

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: June 2, 2015

SUBJECT: Library Assistant I– Multiple Libraries

Library Director Greg Mickells is requesting an increase in the FTE percentage of three Library Assistant I positions in CG32, Range 05: #459 (currently 0.6 FTE and filled by Ms. Lila Walsh); #440 (currently 0.6 FTE and vacant); and #4088 (currently 0.8 FTE and vacant). The increases will provide greater efficiency, improved service delivery and more staffing flexibility at their respective libraries. Upon reviewing the proposals and justification submitted by the Library, I recommend the following:

- Recreate the 0.6 FTE Library Assistant I position, #459, at the Monroe Street Library to a 0.7 FTE position and reallocate the incumbent.
- Recreate the 0.6 FTE Library Assistant I position, #440, at the Goodman South Madison Library to a 0.8 FTE position.
- Recreate the 0.8 FTE Library Assistant I position, #4088, at the Central Library to a 1.0 FTE position.

Earlier this year, a Library Assistant I at the Monroe Street Library retired who was filling a 0.6 FTE position, #456. Following the retirement, it was determined the Library could function effectively without refilling that vacancy if the FTE percentage of Library Assistant I position #459 was increased from 0.6 to 0.7. This is possible through the adjustments in daily work schedules and greater coordination with other neighborhood libraries. This will allow for easier scheduling of limited staff at this small neighborhood library, and excess capacity to be shifted to other neighborhood libraries which face chronic vacancies and limited capacity in terms of reference and instructional support.

The Goodman South Madison Library is a busy neighborhood library, which has been understaffed for several years. The current staffing configuration does not support the desired level of customer service. An FTE increase from 0.6 to 0.8 in Library Assistant I position #440 would allow the library to better serve its patrons and deliver more consistent service. It would also allow greater flexibility in scheduling.

Recently a Library Assistant I at the Central Library retired who was filling a 0.8 FTE position, #4088, in the Technical Services Division. The responsibilities of this position include cataloging and metadata maintenance work for the Madison Public Library, as well as the 42 other member libraries in the South Central Library System (SCLS). As part of their role as the resources library for the SCLS, Madison Public Library provides the cataloging for all the libraries sharing the integrated library system online catalog. The volume and complexity of the work has increased in the last several years with the increase in electronic resources. In 2014 alone, over 3.2 million “holds” were placed on materials in the libraries’ online catalog. In addition, Portage County Public Library recently became a new member of the consortium,

which also increased the cataloging workload. Following the retirement, the workload and procedures of this position and the cataloging staff were analyzed, and it was determined this position should be increased to 1.0 FTE to accommodate the increased workload and so cataloging staff may devote attention to new functions being taken on as part of the agreement with the SCLS.

Madison Public Library intends to fund the increase in FTE for positions #459 and #440 through the vacant 0.6 FTE Library Assistant I position #456. The 0.2 FTE increase for position #4088 will be supported by the revenue received from the Cataloging Agreement with SCLS.

Based on the prior analysis, I recommend recreation of the following Library Assistant I positions: position #459 from 0.6 FTE to 0.7 FTE; position #440 from 0.6 FTE to 0.8 FTE; and position #4088 from 0.8 FTE to 1.0 FTE. In addition to those, the incumbent of position #459 should be reallocated to the new position, all within the Library operating budget

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
32/05	\$41,752	\$47,236	\$52,905

- cc: Greg Mickells – Library Director
- Susan Lee – Library Business Operations Manager
- Sarah Lawton – Supervising Librarian
- Greg Leifer – Employee and Labor Relations Manager