



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: May 30, 2024
TO: Oshkosh Public Library Board of Trustees
FROM: Darryl Eschete
RE: Carryover Fund Designation

The library ended 2023 with \$228,657.69 in the undesignated fund balance with the City of Oshkosh. The undesignated fund balance is also referred to as “carryover funds,” since the amount represents fund surpluses “carried over” from past years’ budgets. Please see the table below for detail of the fund balance calculation:

2022-2023 Carryover	\$146,480.35
2023 Revenues	\$3,927,188.53
2023 Revenues + Carryover	\$4,073,668.88
2023 Expenditures	\$3,845,011.19
2023-2024 Carryover	\$228,657.69

As part of a practice initiated in response to an unpublished 2006 opinion letter from the Wisconsin Department of Justice that stated that “a library board may not maintain unexpended monies as generic funds on hand,” the library board has since 2009 designated portions of the carryover surplus funds to be used for specific purposes.

My recommendations for designating the uses of the library’s carryover surplus in 2023 are below:

1. I recommend that the board designate up to \$20,000 to spend on library materials. Keeping pace with demand for electronic content has been a particular challenge in 2024 and this amount should allow for mid-year adjustments to content accounts.
2. I recommend that the library board designate up to \$25,000 of the undesignated fund balance to cover previously unbudgeted costs in support of the ongoing consultant-led rebranding projects, specifically related to

promotional merchandise, outreach efforts and rebranding-related visual upgrades in the building.

3. I recommend that the library board designate up to \$60,000 of the undesignated fund balance to cover previously unbudgeted improvement, maintenance and/or repair projects for the library building. This would include:
 - The creation of a semi-enclosed lounge on the first floor, so that eating and drinking in the building might be allowable as it can be confined to that space. There is a possibility that savings from ARPA projects currently in process may allow for this, but given the uncertainty on that point, I would like to proceed with the project pending further clarity from the City.
 - The installation of ADA-compliant automated door openers in the restrooms on the lower/basement level and second floor.
 - The replacement of carpet on the third floor of the Waters Building; the carpet is original to the 1993 renovation.

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