

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: August 19, 2011

SUBJECT: Librarian Supervisor-Library

At the request of the Library Director, Barb Dimick, I have studied the position (#476) of Librarian Supervisor (CG18, Range 10) currently occupied by Susan Lee. Ms. Lee is the head of cataloging for the Library and for the South Central Library System (SCLS) and has been in this position for at least 15 years. However, due to recent changes at the SCLS, as well as technological changes within the Library, Ms. Lee's position has grown. Over the past 2 years, Ms. Lee has taken on oversight responsibility for the entire Library collection, leadership in the preparation of the Library's operating budget, greater interaction with the SCLS, and development and implementation of a new computerized acquisition system for the SCLS. Based on these additional duties and responsibilities, Ms. Dimick is requesting that a new classification of Library Business Operations Manager be created within the Library and that Ms. Lee's position be recreated as a Library Business Operations Manager. After reviewing the submitted position description and meeting with Ms. Dimick, and reviewing other positions in the City's classification plan, I agree with the recommendation that a new classification of Library Business Operations Manager be created in CG18, Range 14, that Ms. Lee's position be recreated as a Library Business Operations Manager, and the incumbent reallocated to the new position.

The Librarian Supervisor classification includes

...responsible administrative, supervisory and professional work in directing the programs, services, and professional (and support) staff of a Library Division. This work is characterized by considerable emphasis on program planning and related administrative work. Employees actively participate in the over-all management and administration of the Madison Public Library.

The focus is on a division within the Library, such as Youth Services, Adult Services, or Ms. Lee's area of Technical Services. However, as alluded to above, Ms. Lee's responsibilities have grown such that her work not only impacts on Technical Services but on the Library as a whole.

As head of Technical Services, Ms. Lee was responsible for overseeing the cataloging of all the books and materials purchased by the Library and the SCLS. However, Ms. Lee was not involved in the acquisition of the materials. As the Library continues to grow, Ms. Dimick has seen the need to have someone in charge of coordinating all collection acquisitions for the Library, a function previously assigned to the librarians in charge of different areas. Now if librarians are seeking to purchase materials, these requests are approved by Ms. Lee so that there is one person in charge of coordinating acquisitions. The cataloging function is being handled by a lower-level librarian who still reports to Ms. Lee. The overall coordination of the acquisitions, and its budget of just over \$1 million, has been a part of Ms. Lee's position since the beginning of 2011.

Ms. Lee has also taken on responsibility for creating and monitoring the Library's Operating Budget, in conjunction with the Library Director. As much of this budget is the collections

budget, it was logical for Ms. Lee to become more involved in this process. Ms. Lee has been budgeting for collections for the last 5 years and in 2011 took on the additional areas of the Library's Operating Budget.

The Library is part of the SCLS, and has provided cataloging services for the SCLS since 1995. This has been Ms. Lee's area of responsibility. As she has been so involved with the SCLS, after a recent reorganization of the SCLS, Ms. Lee's role with the SCLS has been expanded. Ms. Dimick previously served as the Library's main liaison to the SCLS and still attends meetings of the Directors Council when possible, with Ms. Lee as her backup. However, Ms. Lee now represents the Library on the Administrative Council (monthly meetings), ILS Committee (monthly meetings), Resource Sharing Workshop (monthly meetings), KOHA Acquisitions Development Committee (monthly meetings minimally-more to come on this subject), the Collection Maintenance Committee (bi-monthly meetings), and the PAC Committee (bi-monthly meetings). Carol Froistad, Library Community Services Manager (CG18-14), is the Library's other main representative on SCLS committees. In addition to serving on these various committees, Ms. Lee has been given responsibility for negotiation and oversight of the Library's contracts with the SCLS. These contracts, in excess of \$800,000 annually, represent the Library's second-largest source of revenue. Over half that money is due to the cataloging function the Library provides for the SCLS, supervised by Ms. Lee, and an additional \$159,000 is for acquisitions. Because of this, it is logical for Ms. Lee to take on this responsibility.

The last major area of change to Ms. Lee's position has been in dealing with the SCLS new on-line integrated library system, KOHA. This system will help customers find books and help staff in tracking acquisitions and expenditures. Ms. Lee has been the Library's key person for implementation of this system both in the Library and for the SCLS. Ms. Lee is responsible for implementation of the system, troubleshooting problems with vendors, and developing and conducting training for staff on the system. Troubleshooting problems and training staff will be on-going responsibilities of this position even after the system is implemented.

In addition to these major areas of responsibility, Ms. Lee has taken on responsibility for various reporting requirements for the Library, work previously performed by the Library Director. Ms. Lee has also been more involved in long-range planning for the Library.

The changes in duties and responsibilities described herein reflect a changed focus of Ms. Lee's position within the Library. She no longer has responsibility for a specific division as described in the Librarian Supervisor class specification. Rather, she has responsibility for a broad range of activities which affect the Library as a whole. Her position handles significant internal matters for the Library, such as the operating budget, collections, acquisitions, and coordination with the SCLS, on a similar scale to the Library Community Services Managers, who plan, direct, coordinate, and evaluate the public library services to the public. Based on this, I find that a new classification of Library Business Operations Manager be created in CG18, Range 14, comparable to the Library Community Services Manager classification. This is also the same level as the Parks Planning and Development Manager, which has responsibility for leading planning efforts, developing and preparing budgets, providing expertise in the area of responsibility, and representing the Parks Division to various external groups. Because the changes to the position have been logical and gradual, it is appropriate to recreate the existing Librarian Supervisor position as a Library Business Operations Manager and reallocate the incumbent to the new position.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2011 Annual Minimum (Step 1)*	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
18/10	\$56,781	\$68,241	\$76,440
18/14	\$68,241	\$82,152	\$92,014

*The listed salaries do not include a temporary 5% wage adjustment in place until 12/10/11.

cc: Barb Dimick-Library Director