

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: October 22, 2018

SUBJECT: Madison Public Library – Librarian 1 LTE

Madison Public Library Director Greg Mickells is requesting the addition of a 1.0 FTE Librarian position (CG33, Range 1) to provide assistance and programming for teens both within the Lakeview Library and externally in the surrounding community. Upon reviewing the Classification Change Worksheet, I recommend the new position be created as a 1.0 FTE Librarian 1 (LTE) in CG 33, Range 1 due to the nature of the work described.

The Northside of Madison currently has one Youth Services Librarian serving five elementary schools, two middle schools, two high schools, six community centers, as well as several preschools and home daycares. Programming and support for teens has been identified as a priority by the Mayor, and especially in this neighborhood. Improving and expanding neighborhood resources to better engage, enrich and serve youth of all backgrounds and abilities was identified as an important theme for the planning area. Residents and community stakeholders have indicated that access to, and the number and diversity of out of school time activities for youth is a weakness on the Northside. The Lakeview Library has been identified as a lead partner by the City's Safe and Thriving Communities Initiative, and without this position they will lose significant out of school time programming support and will not be able to sustain targeted and meaningful efforts with teens in this area.

The Madison Public Library Foundation was recently awarded a substantial donation from a private donor. A portion of that money was specifically intended to create a Teen Services Librarian for a period of three years at the Lakeview Library. This new position will be able to focus on connecting teens, supporting Library staff in-house, providing more regular and targeted programming opportunities, and would allow for new outreach partnerships with neighborhood centers, and middle schools and high schools in the area. The position will coordinate, collaborate and work closely with library staff, especially the Lakeview Youth Services Librarian, and be part of the system-wide Youth Services team who meet regularly in order to develop programming, set departmental goals and support the library's effort to reach youth and their families in Madison.

Funding for this position is for a three-year period of time, which falls into the Limited Term Position (LTE) status (a permanent position anticipated to last for less than 4 years) per the

Personnel Rules. While the donor provided the funding, the Library's 2018 operating budget needs to be amended to create the position to carry out the responsibilities.

As the Librarian 1 classification already exists in the City's classification scheme, creation of a Librarian 1 position within the Library operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending creation of a 1.0 FTE Librarian 1 (LTE) position (CG33, Range 1) within the Madison Public Library operating budget.

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	\$53,641	\$61,861	\$69,284

cc: Greg Mickells – Library Director  
Krissy Wick – Library Associate Director  
Greg Leifer – Employee and Labor Relations Manager