

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: July 26, 2022

SUBJECT: Madison Public Library –Clerk 2/ Library Assistant

Library Director Greg Mickells is requesting the recreation of a vacant 1.0 FTE Clerk 2 position, #483, (CG32-02) to a Library Assistant 1 position (CG32-05) to maximize flexibility and efficiency when it comes to the scheduling of staff. Following a review of the submitted materials, I recommend the Clerk 2 position be recreated as a Library Assistant 1 position due to the level of responsibility needed to adequately staff the Alicia Ashman Library.

The 2021 operating budget reduced the number of hours Alicia Ashman Library is open by 30%, which resulted in a reduction in staffing needs as well. As such, there are currently only five permanent employees (equivalent to 3.5 FTE) and hourly employees available to staff this library. In accordance with the Employee Handbook, Clerks cannot serve as the person in charge to keep a library open, and therefore only four of the permanent employees are available to fulfill this role and it does not take into account any employee leave or vacant positions that would arise. In order to adequately staff those open hours, the Library has had to consistently rely on multi-site employees, in addition to having the supervisor remain on-site more frequently than normal, which reduces the number hours present at their other library of responsibility, Sequoya. This is not a sustainable approach and is not the intention of multi-site staff, who are expected to cover emergency staffing needs at all nine libraries. In order to address this deficiency, the Madison Public Library is requesting to recreate this Clerk 2 position to a Library Assistant 1 position to allow greater flexibility with staffing and scheduling.

The Library intends to fund this change through savings resulting from the retirement of several tenured employees. As the Library Assistant 1 classification already exists in the City’s classification scheme, recreation of a Clerk 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 Clerk 2 position, #483, to a 1.0 Library Assistant 1 position, within the Library budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum +12% longevity
32/05	\$48,620	\$55,007	\$61,608
32/02	\$43,765	\$48,620	\$54,454

cc: Greg Mickells – Library Director
Krissy Wick – Library Associate Director
Erin Hillson – Employee and Labor Relations Manager