

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: August 16, 2016

SUBJECT: Bilingual Community Engagement Coordinator - Library

Library Director Greg Mickells has requested a study of position #4582, which was added to the Library's Operating Budget in 2016. It is a 1.0 FTE vacant position currently classified as a Program Assistant I in CG 32, Range 6. The focus of this position is to deepen the impact and reach of the Madison Public Library (MPL) within communities of color and low-income communities, and to improve the Library's ability to connect community members of the library and other community resources. The position will oversee all tasks related to community engagement for MPL, including supervision of three Community Engagement Librarians. Upon reviewing the submitted position description (see attached), a review of comparable positions in the City's classification plan, and an interview with Library Associate Director and proposed supervisor, Ms. Krissy Wick, I recommend the position be recreated as a Library Program Supervisor (CG18-10) due to the nature of the work described.

This new position was created to focus on community engagement and resource connection affecting the entire MPL and Madison community. It will specialize in connecting resources not only between the library and outside organizations and community members, but also on connecting organizations and community members city-wide. The work involves responsibility for identifying community needs, coordinating program and service development, and developing and maintaining community relations and marketing activities. This work involves a wide range of public contacts and considerable discretion and judgment relating to developing partnerships, coordinating the work of other staff, supervision of three full-time Community Engagement Librarians, and overseeing work in alignment with the Library's vision, mission, and service philosophy. The supervisor will serve on the Library Management Team and have responsibility for managing a budget. At the time of submission for the 2016 budget, the intent of this position was to hire a bi-lingual speaker, however after further consideration and discussions with Neighborhood Resources Coordinator Tariq Saqqaf and Equity Coordinator Toriana Pettaway, the Library felt this requirement would have had an unintended negative impact on the African American community potentially decreasing this employment opportunity for those individuals. As that was not their intention, MPL removed that requirement.

In reviewing all the duties and responsibilities of this position, and comparing to other similar classifications, placement in CG18, Range 10 appears to be appropriate. There are several Library specific classifications in CG18, Range 10. The Library Supervisor classification is intended to cover those positions that have an impact on overall Library operations. There are currently three Librarian Supervisor positions: one is responsible for all borrower services activities at all Library locations; the second is responsible for managing all collections within the Library as a whole; and the third is responsible for Youth Services throughout the nine citywide libraries. The Library Media Coordinator classification was created at the same level in 2011 for its Library-wide responsibilities in terms of media activities. The Library Program

Supervisor was created earlier this year, in which the only current incumbent has responsibility for coordinating Bubbler activities throughout the Library, including all neighborhood library activities. All of these positions supervise, engage in strategic planning for the Library as a whole on issues relating to their areas of specialization, and serve as members of the Library Management Team. Due to the nature of responsibilities, the classification of Library Program Supervisor is most appropriate for this new position. Placement in the Library Program Supervisor classification allows the educational requirements to be tailored to community engagement and racial equity, as opposed to the Master's degree requirement for the classification of Librarian Supervisor, which would not be an appropriate requirement for this type of position.

In terms of reporting structure, this position will have a direct reporting relationship to the Library Associate Director, as does the other Library Program Supervisor and the Youth Services Librarian Supervisor. Because the level of work performed is commensurate with the aforementioned Library classifications in CG18, R10, I recommend recreating the position as a Library Program Supervisor in CG 18, Range 10.

As the Library Program Supervisor classification already exists in the City's classification scheme, recreation of position #4582 to the Library Program Supervisor classification within the Library operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending recreation of the 1.0 FTE position #4582 to a Library Program Supervisor position (CG 18, Range 10) 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
32/06	\$44,701	\$50,236	\$56,265
18/10	\$63,787	\$76,660	\$85,859

- cc: Greg Mickells – Library Director
 Krissy Wick – Library Associate Director
 Greg Leifer – Employee and Labor Relations Manager