Library Personnel Requests for 2022 Operating Budget

1. Administrative Assistant: Increase from 18 to 20 hrs/week

- History of the position and growth in responsibilities since 2013
    - Evolution of sophisticated bookkeeping system to track expenditure and revenue streams.
    - Completion of 4 continuing education courses in 2018 from the Association for International Certified Professional Accountants.
- Position currently classified as 551 – LIBRARY W/O BENEFITS, the same as shelvers and substitutes.
- As such, this position is not eligible for paid time off. This is not a competitive offer, especially in today's market, considering the skillset required. In the event of a vacancy, finding a qualified candidate willing to accept this offer would be difficult.

2. Circulation Supervisor: Increase from 30 to 40 hrs/week

- This is the only library supervisory position that is not full-time.
- Survey of peer libraries confirmed that Stoughton is an outlier in this respect. Even smaller libraries will typically have a FT circulation supervisor. (see attached table).
- Circulation is the largest department in terms of number of staff scheduled and supervised (about 12, depending on shelver vacancies).
    - Circulation is the busiest desk and the first point of contact for everyone entering the building.
- Supervisor needs to have a consistent presence in the department: training, scheduling, supervision, and making decisions that impact patron experience.
    - For example, the supervisor must decide when to charge a patron for a replacement item, when to forgive fines, or when to set up a payment plan. Currently, patrons can't do these tasks when supervisor is absent, which results in a poor customer service experience.

Peer Libraries in Wisconsin with Full Time Circulation Supervisors

Library	System	City	2018 city pop.	Total Annual Circ	Title
Cudahy Family Library	Milwaukee County Federated Library System	Cudahy	18,208	269,545	FT Circulation Services Supervisor
DeForest Area Public Library	South Central Library System	DeForest	10,221	266,267	FT Circulation Services
Waunakee Public Library	South Central Library System	Waunakee	13,675	263,381	FT - Circulation Manager
Matheson Memorial Library	Lakeshores Library System	Elkhorn	9,973	262,651	FT - Paraprofessional Specialist - Circulation
Baraboo Public Library	South Central Library System	Baraboo	12,017	259,563	FT - Circulation Supervisor
Superior Public Library	Northern Waters Library Service	Superior	27,257	256,594	FT - Manager Circulation Services
Stoughton Public Library	South Central Library System	Stoughton	12,854	249,404	PT (30 hrs/week) Circulation Supervisor
Waupaca Area Public Library	Outagamie Waupaca Library System	Waupaca	6,065	247,086	FT - Circulation Manager/ILL Librarian
Reedsburg Public Library	South Central Library System	Reedsburg	9,475	246,793	FT - Circulation Supervisor
Carleton A. Friday Memorial Library	IFLS Library System	New Richmond	9,070	227,271	FT-Circulation Coordinator
Mount Horeb Public Library	South Central Library System	Mount Horeb	7,240	219,634	FT - Circulation Supervisor
Dwight Foster Public Library	Bridges Library System	Fort Atkinson	12,390	213,998	FT – Paraprofessional Staff
Cedarburg Public Library	Monarch Library System	Cedarburg	11,628	211,369	FT - Circulation Supervisor
Hartland Public Library	Bridges Library System	Hartland	9,293	209,081	FT - Head of Circulation
E.D. Locke Public Library	South Central Library System	McFarland	8,527	207,657	FT - Circulation Supervisor
Community Library	Kenosha County Library System	Salem	26,772	203,981	FT - Circulation Supervisor
Monroe Public Library	South Central Library System	Monroe	15,758	194,312	FT - Circulation Coordinator
Burlington Public Library	Lakeshores Library System	Burlington	10,859	193,367	FT - Head of Circulation & Support Svcs

Waterford Public Library	**Lakeshores Library System**	**Waterford**	**5,503**	**187,603**	**FT - Circulation Supervisor**
T.B. Scott Free Library	**Wisconsin Valley Library Service**	**Merrill**	**9,646**	**184,716**	**FT - Head of Circulation/Computer Coordinator**
Brown Deer Public Library	**Milwaukee County Federated Library System**	**Brown Deer**	**12,346**	**175,700**	**FT - Circulation Supervisor**
Portage Public Library	**South Central Library System**	**Portage**	**10,211**	**166,757**	**FT - Circulation Supervisor**
Lester Public Library	**Manitowoc-Calumet Library System**	**Two Rivers**	**11,457**	**155,110**	**FT - Customer Service Coordinator**
Lake Geneva Public Library	**Lakeshores Library System**	**Lake Geneva**	**7,893**	**154,749**	**FT - Circulation Services Manager**
Altoona Public Library	**IFLS Library System**	**Altoona**	**7,682**	**147,958**	**FT - Circulation Manager**