

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: July 6, 2015

SUBJECT: Collections Manager

Library Director Greg Mickells is requesting the addition of a 1.0 FTE position to perform supervisory duties over a team of staff members and to oversee all tasks related to the selection and maintenance of collection materials for the Madison Public Library (MPL). Upon reviewing the submitted position description (see attached) and an interview with Business Operations Manager and proposed supervisor Ms. Susan Lee, I recommend the position be created as a Librarian Supervisor (CG18-10) due to the nature of the work described.

Collection management activities are an essential function of the Library and are one of the core services identified in the Library's Strategic Plan. In prior years, the selection and maintenance of collection materials was handled by a selection team of up to 24 different library staff members. The numerous collection areas (encompassing various audiences, contents and formats) were divided up among the various staff members and each managed an account to purchase those specific materials for all of the library locations. The collection activities were only a part of their overall work responsibilities, which made the process somewhat disjointed and required a good deal of follow up to ensure funds were used in a timely manner. A 0.9 FTE Librarian 3 oversaw the collection process, however the incumbent did not have supervisory responsibilities over the members of the selection team. The Librarian 3 retired in August of 2010 and that work was then divided among three librarians.

In January of this year, the Library restructured the collection management functions by creating a small team of librarians with the primary job responsibility to perform the majority of collection activities. This structure provides a more streamlined approach for collections, will allow for detailed collection use analysis, and allows other staff members to allocate their time to other work duties. This team needs a supervisor to provide leadership and guidance in setting criteria and standards for all collection management activities, as well as to coordinate those activities within the goals and objectives of the Library. The supervisor will serve on the Library Management Team and will have an appropriate level of authority to follow up and consult with other Librarian Supervisors in reference to collection materials. This position will manage a million dollar budget for collections. It will also be responsible to ensure that MPL upholds its obligations as the Resource Library for the South Central Library System by offering materials not otherwise available from other member libraries and by serving on various committees. These responsibilities are in line with those of the Librarian Supervisor classification.

The classification of Librarian Supervisor in CG18, Range 10 is intended to cover those positions that supervise and have an impact on overall Library operations. This classification is utilized in a similar capacity for all borrower services and youth services activities at the Library, including all neighborhood library activities. Those positions engage in strategic planning for the

Library as a whole on issues relating to their specific areas of focus. The positions also provide training for Library personnel on their respective areas. Due to nature of responsibilities, the classification of Librarian Supervisor is appropriate for this new position.

The Library intends to fund the new position through salary savings from vacant positions. This study is being brought forth at this time due to the staffing reorganization of collection management duties following the retirement of several key staff members in the last two years. The reorganization resulted in the creation of a designated Collection Management Team, which has been in place since the beginning of 2015. This supervisory position is needed for the team to function effectively and therefore it is not advantageous to wait another six months to acquire one through the formal budget process.

As the Librarian Supervisor classification already exists in the City's classification scheme, creation of a Librarian Supervisor position within the Library operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending creation of a 1.0 FTE Librarian Supervisor position 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
18/10	\$61,674	\$74,121	\$83,015

cc: Greg Mickells – Library Director
Susan Lee – Business Operations Manager