

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: March 26, 2021

SUBJECT: Library Assistant 1– Lakeview

Library Director Greg Mickells is requesting an increase in the FTE percentage of Library Assistant 1 position #3731 (currently 0.7 FTE and filled by Krystal Xiong), in CG32, Range 5, and the deletion of Library Assistant 1 position #4435 (currently 0.3 FTE and vacant). The increase will provide greater staffing stability and flexibility in terms of circulation and reference work, and for person in charge responsibility. Upon reviewing the proposal and justification submitted by the Library, I recommend the following:

- Recreation of the 0.7 FTE Library Assistant 1 position #3731 to a 1.0 FTE position.
- Deletion of the 0.3 FTE Library Assistant 1 position #4435

Library Assistant 1 position #4435 was reduced from a 0.6 FTE position to a 0.3 FTE position as part of the 2021 budget process. Due to the limited number of hours available in this position, the Library requests to add that 0.3 FTE to Library Assistant 1 position #3731 creating one 1.0 FTE position and to permanently delete position #4435. The increase in FTE would create a better staffing and scheduling structure for Lakeview Library, and allow them to continue their current open hours schedule. The duties and responsibilities of this position would not change.

Madison Public Library intends to fund the increase in FTE for position #3731 through the elimination of position #4435.

Based on the prior analysis, I recommend recreation of Library Assistant 1 position #3731 from 0.7 FTE to 1.0 FTE, and deletion of the 0.3 FTE Library Assistant 1 position #4435, all within the Library operating budget

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum +12% longevity
32/05	\$47,899	\$54,191	\$60,694

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