

TO: Finance Committee

FROM: Emaan Abdel-Halim, Human Resources

DATE: 16 January 2018

SUBJECT: Librarian I – Madison Public Library

The Madison Public Library Director, Mr. Greg Mickells has submitted a request to amend the Library’s operating budget for the addition of a 70% Librarian I-LTE position (CG 33, Range I), which is a two year grant funded position. Upon review of the classification change worksheet and grant proposal; I recommend that a new position of 0.7 FTE Librarian I (LTE) in CG 33, Range I is created in the Madison Public Library operating budget.

The Madison Public Library was recently awarded a two year grant from the Madison Public Library Foundation to fund youth early literacy program development. The project proposal (attached) requests a 70% Librarian I position to focus on collaborations with the United Way and other community strategic partners to bring early literacy efforts to children both in-home and across the city. This position will serve as the Project Manager, working closely with library staff as well community stakeholders to oversee and coordinate the variety of high quality early literacy programs and establish new projects. The grant awarded MPL funding to create this position for the two year project, which would fall into an LTE status (a permanent position anticipated to last for less than 4 years) per the Personnel Rules. While the grant approved the funding, Library’s 2018 operating budget needs to be amended to create the position to carry out the responsibilities associated with the grant. Given the above, I recommend creation of a 0.7 FTE position of Librarian I (LTE) in CG33, R1, within the Madison Public Library operating budget, so Library can begin to fulfill the grant.

The necessary resolution to implement these recommendations has been drafted.

Editor’s Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
33/01	\$37,548	\$43,302	\$48,498

*listed salaries are at 70% FTE

cc: Greg Mickells – Madison Public Library Director
 Mike Lipski – HR Services Manager
 Greg Leifer – Employee and Labor Relations Manager