



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: July 19, 2023
TO: Oshkosh Public Library Board of Trustees
FROM: Lisa Voss and Ruth Percey, Co-Interim Directors
RE: Proposed revisions to Library Director position description

Following discussions with Bradbury Miller Associates regarding recruitment for a new library director, the Ad Hoc Director Recruitment Committee is recommending several revisions to the Library Director position description:

- Salary Matrix Level – The revision moves the salary from Level K to Level L. The range is commensurate with the recommendation from Carlson Dettman Consulting (see memo in Informational Items) and was endorsed by Bradbury Miller. Salary Matrix Level L puts the salary range at \$106,920 - \$122,194.
- Minimum work requirements – Five years of experience will be required – revised from the previously stated level of eight years.
- Winnefox provision – It is important to both Oshkosh Public Library and the Winnefox Library System that its respective directors maintain a positive working relationship. Therefore, the following addition is proposed under Leadership and Strategy:
 - Duty/Responsibility: Maintains a positive and productive working relationship with the director of the Winnefox Library System.
 - Performance Standard: Oshkosh Public Library actively participates in and supports WLS initiatives; honors financial commitments to the system; makes building use decisions that are in the best interest of both parties; and collaborates with WLS to build local and statewide support for libraries.

“A Library in Every Life”