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City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2003-0563

Request

In Committee

Communication from City Administrative Officer transmitting Library Board President's request to fill the vacant position of Library Director for the West Allis Public Library.

Introduced: 9/2/2003

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>9-2-03</u>	<u>K</u>	<u>B</u> ✓	Barczak	<u>✓</u>			
			Czaplewski	<u>✓</u>			
	<u>✓</u>		Kopplin	<u>✓</u>			
			Lajsic	<u>✓</u>			
			Narlock				
			Reinke	<u>✓</u>			
			Sengstock				
			Trudell				
			Vitale				
			Weigel				
			TOTAL	<u>5</u>	<u>0</u>		

SIGNATURE OF COMMITTEE MEMBER (RECORDER)

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>9-2-03</u>	<u>✓</u>		Barczak	<u>✓</u>			
			Czaplewski	<u>✓</u>			
			Kopplin	<u>✓</u>			
			Lajsic	<u>✓</u>			
			Narlock	<u>✓</u>			
		<u>✓</u>	Reinke	<u>✓</u>			
			Sengstock	<u>✓</u>			
			Trudell	<u>✓</u>			
			Vitale	<u>✓</u>			
			Weigel	<u>✓</u>			
			TOTAL	<u>10</u>	<u>0</u>		



CITY OF WEST ALLIS

WISCONSIN



City Administrative Office

Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer

MEMORANDUM

TO: Administration & Finance Committee and Common Council

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Library Director Position

DATE: August 19, 2003

Attached is Library Board President Sister Mary Ellen Paulson's request to fill the vacant position of Library Director for the West Allis Public Library.

According to our policies and procedures, I provide the Administration & Finance Committee with notice of the request. The Committee members have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, without any contact from Committee members, I notify the Department in writing that the request is approved and the vacancy can be filled.

Five (5) working days from the date of this memorandum is August 26. If I do not hear from you by this date, I will assume you concur with the request.

Thank you for your assistance and cooperation.

PMZjfw

cc: Mayor
Personnel Division
Sister Mary Ellen Paulson

ADM\CORR\VACPOSREQ Library Director



CITY OF WEST ALLIS

WISCONSIN



Public Library

7421 West National Avenue
West Allis, Wisconsin 53214-4699

August 12, 2003

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

Dear Mr. Ziehler:

On behalf of the Library Board, I respectfully request that the Administration and Finance Committee give its approval to fill the vacant position of Library Director at the Public Library.

The vacancy was created when Anne Shepherd, who has been with the library since November of 2001, voluntarily resigned her position effective September 3, 2003.

Attached is the completed form required by the Administration and Finance Committee to begin the replacement process.

Thank you for your consideration.

Sincerely,

Sister Mary Ellen Paulson
Library Board President

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: LIBRARY DIRECTOR
2. Department/Division: Library
3. Vacancy Date: September 3, 2003
4. Vacancy Reason: Resignation
5.
 - a. What are the specific work responsibilities of the position?
Plans, directs and coordinates the operations of the municipal library facility.
 - b. How many other such positions exist in this Department?
None.
6. What are the reasons why the position must be filled?
The Library Director develops and submits recommendations to the Library Board on policies, planning programs, long and short term objectives; develops procedures, organizes and directs all activities concerned with the administration and operation of the library.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
The Library Director develops and coordinates programs for new or revised services and facilities to met the changing needs of the community. The Library Directors serves as the Board's liaison with the Milwaukee County Federated Library System.
 - b. Service to staff.
The Library Director cooperates with the Civil Service Commission in the selection of all library personnel, represents the library and staff, manages all matters concerning personnel, building, equipment, policy, and coordinates library operations with other City Department functions.
8. What is the fiscal impact related to filling this vacancy?
Mrs. Shepherd's salary is currently \$2,614.40 bi-weekly. The 2003 salary range for this position is \$2,220.00-\$2,775.20 bi-weekly.
9. Remarks/Comments:

Signature: Sister Mary Ellen Taylor Date: 8-12-03
Title: Library Board President