

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: August 13, 2015

SUBJECT: Librarian – Hawthorne Library

Library Director Greg Mickells is requesting that vacant Librarian 2 position #464, currently 0.7 FTE, in CG33, Range 02, be increased to 1.0 FTE in order to provide a deeper outreach plan to serve the needs of the community and more staffing flexibility at the Hawthorne Library. Upon reviewing the proposal and justification submitted by the Library, I recommend the recreation of the 0.7 FTE Librarian 2 position, #464, at Hawthorne Library to a 1.0 FTE position.

The Hawthorne Library serves an area that includes low income and underserved populations with more low income housing expected to be built. With the digital divide and the challenges of equitable engagement, the necessity of developing outreach and social welfare programming is growing. The increase in 0.3 FTE will allow staff to plan and coordinate a more comprehensive outreach plan to serve the community needs. It will provide more opportunities for community engagement through increased outreach and programming opportunities. A full-time librarian will develop relationships and programming opportunities with education and community stakeholders. These opportunities will be specifically focused on adult and youth education, and employment. The increase will also allow the staff to work on broader coordination on partnerships and programming in the North/East communities.

The increase in FTE will provide the Librarian Supervisor more flexibility with scheduling and improved service delivery. More supervisory time can then be refocused into broader library initiatives, 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 #464 through salary savings resulting from the reorganization of the staff structure following various retirements.

Based on the prior analysis, I recommend the FTE status of Librarian 2 position #464 be recreated to 1.0 FTE position, 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  
Jane Jorgenson – Supervising Librarian (Hawthorne)  
Greg Leifer – Employee and Labor Relations Manager