



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM & REQUEST FOR BOARD ACTION

**DATE:** July 25, 2024  
**TO:** Oshkosh Public Library Board  
**FROM:** Darryl Eschete, Library Director  
**SUBJECT:** Late Opening for Brand Training

As previously discussed with the board, the Oshkosh Public Library is preparing for a brand launch following extensive planning and collaboration with local consultants. Part of this effort involves providing explanation and training for internal stakeholders to ensure consistent use of brand resources (logos, fonts, design elements, etc.).

Therefore, I request the Board's approval to close the Oshkosh Public Library to the public from 9 am to 2 pm on Friday, September 27. We hope that any available trustees will join the staff for this training session, which includes an open invitation to share a working lunch with the staff. Additionally, I plan to present the full brand strategy at the board's regular August meeting for a comprehensive understanding.

Please note that this training will require some employees to work extra hours on their usual day off, but the budgetary impact is expected to be minimal.

*"A Library in Every Life"*