

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: March 29, 2017

SUBJECT: Clerk Typist I– Meadowridge Library

Library Director Greg Mickells is requesting an increase in the FTE percentage of Clerk Typist I position #3707 (currently 0.6 FTE and filled by Ms. Janet Johnson) in CG32, Range 01. The increase would provide greater service delivery to handle the increased need for circulation duties at the Meadowridge Library. Upon reviewing the proposal and justification submitted by the Library, I recommend the recreation of the 0.6 FTE Clerk Typist I position, #3707, to a 1.0 FTE position.

Meadowridge Library is a busy, active library, and is an important neighborhood resource. Staff are often helping patrons who are just learning to use computers, these transactions take a long time, but build strong partnerships between patrons and staff. Many of the patrons use Meadowridge to apply for employment, find health insurance or information; for many patrons Meadowridge is their sole source of internet connectivity. Circulation duties have also increased with more patrons involved in new book groups, and workflow has increased with tagging responsibilities for several libraries.

The responsibilities of this position include assisting patrons with reducing fines and obtaining usable status of their library cards, oversight of Library Pages, and oversight of the circulation workflow at Meadowridge. The Clerk Typist also supervises the circulation transactions between Meadowridge and other South Central Library System libraries, which is essential in keeping these partnerships intact.

An increase to 1.0 FTE will provide librarians and the supervisor more time for programming, conducting outreach visits, and building relationships with Meadowridge patrons. The greatest impact, however, will be getting more patrons able to use their library cards to check out materials. In the Meadowridge neighborhood, this is important in that it eliminates such barriers as checking out study guides, tax help books, cookbooks and items for relaxation and family engagement. In equity terms, it raises Meadowood residents ability to use the library to the status of other residents who have more resources and familiarity with library procedures to keep their library accounts up-to-date.

Position #3707 will become vacant effective May 11, 2017 due to the pending retirement of Ms. Johnson. Madison Public Library intends to fund the increase in FTE through salary savings following the retirement of the more senior incumbent.

Based on the prior analysis, I recommend recreation of the Clerk Typist I position #3707 from 0.6 FTE to 1.0 FTE, within the Library operating budget

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
32/01	\$34,410	\$39,575	\$44,325

cc: Greg Mickells – Library Director  
Krissy Wick – Library Associate Director  
Alice Oakey – Supervising Librarian  
Greg Leifer – Employee and Labor Relations Manager