



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2013-0662 Request Introduced

Communication from City Administrative Officer regarding request to fill the vacant position of Circulation Services Representative at the Public Library.

Introduced: 11/19/2013

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

APPROVE + FILE

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
11-19-13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak				
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Czaplewski	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lajsic	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	May	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Probst	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reinke				
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roadt				
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sengstock	✓			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vitale	✓			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Weigel				
		TOTAL		5	0		

SIGNATURE OF COMMITTEE MEMBER

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION **APPROVAL**

PLACE ON FILE

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
NOV 19 2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Czaplewski	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lajsic	✓			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	May	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Probst	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reinke	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roadt	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sengstock	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vitale	✓			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Weigel	✓			
		TOTAL		10			



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

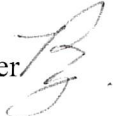
414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

pziehler@westalliswi.gov
www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehlér,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: November 14, 2013

Attached is Mike Koszalka's request to fill a vacant Circulation Services Representative 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

ADMICORRIVACPOSREQ CircServRep 111913



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

November 12, 2013

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

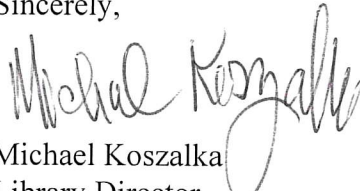
Dear Mr. Ziehler:

I respectfully request that the Administration and Finance Committee give its approval to fill a Circulation Services Representative position at the Public Library. This budgeted position became vacant on October 2, 2013 when Kathy Belling resigned after almost seven years of service (seven months full-time/six years, four months part-time provisional).

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

Thank you for your consideration.

Sincerely,


Michael Koszalka
Library Director

JN

11/14/2013

RECEIVED
NOV 14 2013
CITY OF WEST ALLIS
CAO

**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 CIRCULATION SERVICES REPRESENTATIVE
2. Department/Division: Library
3. Vacancy Date: October 2, 2013
4. Vacancy Reason: 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.
- b. How many other such positions exist in this Department?
This is one of two FT Library Circulation Services Representative positions. Total departmental positions: 2 FT, 2-.5 PT, 1.1 FTE provisional hours.
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 were circulated during 2012). This position is necessary if we are to maintain the public hours established by the Library Board. (Currently, two of five 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?
This position is currently budgeted at Level B10, Step A, Schedule R (\$1,145.60 bi-weekly). New hire would be at this same rate—Level B10, Step A.
9. Remarks/Comments:

Signature: _____

Michael Kosmala

Date: _____

11-13-2013

Title: _____

Library Director

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NOV 14 2013
CITY OF WEST ALLIS
CAO