

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: May 11, 2021

SUBJECT: Librarian 2 – Central Library

Library Director Greg Mickells is requesting an increase in the FTE percentage of Librarian 2 position #434 (currently 0.5 FTE and vacant) in CG33, Range 2. The increase would provide greater capacity to manage the current workflow, allow for cross-training among staff, and help with recruitment efforts. Upon reviewing the proposal and justification submitted by the Library, I recommend recreation of the 0.5 FTE Librarian 2 position #434 to a 0.6 FTE position.

Position #434 is assigned to the Technical Services Division of the Madison Public Library (MPL) where the cataloging and classification of various library materials occurs. MPL does this work for their own materials, as well as for the other 42 members of the South Central Library System (SCLS). MPL has a contract to provide cataloging and database maintenance services to the SCLS libraries, which results in approximately \$400,000 of annual revenue. The increase in FTE is necessary to prevent backlogs and make materials accessible to over 800,000 patrons, and to provide cross-training opportunities, which current staff cannot absorb. The increase to 0.6 FTE will also provide benefits to the incumbent, which will help with recruitment efforts to fill this part-time position.

Prior to 2020, this position was a 1.0 FTE, however it was split into two 0.5 FTE positions in early 2020. One position was filled, but recently became vacant, and the other position remained vacant throughout 2020 due to the pandemic and was ultimately eliminated in the 2021 budget. The slight FTE increase will be funded through the salary savings resulting from the difference in pay of the former incumbent who served as a Librarian 2 at step 5 with 6% longevity and the new incumbent who will likely start as a Librarian 1 (CG33, Range 1) at step 1.

Based on the prior analysis, I recommend recreation of the Librarian 2 position #434 from 0.5 FTE to 0.6 FTE, 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
33/02	\$60,798	\$71,585	\$80,175
33/01	\$57,184	\$65,947	\$73,861

cc: Greg Mickells – Library Director  
Susan Lee – Library Business Operations Manager  
Greg Leifer – Employee and Labor Relations Manager