

106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE:

May 20, 2016

TO:

Oshkosh Public Library Board of Trustees, Oshkosh Public Library Staff

FROM:

Jeff Gilderson-Duwe

SUBJECT: Proposed Change to Library Table of Organization, June 2016

Since the approval of the library's new strategic plan in December, I have been holding a dialog with the members of the management team about current and future staffing needs. More than one manager has expressed a need for a staff person to be more fully engaged with teens, and for that person to be stationed primarily on the first floor, where the Teen area is located.

The library table of organization currently has a vacant full-time Materials Selection Librarian position in the Technical Services Department that I judge may be deployed to another function. The Head of Technical Services, who is also the Collection Development Coordinator for the library, has taken over the selection of most new library materials with the support of several front-line subject specialists. I believe that this arrangement is working out well. A number of tasks involved with selection efficiently dovetail with the acquisitions functions that have long been under the purview of the Technical Services Head.

In brief, my proposal is as follows: Transfer the vacant Librarian position to the First Floor Public Services Department. The position, to be titled "Public Services Librarian," will take over responsibility for liaison to teen users, work at public service points on the first floor, and work on other projects that will support the strategic vision and plan goals. I propose to make this change effective June 1, 2016.

$\frac{\text{Page}}{\text{(4 positions @ 0.28 fte = 1.12 fte}}$ Head of Cataloging & Technical Services / Cataloging Librarian (.85) <u>LA II</u> Tech Services Assistants (3 ft positions = 3 fte) Collection Dev Coordinator Ξ Librarian Coordinator of Volunteers Head of Library Development (1) (0.75) $\underline{\text{LA I}}$ Children's Desk Assistants (3 positions @ 0.4 fte = 1.2 fte) Children's Services Assistants (3 positions @ 0.5 fte = 1.5 fte) Children's Librarian (1) Family Outreach Services Head of Children's & Ξ Librarian PUBLIC SERVICES IMPROVEMENT TEAM Oshkosh Public Library Board of Trustees LA II Ref Assistants (3 ft positions plus 1 pt position = 3.5 fte) Librarian Ref Librarian (2 ft positions plus 1 pt position = 2.75 fte) $\frac{Page}{(2 \text{ positions @ .28 fte} = 0.56 \text{ fte})}$ Head of Reference & Adult Services (1) May 26, 2016 Library Director (1) Page (17 positions @ .28 fte = 4.78 fte) LA I Circulation Assistants (2 positions @ 0.6 fte = 1.2 fte Supervisor of Circulation Services (1) LA II Customer Service Desk Assistants (9 positions @ 0.6 fte = 5.4 fte) Head of First Floor Public Services (1) Public Services Librarian (1) Public Services Improvement Team Leader (1) Assistant Director / Librarian Facility Maintenance Maintenatce Engineer (1) Custodian (.5)

Oshkosh Public Library

Winnefox/WALS
Shares Cost of
Staffing with OPL
Total FTE = 38.1