



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: October 18, 2018
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe, Library Director
SUBJECT: Proposed 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, October 26, 2018.

1. Create Cataloging and Processing Department as a new library department;
2. Eliminate one 0.85 FTE (34 hours per week) Librarian position in the Technical Services Department;
3. Create one 1.0 FTE (40 hours per week) Managing Librarian Position as Head of Cataloging and Processing;
4. Create Collection Development Department as a new library department; and
5. Eliminate the Technical Services Department.

I propose to transfer the current Head of Technical Services to the position of Head of Collection Development. This transfer will involve no change in classification (i.e., Managing Librarian) and no change in salary. The Head of Collection Development will coordinate all tasks related to the library's collection of materials – physical and digital. These tasks will include budget supervision, selection, acquisition, and weeding. A full-time Library Assistant II position, the Acquisitions and Serials Management Assistant, will also be transferred to the Collection Development Department and be supervised by its head. I believe this change will allow more focused attention on shaping the library collection to meet the needs of the community today.

I also propose to promote the current Catalog Librarian, who is currently 0.85 FTE to the full-time role of Head of Cataloging and Processing. This new position will coordinate all tasks related to cataloging library materials; maintaining library catalog records; and processing library materials to make them ready for use by the public. The position will be classified as a Managing Librarian and will supervise the work of two full-time Copy Cataloging Assistants and two part-time Pages. I estimate the 2018 budget impact of this change to be about \$2,600 in salary and benefits; and the 2019 budget impact to be about \$5,400 in salary and benefits. I believe this change will result in greater efficiency in readying library materials for use by the public once they arrive in the building.

"A Library in Every Life"