



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: June 14, 2013

Attached is Mike Koszalka's request to fill a vacant Librarian I position at the Public Library.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

PMZjfw

cc: Mayor
HR Division
Mike Koszalka

ADM\CORR\VACPOSREQ LibI 061813



PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

June 7, 2013

Paul Ziehler
City Administrative Officer
City Hall
West Allis, Wisconsin 53214

Dear Mr. Ziehler:

I respectfully request that the Administration and Finance Committee give its approval to fill a Librarian I position at the Public Library. This budgeted position became vacant on May 17, 2013 when Megan Markiewicz, Librarian I, resigned after five years of service.

Attached is the completed form required to begin the replacement process.

Thank you for your consideration.

Sincerely,

A handwritten signature in purple ink that reads "Michael Koszalka".

Michael Koszalka
Library Director

JN

**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: LIBRARIAN I

2. Department/Division: Library

3. Vacancy Date: May 17, 2013

4. Vacancy Reason: Resignation

5. a. What are the specific work responsibilities of the position?
This position is assigned to the Adult Reference Department and provides reference and reader's advisory services to the public. Participates in the materials selection process, with responsibility for several areas of the collection. Shares YA (young adult) duties and conducts computer/e-resource workshops for the public.
- b. How many other such positions exist in this Department?
**In the Adult Reference Department – two other full time Librarian I positions, three .5 part-time Librarian I positions.
Total budgeted Librarian I – 5.5 positions (4.5 positions Adult Reference/1 position Children's Department).**

What are the reasons why the position must be filled?

This position assists the Head of Adult Reference in the materials selection process and with maintaining the adult materials collection. Only four professional librarians are assigned full-time to Adult Reference Services – the Department Head (a Librarian II) and three Librarian I positions. As a result of a resignation and the recent retirement/reorganization one full-time and two .5 part-time Librarian I positions are vacant—all in Adult Services.

7. What will be the impacts on service functions if the position were not filled?
- a. Service to the public.
Maintaining a staffing level at the Adult Reference Desk that includes a professional librarian is very difficult. Collection development (ordering/weeding) begins to slow, and we are not able to keep the collection current. Items will not be available in our collection for patrons to check-out. Popular computer/e-resource workshops for the public will be offered much less often and YA programming for the public will also decrease.
- b. Service to staff.
The Head of Adult Reference and the other two full-time Adult Services Librarians have taken over this position's collection and programming responsibilities which impacts on their own goals and objectives.
8. What is the fiscal impact related to filling this vacancy?
This position is currently budgeted at the top of the P-22 range (\$2,106.40 biweekly 2013 P-rate); a new hire will be at the start of the P-22 range (\$1,718.40 bi-weekly 2013 R-rate).

9. Remarks/Comments:

Signature: Michael Hengaly
Title: Library Director

Date: 6-6-2013