



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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City Hall
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West Allis, Wisconsin 53214

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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Library Positions

DATE: July 24, 2012

Attached is Mike Koszalka's request to fill a Librarian I position and two Library Circulation Services Representatives at the Public Library due to revisions to the Library's Organization Chart, as unanimously approved by the Library Board.

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 LibPositions 080712



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

July 5, 2012

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

Dear Mr. Ziehler:

On June 27, 2012, the Library Board voted unanimously to approve revisions to the library's Organization Chart. One of the revisions creates a full-time Librarian I position by eliminating 840 part-time Library Assistant hours and combining the resulting funds with a vacant .5 Librarian I position. The Library Assistant hours became available this year with the retirement of Marilyn Pfaller after more than 20 years of service and the resignation of Nichole Donabar after almost 10 years of service.

I respectfully request that the Administration and Finance Committee give its approval to fill this budgeted Librarian I position. Attached is the completed form required to begin the replacement process.

Thank you for your consideration.

Sincerely,

A handwritten signature in black 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: June 27, 2012
4. Vacancy Reason: Reorganization
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. Assists public with the library's computing resources and other technology related issues. Participates in the materials selection process, with responsibility for several areas of the collection.
- b. How many other such positions exist in this Department?
Three other full time Librarian I positions and one .5 Librarian I. Total budgeted Librarian I – 4.5 positions. (This is one of three full-time Librarian I positions assigned to the Adult Department, and the only position with an emphasis on technology.)
6. What are the reasons why the position must be filled?
This position assists the Head of Adult Reference in the materials selection process, with maintaining the adult materials collection, and will assist the public with technology related resources. Only four professional librarians are assigned full-time to Adult Reference Services – the Department Head (a Librarian II) and three Librarian I positions. In addition, 840 Library Assistant hours were eliminated to create this full-time position. The Library Assistant hours were all scheduled at the public reference desk. This position will be necessary to fill the resulting public service gap and will be the first Librarian I hired with an emphasis on computing resources and the rapidly changing technology services.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
This position is necessary if we are to maintain the public service hours established by the Library Board (6-7 days/60-64 hours p/week) at a staffing level that includes a professional librarian at the Adult Reference Desk. The collection (both development and weeding) will suffer. Ordering new materials will slow, and we will not be able to keep the collection current. (Items will not be available in our collection for patrons to check-out.)
 - b. Service to staff.
The Library Director and the Head of Adult Reference continue to provide some of this position's collection and technology responsibilities which impacts on their own goals and objectives.
8. What is the fiscal impact related to filling this vacancy?
The reorganization established a position that is budgeted at the start of the P-22 range (\$1,652.00 biweekly 2012 R-rate); a new hire will be in the same range (P-22) and same starting salary. The former .5 Librarian I position has been vacant all of 2012 and was budgeted as a P-22 R-rate. 840 Library Assistant hours @ \$20.74 p/hour were eliminated.
9. Remarks/Comments:

Signature: Michael Komaruk
Title: Library Director

Date: July 17, 2012



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

July 5, 2012

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

Dear Mr. Ziehler:

On June 27, 2012, the Library Board voted unanimously to approve revisions to the library's Organization Chart. One of the revisions changes the job title of clerical staff assigned to the Circulation Desk from Library Technician to Library Circulation Services Representative. The new title and newly revised job description more accurately reflect the tasks that are assigned to the position.

Currently, the library has two vacancies in this position. The vacancies are the result of the transfer of Library Technician Janine Gross to a Public Works position after more than four years of service at the library (2.5 years part-time/1.75 years full-time) and the resignation in 2010 of Library Technician Pamela Jacobs after 9.5 years of service.

I respectfully request that the Administration and Finance Committee give its approval to fill these two budgeted Library Circulation Services Representative positions. Attached are the completed forms required to begin the replacement process.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Michael Koszalka". The signature is written in a cursive style.

Michael Koszalka
Library Director

JN

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

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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: LIBRARY CIRCULATION SERVICES REPRESENTATIVE
2. Department/Division: Library
3. Vacancy Date: June 27, 2012/December 2011
4. Vacancy Reason: Reorganization/Transfer to Public Works
5. a. What are the specific work responsibilities of the position?
The duties include: performs Circulation Desk tasks involving the checking out of library materials. Processes holds and provides basic customer service (circulation related) to library users. Collects fines and payments for lost and damaged materials. Works a portion of time on clerical duties in support of the Circulation Department. Answers phone calls and provides general information to library patrons. This position will be assigned full-time to the Circulation Department, and most assignments will be completed while at the Circulation Desk.
b. How many other such positions exist in this Department?
This is one of two newly established (thru reorganization) Library Circulation Services Representative positions. Currently, both positions are vacant.
6. What are the reasons why the position must be filled?
In terms of circulation, the West Allis Public Library is one of the busiest libraries in the county (approximately 750,000 items will be circulated during 2012). This position is necessary if we are to maintain the public hours established by the Library Board. With both positions currently vacant, we must move to fill as soon as possible. (Three of six direct public service clerical positions are vacant.)
also vacant.)
7. What will be the impacts on service functions if the position were not filled?
a. Service to the public.
If this position is not filled and no substitute called in, front line customer service would be strained. Library patrons would have an increased "wait" time for basic services (new library card, paying a fee or fine, check-out, etc.). Current schedule of hours and staffing patterns could not be maintained.
b. Service to staff.
Reassignment of duties which would result in the Library Technicians (assigned to other Departments) postponing some of their own duties and responsibilities.
8. What is the fiscal impact related to filling this vacancy?
The new Library Circulation Services Representative position will be in the same salary range as the Library Technician position (B-10). Ms. Gross's salary was budgeted for 2012 at B10, Schedule R, Step C (\$1,221.60 bi-weekly). New hire would be at Level B10, Step A (\$1,101.60 bi-weekly R-rate).
9. Remarks/Comments:

Signature: Michael Kozgalka
Title: Library Director

Date: July 17, 2012

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

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1. Position Title: LIBRARY CIRCULATION SERVICES REPRESENTATIVE
2. Department/Division: Library
3. Vacancy Date: June 27, 2012/2010
4. Vacancy Reason: Reorganization/Resignation
5. a. What are the specific work responsibilities of the position?
The duties include: performs Circulation Desk tasks involving the checking out of library materials. Processes holds and provides basic customer service (circulation related) to library users. Collects fines and payments for lost and damaged materials. Works a portion of time on clerical duties in support of the Circulation Department. Answers phone calls and provides general information to library patrons. This position will be assigned full-time to the Circulation Department, and most assignments will be completed while at the Circulation Desk.
5. b. How many other such positions exist in this Department?
This is one of two newly established (thru reorganization) Library Circulation Services Representative positions. Currently, both positions are vacant.
6. What are the reasons why the position must be filled?
In terms of circulation, the West Allis Public Library is one of the busiest libraries in the county (approximately 750,000 items will be circulated during 2012). This position is necessary if we are to maintain the public hours established by the Library Board. With both positions currently vacant, we must move to fill as soon as possible. (Three of six direct public service clerical positions are vacant.)
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
If this position is not filled and no substitute called in, front line customer service would be strained. Library patrons would have an increased "wait" time for basic services (new library card, paying a fee or fine, check-out, etc.). Current schedule of hours and staffing patterns could not be maintained.
 - b. Service to staff.
Reassignment of duties which would result in other clerical staff postponing some of their own duties and responsibilities.
8. What is the fiscal impact related to filling this vacancy?
The new Library Circulation Services Representative position will be in the same salary range as the Library Technician position (B-10). Ms. Jacobs' vacated position was budgeted for 2012 at B10, Schedule R, Step A (\$1,101.60 bi-weekly). New hire would be at this rate--Level B10, Step A.
9. Remarks/Comments:

Signature: Michael Kozmalka
Title: Library Director

Date: July 17, 2012