



APPLETON PUBLIC LIBRARY
2411 S. Kensington Drive
Appleton, WI 54915
920-832-6170 | FAX: 920-832-6182

TO: APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES

FROM: TASHA SAECKER, ASSISTANT DIRECTOR – APPLETON PUBLIC LIBRARY

DATE: SEPTEMBER 29, 2023

RE: LIBRARY TABLE OF ORGANIZATION CHANGE REQUEST – Library Assistant, Copy Cataloging

In the Materials Management section of the library, work has shifted from a previous need for original cataloging, meaning that cataloging librarians catalog from the individual item, to instead having the majority of our collection using existing cataloging records downloaded from an online service. These copy cataloging records need editing, and the work is simpler than original cataloging.

APL will retain one cataloging librarian position to continue to work on original cataloging for both APL and the Outagamie Waupaca Library System (OWLS). We are contracted to provide OWLS cataloging services, receiving a discount on our annual fees for the service. A single cataloging librarian will be able to keep up with all original cataloging.

The currently vacant librarian position will be changed to be a library assistant with a focus on copy cataloging and projects. This will allow most of our items to move through the cataloging process more quickly and allow our remaining librarian cataloger to focus on higher-level work as is appropriate for her skill level and training.

Project work assigned to this position would allow Materials Management the capacity to do collection development work, database maintenance, and projects related to our new building spaces.

With the reclassification of the position from librarian to library assistant, APL should see savings going forward. Using 2023 salaries, this change would result in the following:

- Full-time librarian salary minimum - \$27.72/hour - \$57,658/annual.
- Full-time library assistant salary minimum - \$22.91/hour - \$47,653/annual.
- Annual savings - \$10,005.

This is an opportunity for us to focus librarian-level staff on the correct level of work while making the Materials Management section more flexible and responsive to modern workflow. I request you approve these changes to the library's table of organization.