




HUMAN RESOURCES DEPARTMENT
...benefitting others

414/302-8270
414/302-8275 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee
FROM: Audrey Key, HR Director 
RE: Department Request to Fill Vacant Position
DATE: December 5, 2014

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.

AK:jfw

cc: Mayor
HR Division
Mike Koszalka

ADM\CORR\VACPOSREQ LibI 121614



RECEIVED

DEC 02 2014

CITY OF WEST ALLIS
HUMAN RESOURCE/CIVIL SERVICE

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

December 3, 2014

Audrey Key
Human Resources Director and Administration and Finance Committee
City Hall
West Allis, Wisconsin 53214

Dear Ms. Key:

I respectfully request that the Administration and Finance Committee give its approval to fill a full time Librarian I position at the Public Library. This budgeted position became vacant on December 1, 2014 when Emily Rutter was appointed to the position of Librarian II.

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

Thank you for your consideration.

Sincerely,

Michael Koszalka
Library Director

**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 Full-Time
2. Department/Division: Library
3. Vacancy Date: 12-1-14
4. Vacancy Reason: Promotion
5.
 - a. What are the specific work responsibilities of the position?
This position is assigned to the Adult Reference Department and provides reference and advisory services to the public. Participates in the materials selection process, with responsibility for several areas of the collection.
 - b. How many other such positions exist in this Department?
**In the Adult Reference Department-three full-time Librarian I positions-two are currently filled, one is vacant.
Total budgeted Librarian I-5.5 positions (4.5 Adult Reference/ 1 Children's Department).**
6. What are the reasons why the position must be filled?
Librarians assist the Head of Adult Reference in the materials selection process and with maintaining the adult materials collection. This positions staffs the Adult Information Desk about twenty hours a week. Filling this position would enable the library to use less part time staff.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
Maintaining a staffing level of the Adult Reference Desk is very difficult. Collection development (ordering/weeding) begins to slow without librarians to select and order new materials, and we are not able to keep the collection current. Items will not be available in our collections for patrons to check out. Programming for the public will also become difficult to maintain.
 - b. Service to staff.
The Head of Adult Reference, the Children's Librarians, the Head of Cataloging, and other full time librarians will all pick up additional shifts at the Reference Desk, which impacts on their other duties and goals.
8. What is the fiscal impact related to filling this vacancy?
**Salary was budgeted for 2015 at Level P-22, 90%, P-Rate (\$866.60 bi-weekly).
New hire will be at Level P-22, 80%, R-rate (\$876.00 bi-weekly).**
9. Remarks/Comments:

Signature: Michael Keszler
Title: Library Director

Date: 12-4-2014