

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: March 11, 2016

SUBJECT: Library Assistant I– Central Library

Library Director Greg Mickells is requesting an increase in the FTE percentage of Library Assistant I position #3992 (currently 0.8 FTE and filled by Ms. Mary Fahndrich) in CG32, Range 05. The increase would allow a higher level of service delivery and greater flexibility in scheduling. Upon reviewing the proposal and justification submitted by the Library, I recommend the recreation of the 0.8 FTE Library Assistant I position, #3992, at the Central Library to a 1.0 FTE position.

Position #3992 will become vacant effective May 8, 2016 due to the pending promotion of Ms. Fahndrich. The responsibilities of this position include handling inter-library loan services for the South Central Library System (SCLS) and providing desk support to professional library staff allowing them more time to develop relationships and programs, and pursue community engagement opportunities. An increase to 1.0 FTE would directly translate into meeting contractual deadlines related to inter-library loan services for SCLS more effectively and will provide more opportunities for community engagement, allowing the Library to better serve its constituents. Additionally, the FTE increase may also be significant from a recruitment standpoint as a 100% position is more appealing to applicants in general, which could lead to employees being hired who are more reflective of Madison’s diverse community.

Madison Public Library intends to fund the increase in FTE through salary savings.

Based on the prior analysis, I recommend recreation of the Library Assistant I position #3992 from 0.8 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	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
32/05	\$42,691	\$48,299	\$54,095

cc: Greg Mickells – Library Director
Michael Spelman – Supervising Librarian
Greg Leifer – Employee and Labor Relations Manager