



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

**DATE:** September 22, 2023  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Lisa Voss and Ruth Percey, Interim Library Co-Directors  
**RE:** Table of Organization – Consolidate Two Departments

We recommend the following changes to the Library Table of Organization. The impetus for our recommendations is the pending retirement of the head of the Collection Department, and the Acquisition Assistant II, the only two positions within the department. Their last day of work will be Jan. 5.

We believe our recommendations reflect responsible use of staff and will create better workflow and coordination in the selection, ordering, cataloging and processing of library materials.

1. Change the name of the Cataloging and Processing Department to Technical Services.
2. Eliminate the 1.0 FTE (40 hours per week) Head of Collection of Development position.
3. Create a 1.0 FTE (40 hours per week) Collection Development and Acquisitions Librarian position within the Technical Services Department.
4. Eliminate the position of 1.0 FTE (40 hours per week) Acquisition Assistant II in Collection Development.
5. Create a 0.6 FTE (24 hours per week) Collection Development and Acquisition Assistant II position within the Technical Services Department.
6. Eliminate the Department of Collection Development.

The recommended consolidation will have a positive budget impact. The reduction in hours for the assistant is due to new time-saving software and a decrease in the number of physical library materials that are ordered each year.

We believe that a librarian grade position is appropriate for the duties assigned. In addition, this position can provide needed backup to the head of

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Technical Services, currently the only position in the department that requires an MLS. The current Collection Development department head also oversees the handling of materials donations, which will be transferred to the position of Circulations Operations Manager. You can expect revised position descriptions for Circulations Operations Manager, and Head of Technical Services later this year, as well as a position description for a Collection Development and Acquisition Assistant II.

Thank you for your consideration.

Ruth Percey and Lisa Voss  
Co-interim Directors

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