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M E M O R A N D U M

DATE: August 25, 2014

TO: Oshkosh Public Library Board of Trustees

FROM: Jeff Gilderson-Duwe, Library Director

SUBJECT: 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 to make all changes effective Friday, September 12, 2014.

1. Eliminate one 1.0 FTE (40 hours per week) Children's Librarian position in CFOS;

2. Eliminate one 0.6 FTE (24 hours per week) Reference Librarian position in the Reference and Adult Services Department (RASD);

3. Create one 1.0 FTE (40 hours per week) Materials Selection Librarian position in the Technical Services Department (TS); and

4. Create three 0.4 FTE (16 hours per week) Library Assistant I positions in the Children's and Family Outreach Services Department (CFOS).

For some time, I have wanted to improve the Library's timeliness of acquisition of new materials. I propose to create a "Materials Selection Librarian" position, which will have as one of its charges the achievement of this goal. I will create this position in the Technical Services Department so that it will be closely linked to the ordering, receiving and processing operations of the Library.

In order to make this possible, I propose changing the structure of the Children's and Family Outreach Services Department by eliminating one (1) Librarian position and creating three (3) Library Assistant I positions that will be tasked primarily with working the Children's service desk. This ought to allow the other staff of the department more off-desk time for programming, outreach, and collection development activities.

In order to be able to create the new CFOS Library Assistant I positions, I recommend eliminating the 24 hours per week Reference Librarian position that has been vacant most of this year. Librarians who have been engaged in materials selection will continue to shape the collection by suggesting titles to add depth and by weeding out of date or worn items.

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