

MEMO

To: Finance & Personnel Committee

From: Nick Demske, Executive Director

Date: April 28, 2026

Subject: Org Chart Phase I Proposal and Related Position Descriptions

Dear F&P committee,

I've attached 5 interrelated documents for your consideration which all have to do with the revision of our organizational chart we are proposing.

To review from conversations we had at the most recent board meetings: we have two long-term supervisor retirements happening within the months of April and May, which means we have a unique opportunity with more internal flexibility to change our org chart while those positions transition. We've had months of discussion on the topic which culminated in an all supervisor retreat in March to focus solely on this issue. All 6 members of the leadership team and the 4 other supervisors we had at the time (before retirement) were able to attend and contribute towards the process.

Through these and other efforts, the leadership team has arrived at a draft "aspirational" org chart. It very well may yet change still, and it will be a heavy lift, so we anticipate bringing it to you and making institutional changes in phases. The documents attached here represent what we hope will be the first phase in that effort.

The attached documents include:

- The **org chart** we would be immediately adopting, if phase 1 of this effort is approved by the Board.
- A position description revision of our **social worker role**, which most notably would shift the public services specialists under its supervision. The social worker role currently doesn't supervise any positions, aside from

social worker interns, and so we've proposed a title change for the role to "Head of Social Services and Public Safety."

- A position description revision of our **business manager role**, which most notably would have the public safety specialists removed from its supervision, and would have the technical services department moved under its supervision. While all of these position descriptions are being updated to more accurately reflect the realities of their work, the business manager position description was especially in need of an update in this way, aside from any *new* changes being made with the role even. Because of this, I am also pursuing a compensation reevaluation for this role with our HR department. The grade for the position will be updated and brought back before the Board once I hear back on this.
- A position description revision of our head of business development role, which most notably would have the bookmobile, home delivery and our delivery driver moved under her supervision. This title has frankly always been a strange and seemingly inaccurate description for the role, so we've proposed a title change for the role to "Head of Community Engagement".
- And finally, a position description revision for what was our **Circulation, Outreach and Technical Services Department Lead Supervisor** role, under which our home delivery and tech services department were previously housed. This role has been one of the biggest pain points of our current org chart in that there were far too many direct reports under its supervision. We have changed it to where only the circulation department reports to it. We've proposed a title change for this semi-new role to "Access Services Supervisor" .

These proposed changes are significant. They've taken months of intentional conversations, coordinating, and consensus building to get to this point. I want to thank the leadership team and all the supervisors for all they've contributed to this process--including significant revision suggestions for the position descriptions. I also want to thank the whole staff for their flexibility and patience, while big institutional changes like this are slowly happening around them and (and, arguably, to them). And I particularly want to thank our deputy director, Lizzie, who designed these draft org chart proposals and has led enormously on this project.

Before concluding, I just want to note--if you're wondering why we're proposing doing this in phases, rather than all at once, the answer is multifold. The most important answers, however, all have to do with timing. The changes represented in this first phase are time sensitive. One supervisor has retired, another will be retired in a matter of weeks. We don't have the benefit of 6 months or a year to work on this before rearranging some things to make the building operational in that transition. And we would rather just transition to the structure we'd like to keep permanently, and then hopefully build off of that basic restructuring from there.

These are the changes the leadership team and I ask your approval on, and I look forward to answering whatever questions you have on them.

Thanks,

Nick Demske

RPL Executive Director