000.00	0.00	-200,000.00	-120,531.36	0.00	-79,468.64	60.3%
TOTAL REVENUES	-200,000.00	0.00	-200,000.00	-120,531.36	0.00	-79,468.64	
4614 LIBRARY REPLACEMENTS	0.00	0.00	0.00	-4,485.26	0.00	4,485.26	100.0%
TOTAL REVENUES	0.00	0.00	0.00	-4,485.26	0.00	4,485.26	
4615 LIBRARY CONFERENCE FEES	0.00	0.00	0.00	-14,803.81	0.00	14,803.81	100.0%
TOTAL REVENUES	0.00	0.00	0.00	-14,803.81	0.00	14,803.81	
4616 USED BOOK REVENUE	-10,000.00	0.00	-10,000.00	-10,178.18	0.00	178.18	101.8%
TOTAL REVENUES	-10,000.00	0.00	-10,000.00	-10,178.18	0.00	178.18	
4617 LIBRARY MEETING ROOM REVENUE	-3,500.00	0.00	-3,500.00	-782.14	0.00	-2,717.86	22.3%
TOTAL REVENUES	-3,500.00	0.00	-3,500.00	-782.14	0.00	-2,717.86	
4619 LIBRARY MISC REVENUE	-1,000.00	0.00	-1,000.00	-381.31	0.00	-618.69	38.1%
TOTAL REVENUES	-1,000.00	0.00	-1,000.00	-381.31	0.00	-618.69	
4908 INTEREST-OTHER INVESTMENTS	-15,000.00	0.00	-15,000.00	65,647.16	0.00	-80,647.16	-437.6%
TOTAL REVENUES	-15,000.00	0.00	-15,000.00	65,647.16	0.00	-80,647.16	
4952 GIFTS & DONATIONS	-100,000.00	0.00	-100,000.00	0.00	0.00	-100,000.00	.0%
TOTAL REVENUES	-100,000.00	0.00	-100,000.00	0.00	0.00	-100,000.00	

STATEMENT OF EXPENDITURES

AUGUST 2025

FOR 2025 08

JOURNAL DETAIL 2025 1 TO 2025 8

6102 REGULAR PAY	ORIGINAL	APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
6102 REGULAR PAY	2,561,966.00			2,561,966.00	1,573,782.37	0.00	988,183.63	61.4%
TOTAL EXPENSES				2,561,966.00	1,573,782.37	0.00	988,183.63	
6104 OVERTIME PAY	21,684.00			21,684.00	27,949.69	0.00	-6,265.69	128.9%
TOTAL EXPENSES				21,684.00	27,949.69	0.00	-6,265.69	
6302 FICA - EMPLOYERS SHARE	197,676.00			197,676.00	118,302.47	0.00	79,373.53	59.8%
TOTAL EXPENSES				197,676.00	118,302.47	0.00	79,373.53	
6304 WISCONSIN RETIREMENT FUND	164,059.00			164,059.00	101,945.48	0.00	62,113.52	62.1%
TOTAL EXPENSES				164,059.00	101,945.48	0.00	62,113.52	
6306 HEALTH INSURANCE	523,490.00			523,490.00	274,469.16	0.00	249,020.84	52.4%
TOTAL EXPENSES				523,490.00	274,469.16	0.00	249,020.84	
6307 HEALTH INSURANCE ADMIN FEE	1,030.00			1,030.00	0.00	0.00	1,030.00	.0%
TOTAL EXPENSES				1,030.00	0.00	0.00	1,030.00	
6308 DENTAL	21,475.00			21,475.00	12,569.76	0.00	8,905.24	58.5%
TOTAL EXPENSES				21,475.00	12,569.76	0.00	8,905.24	
6310 LIFE INSURANCE	6,005.00			6,005.00	3,527.31	0.00	2,477.69	58.7%
TOTAL EXPENSES				6,005.00	3,527.31	0.00	2,477.69	
6411 ADVERTISING/POSTAGE/PRINTING	25,000.00			25,000.00	9,696.25	0.00	15,303.75	38.8%
TOTAL EXPENSES				25,000.00	9,696.25	0.00	15,303.75	
6412 CONTRACTUAL AGREEMENT PYMNTS	333,500.00			333,500.00	269,678.42	0.00	63,821.58	80.9%
TOTAL EXPENSES				333,500.00	269,678.42	0.00	63,821.58	
6415 SUBSCRIPTION/LICENSING CNTRCTS	10,000.00			10,000.00	12,598.83	0.00	-2,598.83	126.0%
TOTAL EXPENSES				10,000.00	12,598.83	0.00	-2,598.83	

STATEMENT OF EXPENDITURES

AUGUST 2025

FOR 2025 08

JOURNAL DETAIL 2025 1 TO 2025 8

6416 PREVENTATIVE MNTC CONTRACTS	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
6416 PREVENTATIVE MNTC CONTRACTS	45,000.00	0.00	45,000.00	18,761.42	0.00	26,238.58	41.7%
TOTAL EXPENSES	45,000.00	0.00	45,000.00	18,761.42	0.00	26,238.58	
6417 3RD PARTY CONTRACTED SERVICE	85,000.00	0.00	85,000.00	38,024.15	0.00	46,975.85	44.7%
TOTAL EXPENSES	85,000.00	0.00	85,000.00	38,024.15	0.00	46,975.85	
6421 EMPLOYEE TRAINING/DEVELOPMENT	6,500.00	0.00	6,500.00	7,369.79	0.00	-869.79	113.4%
TOTAL EXPENSES	6,500.00	0.00	6,500.00	7,369.79	0.00	-869.79	
6422 PRFSL LICENSE/MEMBERSHIP/BOND	5,000.00	0.00	5,000.00	1,535.33	0.00	3,464.67	30.7%
TOTAL EXPENSES	5,000.00	0.00	5,000.00	1,535.33	0.00	3,464.67	
6423 EMPLOYEE ALLOWANCE/REIMBSMNT	800.00	0.00	800.00	865.33	0.00	-65.33	108.2%
TOTAL EXPENSES	800.00	0.00	800.00	865.33	0.00	-65.33	
6443 LEASE EXPENSE	6,600.00	0.00	6,600.00	1,532.16	0.00	5,067.84	23.2%
TOTAL EXPENSES	6,600.00	0.00	6,600.00	1,532.16	0.00	5,067.84	
6450 INSURANCE EXPENSE	29,800.00	0.00	29,800.00	29,369.96	390.04	40.00	99.9%
TOTAL EXPENSES	29,800.00	0.00	29,800.00	29,369.96	390.04	40.00	
6451 WORKERS COMPENSATION	10,100.00	0.00	10,100.00	10,100.00	0.00	0.00	100.0%
TOTAL EXPENSES	10,100.00	0.00	10,100.00	10,100.00	0.00	0.00	
6452 LICENSE & PERMITS	0.00	0.00	0.00	263.88	0.00	-263.88	100.0%
TOTAL EXPENSES	0.00	0.00	0.00	263.88	0.00	-263.88	
6454 TELEPHONE / INTERNET SERVC	3,500.00	0.00	3,500.00	732.54	0.00	2,767.46	20.9%
TOTAL EXPENSES	3,500.00	0.00	3,500.00	732.54	0.00	2,767.46	
6455 UTILITY EXPENSE	145,000.00	0.00	145,000.00	81,105.59	0.00	63,894.41	55.9%
TOTAL EXPENSES	145,000.00	0.00	145,000.00	81,105.59	0.00	63,894.41	

STATEMENT OF EXPENDITURES
AUGUST 2025

FOR 2025 08								JOURNAL DETAIL 2025 1 TO 2025 8							
6465 BANK FEES	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED								
6465 BANK FEES	5,000.00	0.00	5,000.00	3,294.92	0.00	1,705.08	65.9%								
TOTAL EXPENSES	5,000.00	0.00	5,000.00	3,294.92	0.00	1,705.08									
6519 NON-INVENTORY FUEL	0.00	0.00	0.00	169.98	0.00	-169.98	100.0%								
TOTAL EXPENSES	0.00	0.00	0.00	169.98	0.00	-169.98									
6520 OFFICE SUPPLIES	22,000.00	0.00	22,000.00	18,208.78	0.00	3,791.22	82.8%								
TOTAL EXPENSES	22,000.00	0.00	22,000.00	18,208.78	0.00	3,791.22									
6524 SPECIALTY SUPPLIES	350,000.00	0.00	350,000.00	169,131.16	247.00	180,621.84	48.4%								
TOTAL EXPENSES	350,000.00	0.00	350,000.00	169,131.16	247.00	180,621.84									
6528 PROGRAMMING/CONSUMER COSTS	0.00	0.00	0.00	1,346.41	0.00	-1,346.41	100.0%								
TOTAL EXPENSES	0.00	0.00	0.00	1,346.41	0.00	-1,346.41									
6529 NON-INV - SUPPLIES	60,000.00	0.00	60,000.00	29,873.69	0.00	30,126.31	49.8%								
TOTAL EXPENSES	60,000.00	0.00	60,000.00	29,873.69	0.00	30,126.31									
6535 CONFERENCE PROGRAMMING	0.00	0.00	0.00	21,211.81	0.00	-21,211.81	100.0%								
TOTAL EXPENSES	0.00	0.00	0.00	21,211.81	0.00	-21,211.81									
GRAND TOTAL	-143,709.00	0.00	-143,709.00	-1,517,471.77	637.04	1,373,125.73	1055.5%								

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

ENDOWMENT STATEMENT OF EXPENDITURES

AUGUST 2025

FOR 2025 08

JOURNAL DETAIL 2025 1 TO 2025 8

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
6417 3RD PARTY CONTRACTED SERVICE	0.00	0.00	15,925.97	0.00	-15,925.97	100.0%
6421 EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	4,753.05	0.00	-4,753.05	100.0%
6524 SPECIALTY SUPPLIES	0.00	0.00	5.66	0.00	-5.66	100.0%
6525 RESTRICTED COLLECTION IMPRVMT	0.00	0.00	13,385.60	0.00	-13,385.60	100.0%
6526 RESTRICTED TECHNOLOGY	0.00	0.00	15,143.00	0.00	-15,143.00	100.0%
6527 RESTRICTED FACILITIES	0.00	0.00	23,803.54	0.00	-23,803.54	100.0%
6528 PROGRAMMING/CONSUMER COSTS	0.00	0.00	10,590.83	0.00	-10,590.83	100.0%
6529 NON-INV - SUPPLIES	0.00	0.00	5,125.44	0.00	-5,125.44	100.0%
GRAND TOTAL	0.00	0.00	88,733.09	0.00	-88,733.09	100.0%

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

Oshkosh Public Library Highlights

September 2025

1. The library welcomed 1,627 participants of all ages for the Summer Reading Program this year. Participants also made donations to the local pantry and shared their book reviews with the library. Throughout our birthday-themed summer, patrons earned prize bags, entered raffle drawings, participated in art programs, made cake pops, crafted candles and joined a Secret Unbirthday Gift Exchange.

The summer culminated in celebration when 100 people joined OPL's Million Minute Reader Party on Aug. 22. The event, featuring games, ice cream treats and crafts, was the cherry on top of a summer that saw readers smash the community reading goal of 1 million minutes well ahead of schedule (final tally: more than 1.6 million minutes!!).

Readers Advisory Librarian and program lead Sarah Read summed up the impact: "The community was engaged, enthusiastic, and incorporated literacy into their summer fun."

2. Recent history programs created rich, memorable experiences that patrons won't soon forget. Storytelling, music and visuals took audiences back in time, triggered memories and sparked their interest in learning more. Strategically targeted communication helped to connect people with programs that aligned with their interests, helping to drive impressive attendance.
 - a. An Evening with Gaelic Harpist Jeff Pockat: 70 people found Jeff's historical perspectives and beautiful music an engaging experience.
 - b. Railroad Memories: For the standing room only crowd of 78 people, Paul Spanbauer's images and stories of our city's history on the rails conjured up personal memories and enthusiasm for life on the rails.
 - c. Dollar a Day Boys: Presenter Bill Jamerson brought the experiences of the men who served in the Civilian Conservation Corps in Wisconsin to life with stories and song for an audience of 35.
3. Job services continue to draw people to the library as the Department of Workforce Development continues its work from temporary quarters on the library's third floor. DWD staff worked with 132 individuals in August.
4. OPL's community engagement activities resulted in two new connections between the library and the community recently.

- a. *Oshkosh Healthy Neighborhoods is moving its monthly Neighborhood Alliance meetings to OPL. The Alliance is comprised of representatives from Oshkosh's 25 neighborhood associations. OPL has been involved in Oshkosh Healthy Neighborhoods for several years and is pleased to be the new site for this community meeting.*
 - b. *Community Engagement Librarian Sandy Toland has joined the Power Team at the Women's Fund of the Oshkosh Area Community Foundation. The group works to plan special campaigns and events including the popular Power of the Purse luncheon. Our involvement puts OPL in a position to support this influential organization and the work that it does to improve the lives of women and girls in Winnebago County.*
5. *Glass walls have been installed at the library to create a Job Pod on second floor and refresh the first floor Teen Zone. The JobPod will open later this year as a one-stop shop for resources, information and personal assistance needed for job searches and career building. The Teen Zone will be refurnished and redecorated in early 2026 to better meet the needs of teen patrons. These projects were funded with a combination of grants and gifts from generous donors.*
6. *Families will find two new learning experiences for children in the library's lower level.*
 - a. *Draw Alive is a blend of art and technology. Kids color a picture, scan it and watch it come to life and interact with the animated background on the big screen.*
 - b. *Flight Lab is a hands-on wind tunnel where kids can watch scarves or items they build take flight. The activity demonstrates concepts including air currents and gravity. OPL's Flight Lab was purchased with a generous donation from Joan Jaworski of Oshkosh.*
7. *Local History Librarian Michael McArthur spoke to 20 members of the Winnebago County Retired Teachers Association on Sept. 18. He presented his popular talk on the history of the Athearn Hotel, which was designed by notable architect William Waters and at the time it was built, was one of the largest hotels in Wisconsin. In appreciation for the program, the association made a generous donation of \$100 to the library.*

MONTHLY REPORT
Oshkosh Public Library
August 2025

CIRCULATION	Aug 2025	Aug 2024	% Change	YTD 2025	YTD 2024	% Change
Book-Adult	14,816	14,358	3%	112,758	113,490	-1%
Book-Juvenile	13,608	14,314	-5%	112,514	118,871	-5%
Book-YA/Teen	1,352	1,360	-1%	10,833	10,806	0%
CD-Adult	753	1,080	-30%	6,594	8,095	-19%
CD-Juvenile	65	67	-3%	488	681	-28%
CD-Book-Adult	354	442	-20%	3,215	3,769	-15%
CD-Book-Juvenile	387	203	91%	2,919	1,443	102%
CD-Book-YA/Teen	0	5	-100%	18	87	-79%
DVD-Adult	5,142	5,484	-6%	39,262	46,013	-15%
DVD-Juvenile	1,283	1,240	3%	9,396	9,419	0%
Game-Adult	723	640	13%	5,173	5,231	-1%
Game-Juvenile	301	276	9%	2,179	1,937	12%
Magazine-Adult	451	402	12%	3,881	3,402	14%
Magazine-Juvenile	17	16	6%	95	104	-9%
Magazine-YA/Teen	1	1	0%	25	18	39%
Other-Adult	232	369	-37%	1,941	2,105	-8%
Other-Juvenile	94	169	-44%	963	1,109	-13%
Other-YA/Teen	9	3	200%	76	35	117%
Total Adult	22,471	22,775	-1%	172,824	182,105	-5%
Total Juvenile	15,755	16,285	-3%	128,554	133,564	-4%
Total YA/Teen	1,362	1,369	-1%	10,952	10,946	0%
SUB TOTAL	39,588	40,429	-2%	312,330	326,615	-4%
Digital Book Formats						
OverDrive E-Books	4,405	5,166	-15%	36,329	41,993	-13%
Hoopla E-Books	419	390	7%	3,498	3,479	1%
E-BOOKS SUB TOTAL	4,824	5,556	-13%	39,827	45,472	-12%
Audiobook Formats						
OverDrive Audiobooks	5,467	5,262	4%	42,775	44,235	-3%
Hoopla Audiobooks	1,793	1,308	37%	13,711	10,958	25%
AUDIOBOOKS SUB TOTAL	7,260	6,570	11%	56,486	55,193	2%
Digital Media						
Hoopla Music	44	24	83%	271	268	1%
Hoopla Video	210	195	8%	1,882	1,634	15%
DIGITAL MEDIA SUB TOTAL	254	219	16%	2,153	1,902	13%
DIGITAL CONTENT SUB TOTAL	12,338	12,345	0%	98,466	102,567	-4%
TOTAL CIRCULATION	51,926	52,774	-2%	410,796	429,182	-4%
PHYSICAL MATERIALS	Aug 2025	Aug 2024	% Change	YTD 2025	YTD 2024	% Change
% AV Materials Circulated	23%	23%	-3%	23%	24%	-6%
% Print Materials Circulated	77%	77%	1%	77%	76%	2%
% Adult Materials Circulated	60%	60%	1%	59%	59%	0%
% Youth Materials Circulated	40%	40%	-1%	41%	41%	1%
Average Circulation Per Hour	215.5	201.4	7%	195.3	194.0	1%
MISCELLANEOUS	Aug 2025	Aug 2024	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	19,697	19,996	-1%	161,497	158,600	2%
Average Daily Traffic	758	741	2%	724	711	2%
New Card Registrations	222	253	-12%	1,817	1,922	-5%
Self-check % of Checkout	50%	50%	0%	50%	48%	5%
Volunteer Hours Worked	87	63	38%	871	856	2%
Teacher Packs	3	3	0%	19	25	-24%

MONTHLY REPORT
Oshkosh Public Library
August 2025

ELECTRONIC RESOURCES	Aug 2025	Aug 2024	% Change	YTD 2025	YTD 2024	% Change
OPL Website Sessions	18,728	17,683	6%	150,134	141,442	6%
SUBSCRIPTION DATABASE SESSIONS						
Gale Courses	22	0	0%	183	0	0%
Mango Languages	5	93	-95%	471	607	-22%
Reference Solutions	130	86	51%	424	645	-34%
Value Line	118	105	12%	972	940	3%
SUB-TOTAL	275	284	-3%	2,050	2,192	-6%
LOCAL DATABASE SESSIONS						
1957 Address Change	43	28	54%	318	240	33%
City Directories	1	65	-98%	17	549	-97%
Digital Collections	74	53	40%	662	484	37%
Local History Books	6	19	-68%	97	194	-50%
Oshkosh Facts, Firsts, and FAQ	3	1	200%	48	21	129%
Oshkosh Newspaper Index	0	0	0%	0	0	0%
Oshkosh Vital Records Index	73	163	-55%	608	1,321	-54%
Riverside Cemetery Index	17	7	143%	110	83	33%
UWDC - Atlases & Histories	10	0	0%	55	1	5400%
SUB-TOTAL	227	336	-32%	1,915	2,893	-34%
TOTAL ELECTRONIC RESOURCE SESSIONS	19,230	18,303	5%	154,099	146,527	5%

PUBLIC COMPUTER USE	Aug 2025	Aug 2024	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	6422	6507	-1%	56,008	53151	5%
Public Computer Use						
Adult	1,729	1,590	9%	13755	12856	7%
Youth	281	241	17%	1645	1367	20%
TOTAL USE	2,010	1,831	10%	15400	14223	8%

QUESTIONS ANSWERED	Aug 2025	Aug 2024	% Change	YTD 2025	YTD 2024	% Change
Adult Department						
Reference	796	933	-15%	6,967	5,908	18%
Youth Department						
Reference	15	118	-87%	190	1,619	-88%
TOTAL QUESTIONS ANSWERED	811	1,051	-23%	7,157	7,527	-5%

PROGRAMS	Aug 2025	Aug 2024	% Change	YTD 2025	YTD 2024	% Change
Programs Given						
Adult	10	10	0%	106	91	16%
Teen	8	6	33%	54	35	54%
Youth	24	9	167%	253	242	5%
Roving Reader	8	19	-58%	71	129	-45%
All Ages	7	4	75%	60	13	362%
TOTAL	57	48	19%	544	510	7%
Program Attendance						
Adult	229	295	-22%	1,176	1,128	4%
Teen	68	55	24%	552	348	59%
Youth	499	498	0%	6,580	7,230	-9%
All Ages	153	0	0%	996	59	1588%
TOTAL	949	848	12%	9,304	8,765	6%

MEMORANDUM

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

Jonah Langrehr – Page in FFPS resigned on 8/22/25 after almost 1 year of service

Kelton Jones – Summer intern in Youth Services resigned on 8/22/25 after 3 months of service

Library Director's Report

August-September 2025

Since the regular Board meeting of August 28, 2025, library staff and I have been at work on the following:

- **Jobpod/Glass Partitions**— As of this writing, the glass wall installation on the second floor is complete and by the time of the meeting, it is expected that the first floor will be complete, as well. The work has been far less disruptive than the installers prepared us for (thus far) and Midwest/KI have done the work efficiently and with excellent cleanup. The work is expected to be complete by September 27. Next steps will include finalizing the branding and pushout of public information on the JobPod.
- **Read More Oshkosh/Reading Makes Better Community Literacy Initiative**—The cooperative effort between the Oshkosh Chamber, Oshkosh Area School District and Oshkosh Public Library to create and establish a community reading initiative continues. The *de facto* steering committee (comprised of myself, Trina Woldt of the Chamber, Dr. Sam Coleman of OASD and Justin Tadych of E-Power Marketing) has secured support commitments from the Oshkosh Area Community Foundation and the JEK Foundation and with some development, will be presenting to the OPL Board regarding endowment support at a coming meeting.
- **Friends of the Library**— While awaiting the finalization of legal/financial document guidance from the attorney the library has been working with the initial working group— expected to become the core of the first Board of Directors--will have met on September 22 (the Monday before this meeting) to discuss vision, future planning, possible fundraising and improvement initiatives, etc. I will report on proceedings.

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

Respectfully Submitted,

Darryl Eschete