

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: November 18, 2022

SUBJECT: Clerk 2 – Central Library

Library Director Greg Mickells is requesting an increase in the FTE percentage of Clerk 2 position #496 (currently 0.65 FTE and filled by C. Pesl) in CG32, Range 2. The increase would address a backlog of material processing and allow for the timely processing of new materials to encourage resident checkouts, which ultimately affects the budget of Madison Public Library. Upon reviewing the proposal and justification submitted by the Library, I recommend recreation of the 0.65 FTE Clerk 2 position #496 to a 1.0 FTE position.

Position #496 is assigned to the Technical Services Division of the Madison Public Library (MPL) where the receiving, linking (bibliographic database) and processing of physical library materials occurs. The workload has increased over the last several years, which has created a backlog. When materials are not readily available in MPL locations, resident patrons will go to other Dane County libraries to check out materials, which creates a payment to Dane County for those services. The payment in 2022 was \$525,579. To offset these costs, more time needs to be dedicated to this work for faster processing of materials. The increase in FTE is necessary to prevent backlogs and make materials more accessible. In addition, the new Imagination Center at Reindahl Park will entail developing and creating another entire collection of library materials to process.

This position was originally 1.0 FTE, however it was recertified to 0.65 FTE several years ago. The FTE increase will be funded through the salary savings resulting from Pesl's upcoming retirement, as well as other retirements of long-term employees.

Based on the prior analysis, I recommend recreation of the Clerk 2 position #496 from 0.65 FTE to 1.0 FTE, within the Library operating 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
32/02	\$43,765	\$48,620	\$54,454

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