TO: Personnel Board

FROM: Brittney Hayes, Human Resources

DATE: December 18, 2025

SUBJECT: Madison Public Library – Library Maintenance Coordinator

The Human Resources Department received a request from Library Director Tana Elias on August 22, 2025 to recreate the Maintenance Mechanic 2 – Local 236 position #4092 in CG15, Range 9, currently vacant, to a Library Maintenance Coordinator in CG15, Range 11. This request was approved through an administrative action on September 15, 2025.

Subsequently, it was discovered that the Library Maintenance Coordinator classification had been formally deleted in 2022 but remained active in the City's HR systems, including MUNIS and NeoGov, due to an administrative oversight. As a result, the initial administrative action approval did not follow the required Personnel Board approval process.

Human Resources is therefore requesting retroactive formal approval to correct the administrative error and properly authorize the reclassification. The position is currently in recruitment.

I am recommending the following:

- Recreate the classification of Library Maintenance Coordinator in CG 15, Range 11;
- Delete the Maintenance Mechanic 2 – Local 236 position #4092, in CG 15, Range 9 and recreate as a Library Maintenance Coordinator;

Earlier this year, the Library intended to hire a Maintenance Mechanic 2 - Local 236 position to assist with the additional work required to build and maintain a tenth public library, the Imagination Center, as well as assist with increased workload in the maintenance department. Upon further reflection, they requested a reclassification to increase this position to a Library Maintenance Coordinator, to do many of the same tasks as the Maintenance Mechanic 2 - Local 236, but also to serve as backup to the Library Facilities and Maintenance Coordinator, CG 15, Range 12.

This position would provide much-needed backup to the Library Facility and Maintenance Coordinator as well as be a front-line maintenance worker. The position would include backup supervision, administrative work, and planning not typically assigned to a Maintenance Mechanic 2 – Local 236 position. The Library Maintenance Coordinator class spec describes:

Assign work projects and provide direction to improve methods and productivity... **Develop and recommend facility maintenance, modification and repair plans**…Train, **assign, lead and evaluate mechanical/custodial staff**. Identify and report performance issues to library management... Review operational data and recommend building

modifications, equipment or changes in operational procedures…**Develop and maintain necessary records and reports**. Maintain equipment and supply inventories, PM schedules, etc. Maintain and administer key and lock inventories, computerized card access system. **Prepare monthly expense, activity reports, other related records and reports.** [emphasis added]

There has been a significant workload increase in the maintenance department in the past decade, and the amount of higher-level maintenance input needed to bring a tenth library on board has taken a lot of time away from regular facilities maintenance work, resulting in longer wait times and a decreased customer experience in our facilities. Once the new facility is built, it will require an extra year of monitoring during the majority of the warranty periods, followed by ongoing servicing.

Therefore, I recommend the retroactive recreation of the Library Maintenance Coordinator (CG15, R11) classification, and deletion of Maintenance Mechanic 2 – Local 236 position #4092, recreating it as a Library Maintenance Coordinator (CG15, R11).

The necessary resolution to implement this recommendation has been drafted.

Effective date: September 15, 2025

Editor's Note:

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum (+12% Longevity)
15/09	$64,773.80	$75,696.92	$84,780.54
15/11	$68,864.38	$82,162.86	$92,022.32

cc: Tana Elias – Library Director
Krissy Wick – Library Associate Director