



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: May 30, 2024

TO: Oshkosh Public Library Board of Trustees

FROM: Darryl Eschete, Library Director

SUBJECT: Proposed Changes to Library Table of Organization

I ask the Board to vote to make the changes to the Library Table of Organization outlined below. These changes will make the library organization more efficient and the distribution of decision-making authority and departmental mission much clearer. Pending this body's approval, all changes would become effective Monday, June 3, 2024.

1. Rename library departments thus: "Children's and Family Outreach Services" renamed to "Youth Services;" "First Floor Public Services" to "Circulation" "Information Services" to "Adult Services." Some employee titles will be changed to reflect this.
2. Re-assign Lisa Voss and Ruth Percey to Department Head roles, eliminating the dual Assistant Director schema, with a concomitant adjustment of salary for both. Lisa Voss's title going forward will be Head of Library Development, Ruth Percey's title will be Head of Circulation.

FY 2024 Budgetary Impact: a savings of \$4750.00

3. Reclassify the $\frac{3}{4}$ time/0.75 FTE (30 hours per week) position held by First Floor Public Service Operations Manager Kim Hoffman to full time, with a change of title to "Public Service Operations Coordinator."

FY 2024 Budgetary Impact: increase of \$8905.00

4. Move the librarian position currently in FFPS/Circulation (but whose duties formerly concentrated on Young Adult/Teen service) to Youth Services and refocus that position's job description to reflect more generalized service to young patrons.

Total Budgetary Impact of Resolution:

FY 2024: \$4155.00—This amount will be offset completely and in excess by \$17,810 in unspent personnel funds related to two full-time vacancies between April and August of 2024.

Projected FY 2025: Estimated at **\$8000**, accounting for expected cost of living adjustments and new hires starting at earlier steps in the pay plan/salary matrix.

"A Library in Every Life"