

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: April 17, 2015

SUBJECT: Librarian – Meadowridge and Central Libraries

Library Director Greg Mickells is requesting that vacant Librarian 2 positions #3709, currently 0.8 FTE, and #526, currently 0.9 FTE, both in CG33, Range 02, each be increased to 1.0 FTE positions in order to provide improved service delivery and more staffing flexibility at their respective libraries. Upon reviewing the proposals and justification submitted by the Library, I recommend the following:

- Recreate the 0.8 FTE Librarian 2 position, #3709, at Meadowridge Library to a 1.0 FTE position.
- Recreate the 0.9 FTE Librarian 2 position, #526, at Central Library to a 1.0 FTE position.

In late May 2015, a shared space between the Meadowridge Library and the neighborhood center will become available, which will allow for an increase in the number and types of programs to be offered to more individuals. The new space will be larger and have a projector and kitchen for programs, meetings, classes, cooking demonstrations and community dinners. The increase in 0.2 FTE will translate into more opportunities for community engagement through the additional programming. These opportunities will be specifically focused on adult and youth education, and addressing nutritional issues for both. The Meadowridge Librarian's duties will increase as the incumbent will serve an integral role in planning, coordinating and facilitating many new programs in this shared space.

The increase in FTE in both positions will allow the Supervising Librarians more flexibility with scheduling and improved service delivery at their respective libraries. More supervisory time can then be refocused into program development, outreach opportunities and recruitment of volunteers, rather than spent on schedule coordination. The FTE increases may also be significant from a recruitment standpoint as a 100% position is more appealing to applicants in general, which could lead to employees being hired who are more reflective of Madison's diverse community.

Madison Public Library intends to fund the increase in FTE for position #3709 through a vacant 0.6 FTE Library Assistant position, which will remain vacant. The 0.1 FTE increase for position #526 will be realized through salary savings. There is no additional cost to increase the FTEs.

Based on the prior analysis, I recommend the FTE status of Librarian 2 positions #3709 and #526 each be recreated to 1.0 FTE positions, in the Library operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
33/02	\$52,995	\$62,398	\$69,886

cc: Greg Mickells – Library Director
Alice Oakey – Supervising Librarian (Meadowridge)
Michael Spelman – Supervising Librarian (Central)
Greg Leifer – Employee and Labor Relations Manager