



July 10, 2023

MEMORANDUM

TO: William Bracken, Board President

FR: Alyssa Woltring, Analyst

RE: Classification Review & Market Analysis – Library Director

The Oshkosh Public Library requested we arrive at a recommended market rate for the classification of Library Director. This classification is currently placed at Grade M of the library’s wage structure.

The following is the breakdown of the market data for this classification. We were able to utilize data from the following sources: WI Libraries Survey, ERI, PayFactors, and Winnefox Pay Matrix.

25 th Percentile	50 th Percentile (Median)	50 th /75 th Percentile Blend	75 th Percentile
\$95,600	\$116,800	\$122,850	\$128,900

As you will note, the median market rate falls between the control point of grades K & L on the library’s current 2023 structure. The blended market rate falls just above the control point of Grade L on the Libraries current play plan. Given the pace of the current market, it is not unreasonable to establish market placement somewhere between the 50th and 75th percentile, and many of our clients have chosen to do exactly that in recent months.

The Library also asked we evaluate the Library Director using our point-factor job evaluation system and arrive at a recommended placement on the City’s salary plan. A thorough review of the job description was completed and our point-factor job evaluation was applied using a number of factors including Thinking Challenges, Decision-Making, Interactions and Communications, and Education and Experience. As a result of the evaluation, the Library Director would fall within Grade 18 of the City’s 2023 salary plan.

Our recommendation would be for the Library Director to be placed in Grade L of the library’s current 2023 structure.

Please feel free to contact me with questions on this review.