

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: September 14, 2021

SUBJECT: Clerk 2 – Library

Library Director Greg Mickells is requesting the reinstatement of position #512, a 0.6 FTE Clerk 2 position, CG 32, Range 2, which was eliminated during the 2021 Operating Budget process. The Library has identified funding to reinstate the position, which performs critical outer-library loan services for other libraries in the South Central Library System (SCLS).

Position #512 has been vacant since June of 2020 when the former incumbent retired. The vacancy was manageable for the small work unit during the COVID shutdown, however with full services reinstated this position is now needed to meet the contractual requirements with SCLS. Madison Public Library (MPL) is the designated Resource Library to provide outer-library loan services to other libraries in the System and receives revenue of \$190,000 annually from SCLS to do so. If MPL is unable to fulfill these services, another library will be designated and these funds will be lost.

Funding for this position will come from vacancy savings due to a retirement and salary savings realized by the hiring of new staff with entry-level salaries.

As the Clerk 2 classification already exists in the City’s classification scheme, reinstatement of the Clerk 2 position within the Library operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. The duties of this position have not changed and, therefore I am recommending reinstatement of position #512, 0.6 FTE Clerk 2 position (CG 32-2), within the Library operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2021 Annual Minimum at 60% (Step 1)	2021 Annual Maximum at 60% (Step 5)	2021 Annual Maximum at 60% +12% longevity
32/2	\$25,807	\$28,739	\$32,188

cc: Greg Mickells – Library Director
 Susan Lee – Library Business Operations Manager
 Michael Spelman – Librarian 3
 Greg Leifer – Employee and Labor Relations Manager