

TO: Finance Committee

FROM: Emaan Abdel-Halim, Human Resources

DATE: 29 January 2018

SUBJECT: Librarian I & Library Computer Technician (LTE) – 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 two LTE positions of a 60% Librarian I (CG 33, Range 1) and a 100% Library Computer Technician (CG32, Range 5), which are primarily funded through a two year grant from Schmidt Sciences. Upon review of the classification change worksheet and grant proposal; I recommend that new positions of 0.6 FTE Librarian I (LTE) in CG 33, Range 1 and 1.0 FTE Library Computer Technician (LTE) in CG 33, Range 5 are created in the Madison Public Library operating budget.

The Madison Public Library was recently awarded a two year grant from Schmidt Sciences to fund an LTE Librarian position at Sequoya Library. The project proposal (attached) requests a 60% Librarian I position to expand upon the Making Spaces Project. This Librarian position will work to bring hands-on learning activities into the Madison Metropolitan School District, while allowing Sequoya Library to maintain current service and programming levels.

The second position of Library Computer Technician will expand the Bubbler Media program through audio recording and media training for youth in Madison. The grant award would partially fund this position to bring programming to Madison Metropolitan School Districts and other community organizations. Currently the Bubbler program hires contractors to support the growing interest in the media program. The current request would allow Madison Public Library to supplement the grant funding to create a 1.0 FTE position.

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 0.6 FTE position of Librarian I (LTE) in CG33, Range1, and a 1.0 FTE Library Computer Technician (LTE) CG32, Range 5; within the Madison Public Library operating budget, so Library can begin to fulfill the grant.

The necessary resolutions 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 (0.6 FTE)	\$32,184	\$37,116	\$41,570
32/05	\$44,931	\$50,833	\$56,933

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