

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: July 3, 2025

SUBJECT: Madison Public Library – Planner 2

Library Director Tana Elias is requesting the recreation of a vacant 1.0 FTE Planner 2 position, #4476, (CG18-08) to a Library IT Specialist 1 position (CG33-02) and using the remaining salary to fund the creation of a new 0.6 FTE Clerk 1 position (CG32/01). These two positions are necessary to prepare for the new Imagination Center opening in 2026. Following a review of the submitted materials, I recommend the Planner 2 position be recreated as a Library IT Specialist 1 position and a new Clerk 1 position be created.

Position #4476 recently became vacant and the Library is taking this opportunity to hire staff to support the needs of the new Imagination Center being built at Reindahl Park and expected to open in late 2026. It is not possible to use existing positions to support the needs of the new facility and provide adequate customer service. These two positions will provide systemwide staffing in the areas of technology support and technical services/collection management and are imperative to successfully opening the new building within the expected timeline.

As the Library IT Specialist 1 and Clerk 1 classifications already exist in the City's classification scheme, recreation of a Planner 2 position within the Library operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I recommend recreation of the 1.0 FTE Planner 2 position, #4476, to a 1.0 FTE Library IT Specialist 1 position and creation of 0.6 FTE Clerk 1 position, within the Library budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum +12% longevity
32/01	\$44,042	\$50,653	\$56,732
33/02	\$70,854	\$83,426	\$93,437
18/08	\$76,903	\$91,258	\$102,209

cc: Tana Elias – Library Director
Krissy Wick – Library Associate Director
Kurt Rose– Employee and Labor Relations Manager
Martin Alvarado – Local 6000 Representative