



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** October 20, 2015  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Director  
**SUBJECT:** Retirement Planning Incentive Program for 2016

I propose that the library continue to offer an incentive program for employees to give advance notice of their intention to retire. The main benefit of continuing this program is that it will give library administration time to plan for vacancies and recruitment. One retiring full-time employee and one retiring part-time employee took advantage of the incentive during 2015.

I propose to continue to offer a payment of \$1000 per regular full-time employee or a payment of \$500 per regular part-time employee with their final check to employees who:

- are WRS eligible; and
- will have been employed with the Library for at least ten (10) years upon their date of retirement; and
- will or have already given at least eight (8) weeks formal notice to the Library of their intention to retire on an immediate WRS annuity between January 1, 2015 and December 31, 2015.

I believe that this incentive program has been very helpful to library administration since it was instituted in 2011, and I urge the library board to approve its continuation.

*"Connecting People with Information"*