



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: October 21, 2020
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe, Library Director
SUBJECT: Proposed Changes to Library Table of Organization

I recommend the following changes to the Library Table of Organization. I believe these changes will allow us to improve service and operational efficiency. I propose that these organizational changes go into effect on Friday, October 30, 2020.

1. Upgrade the classification and pay grade of three 0.4 FTE (16 hours per week) Children's and Family Outreach Services Library Desk Assistant positions. The positions are currently classified at Library Assistant I and pay grade of level B (\$15.85 – \$18.12 per hour). The positions would henceforth be classified at Library Assistant II and pay grade level C (\$19.04 - \$21.76 per hour.)

After a recent resignation, and in preparation for recruiting to fill the vacancy, the Head of Children's and Outreach Services reviewed the description of duties for these part-time desk assistants. In doing so, she compared them with those library assistants in Information Services who staff the second-floor desk. She found that the level of knowledge, judgment and customer service ability required of the Children's Desk assistants was comparable to that required of the Reference Desk assistants. Her case was persuasive to me, and, thus, I am proposing to upgrade the classification and pay of the Children's Desk positions. I estimate that the 2021 budget impact will be an increase in total compensation expenditures of \$7,000 for the three positions.

2. Move one 0.274 FTE (11 hours per week) Page position from the First Floor Public Services Department to the Information Services Department in order to provide needed clerical support to several ongoing projects. Transfer responsibility for supervising these two Page positions to the Head of Information Services. These changes will have zero budget impact.

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