

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: October 10, 2025

SUBJECT: Madison Public Library – Librarian 3 (Non-Represented)

The Human Resources Department received a request from Library Associate Director Krissy Wick on February 12, 2023 to study six Librarian 3 positions in CG18-08, currently filled by Carra Davies (#4292), Marc Gartler (#3403), Jane Jorgenson (#485), Yesianne Ramirez (#4003), Michael Spelman (#4177), and Git Ching Wong (#3702), to determine if the positions are properly classified based on the current job responsibilities assigned to them or whether the work is more equivalent in nature to that of the Librarian Supervisor classification in CG18-R10. Following a review of the submitted materials, the current class specification and other City class specifications, meeting with all six Librarian 3s, and conducting multiple interviews with Library Director Tana Elias and Krissy, I recommend the following:

- Delete the classification of Librarian 3 in CG18, Range 8;
- Create a new classification series of Library Supervisor 1, 2 and 3 in CG18, Ranges 8, 9 and 10, respectively;
- Recreate position #5171 (vacant) as a Library Supervisor 1;
- Recreate positions #3403, 3702, 4003, and 4292 as Library Supervisor 2;
- Recreate positions #485 and 4177 as Library Supervisor 3;
- Recreate Librarian Supervisor positions #449 (Margie Navarre-Saaf) and 4293 (Tammy Pineda) as Library Supervisor 3;
- Reallocate the employees to the corresponding new classifications.

The following is a breakdown of the six Librarian 3 positions with their respective libraries and any substantial on-going systemwide programs of responsibility:

Position	Employee	Library	Systemwide Team Lead
485	Jorgenson	Hawthorne & Pinney	Multi-site Library Assistants Safety and Security
3403	Gartler	Ashman & Sequoya	
3702	Wong	Monroe St. & South Madison	
4003	Ramirez	Meadowridge	Partnerships (Live Well and Beyond the Page)
4177	Spelman	Central	Information Connection and Referral Outer Library Loan
4292	Davies	Lakeview	Adult Programming

All six positions primarily manage the staff, services and facilities at their respective libraries. In addition to this work, the five positions not located at Central Library serve in a Supervisor in Charge role every fifth week in which they are responsible for maintaining staffing levels at the 8 neighborhood libraries. The position at the main Central Library serves as primary Supervisor in Charge Mondays through Fridays from 8:15am – 5pm, and as part of a rotation on evenings and weekends with other members of the Library Management Team. All six Librarian 3 positions also participate in various short-term systemwide projects, including policy and procedure development and improvement. The Librarian 3 class spec describes:

...responsible advanced-level professional library work in **providing leadership, coordination and management of staff, library collections and assigned facilities**. This class is **also characterized by primary emphasis on the development and implementation of a major library program**. Work involves considerable programmatic responsibility, judgment and discretion. Under the general direction of the Library Associate Director, employees are charged with **overseeing effective and efficient library services and directing innovative programmatic improvements** in alignment with the Library's vision, mission and service philosophy. [emphasis added]

Among the six positions, differences do exist in their scope of responsibility. Three positions (485, 3403 and 3702) supervise more than one neighborhood library, which adds complexity in the management of dual budgets, staff and facilities. In addition, they serve two different populations with varying needs and services. Four of the positions (485, 4003, 4177, and 4292) manage a substantial systemwide team requiring on-going responsibility for coordinating meetings, project management, process and policy recommendations and evaluation, in addition to the management of their specific libraries. In an effort to address the discrepancies in responsibilities among these positions and in order to compensate accordingly, it is recommended that a new series of Library Supervisor with three levels is created:

- Library Supervisor 1 (CG18, R8) represents positions responsible for one neighborhood library with no leadership responsibility for an on-going systemwide team;
- Library Supervisor 2 (CG18, R9) manages two neighborhood libraries OR one neighborhood library with leadership responsibility for an on-going systemwide team;
- Library Supervisor 3 (CG18, R10) is reserved for positions managing two or more neighborhood libraries or the Central library each with leadership responsibility for an on-going systemwide team OR management of a systemwide department performing a specific function of traditional library services, such as Youth Services and Borrower Services (currently managed by Librarian Supervisors in CG18, Range 10).

The Librarian Supervisor class spec describes:

...responsible administrative, supervisory and professional work in **directing the programs, services, and professional (and support) staff of a function affecting the entire Madison Public Library, such as circulation or marketing**. This work is characterized by **considerable emphasis on program planning and related administrative work**. Employees actively participate in the overall management

and administration of the Madison Public Library. Under the general supervision of the Library Director, work necessitates considerable judgment and discretion in achieving program goals and objectives. [emphasis added]

Under this new structure and based on the roles previously outlined in the table: positions #3403, 3702, 4003, and 4292 would be classified as Library Supervisor 2; and positions #485 and 4177 would become Library Supervisor 3, as would Librarian Supervisor positions #449 and 4293. The two Librarian Supervisor positions, #449 and 4293, are being folded into this new structure as those positions meet the new definition of managing a systemwide department that performs a specific function of traditional library services. The new position, #5171, in the 2026 Library operating budget, which will oversee the ninth neighborhood library, the Imagination Center at Reindahl Park, will be placed at the Library Supervisor 1 level as it will have no leadership responsibility for an on-going systemwide team.

Therefore, I recommend deletion of the Librarian 3 classification in CG18, Range 8; creation of a new classification series of Library Supervisor 1, 2 and 3 in CG18, Ranges 8, 9 and 10, respectively; recreation of position #5171 as a Library Supervisor 1; recreation of positions #3403, 3702, 4003, and 4292 as Library Supervisor 2; recreation of positions #485 and 4177 as Library Supervisor 3; recreation of Librarian Supervisor positions #449 and 4293 as Library Supervisor 3; and reallocation of all employees to the corresponding new classifications, within the Library operating budget.

The necessary resolution to implement this recommendation has been drafted.

Effective date: 2/19/23

Editor's Note:

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum +12% longevity
18/08	\$76,903	\$91,258	\$102,209
18/09	\$80,003	\$95,794	\$107,290
18/10	\$83,478	\$100,326	\$112,366

cc: Tana Elias – Library Director
Krissy Wick – Library Associate Director