



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:** Library Custodian Position

I propose a transition from our existing external cleaning service to employing a full-time, in-house custodian. This proposal comes after careful consideration of our library's unique needs and the desire to enhance our facility's cleanliness and maintenance.

Over time, it has become evident that our current cleaning requirements demand a more tailored approach than what we are presently receiving by outsourcing. Without a major increase in cost, we could:

- **Better Ensure Consistent Quality**-- By hiring our own custodian, we can ensure consistent and high-quality cleaning standards that align more perfectly with the library's needs.
- **Increase Flexibility**-- An in-house custodian would provide the flexibility to address immediate cleaning needs and adjust schedules as necessary, ensuring that our library remains in optimal condition at all times.
- **Enhance Accountability**-- Direct employment would enable better supervision and accountability, ensuring that our cleaning standards are met consistently.

Attached find a position description created with the assistance of City of Oshkosh Human Resources Generalist Danielle Hoyer. Also, in a July 17 discussion with Human Resources Manager Michelle Behnke, she and I discussed estimates of the total annual cost of the position and, depending on the level of health benefits that might be selected, the cost of the position is estimated in a wide range between \$48,000 per year (no benefits) to \$73,000 (full family coverage), adding something of an element of uncertainty that is unavoidable. Our current annual contractual services costs for custodial service is \$60,000.

This position is to be included in my personnel budget requests for the 2025 fiscal year in coming weeks.

I ask the Board for a motion to approve the attached position description and re-allocation of the Third Party Contracted Services budget for the remainder of FY 2024.

*"A Library in Every Life"*