

Memorandum

To: MPL Library Board
From: Kristin Stoeger, Library Director
Re: Restructure of positions in Materials Management
Date: October 25, 2019

I am happy to share that I have offered the position of Materials Manager to Amy Eisenschink. She has accepted, and will assume the role as of Sunday, October 27. Congratulations to Amy!

This will mean that her position as Assistant Materials Manager will be vacant. Over the last month, I have reviewed this role and consulted with managers on this role. At this time, I am proposing to not fill this position and instead eliminate this position. I do not feel it is necessary to have that many layers of administration within that department. In addition, it was very confusing on the distinction between the roles of Assistant Manager and Manager of this department.

Understanding there still needs to be support in this department for key duties, I am proposing to open a librarian position. This position would focus on cataloging and collection development. Here is a brief overview of the position I am proposing:

- Collection Development Librarian
 - Reports to Materials Manager
 - Oversees all centralized collection development ordering
 - Copy cataloging
 - Original cataloging of materials
 - Oversight and accountability to collection development goals
 - Oversight of all collection development budgets in collaboration with Director, Materials Technician, Youth Services Manager and Public Services Manager
 - Collaborate with staff on weeding and displays
 - Hope to see desk time in youth and first floor

As you will also see, I am proposing to centralize collection ordering under this individual as well. The reason for this is two-fold. I believe centralized ordering will save time throughout the entire process and avoid duplication of efforts. In addition, this will free up time from other staff who have been selecting in their various areas to focus on other duties.

Reviewing the duties between the previous Materials Manager and Assistant Manager positions, I am also proposing to re-distribute a few of the other duties:

- Other items to be redistributed
 - Analysis of electronic databases (new and current) – Depending on the database, Karen and Julia will support the analysis of these databases.
 - Digitization projects – With the removal of selecting duties, these projects will be overseen by the Public Services department.

- Historical preservation and annex – With the removal of selecting duties, these projects will be overseen by the Public Services department.

In addition to seeking input from managers, I have also shared this proposal with selectors and staff to give them an opportunity to share their questions and concerns. At this time, I am seeking approval to re-structure this department by eliminating the assistant materials manager position and creating a librarian in materials management. Amy and I will work to post this position, and our goal will be to have someone hired and in position by the beginning of December to begin cross training with all selectors.

Thank you for your consideration.