



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: April 19, 2018
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
RE: Proposed change to the Library Table of Organization – Create a Library Assistant I position in Reference and Adult Services Department

Please consider the following proposed change to the Library Table of Organization:

- Create one new position in the Reference and Adult Services Department (RASD); specifically, create one new Library Assistant I (20 hours per week; 0.5 FTE) position to provide service to the public from the second floor Reference Desk.

The new Marketing Coordinator position was created, in part, by eliminating a Librarian position in the Reference Department. I believe that change will help tell the library story more effectively and improve library engagement with the community. However, removing a position from the Reference Department also created scheduling difficulties, especially with evenings and weekends, for the second-floor public service point. Adding a new half-time Library Assistant position will establish adequate capacity to provide public service from a desk that is open 7 days and 70 hours per week during the school year.

In recent months, the Library has experienced turnover among its first and second floor public service assistants. New recruits to these positions will begin at lower salaries than were earned by their former incumbents, resulting in savings to the Library of wages and benefits expenditures. As is detailed in the table below, the new position can be accommodated without exceeding the 2018 operating budget

"A Library in Every Life"

2018				
BUDGETED				
Position	Weekly Hrs	Budgeted Wages	Budgeted Benefits	Budgeted Total Compensation
FFPS LAI (Circulation)	24	\$21,083.77	\$10,897.42	\$31,981.19
FFPS LAII (Public Service)	24	\$27,901.91	\$12,088.82	\$39,990.73
RASD LAII (Public Service)	20	\$23,251.59	\$11,022.53	\$34,274.13
	FTE = 1.7	\$72,237.28	\$34,008.77	\$106,246.05
PROPOSED				
Position	Weekly Hrs	Proposed Wages	Proposed Benefits	Proposed Total Compensation
FFPS LAI (Circulation)	24	\$18,920.33	\$7,919.89	\$26,840.22
FFPS LAII (Public Service)	24	\$22,722.75	\$11,180.61	\$33,903.36
RASD LAII (Public Service)	20	\$18,843.24	\$2,704.00	\$21,547.24
RASD LAII (Public Service)	20	\$18,843.24	\$2,704.00	\$21,547.24
	FTE=2.2	\$60,409.23	\$16,588.62	\$103,838.07