



DEPARTMENT OF ADMINISTRATION & FINANCE  
HUMAN RESOURCES DIVISION


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

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

[www.westalliswi.gov](http://www.westalliswi.gov)

MEMORANDUM

TO: Administration & Finance Committee

FROM: Audrey Key,   
Human Resources Director

RE: Department Request to Fill Vacant Position

DATE: June 17, 2014

Attached is Mike Koszalka's request to fill a vacant .5 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 Dept.  
Mike Koszalka

ADM\CORR\VACPOSREQ PTLibi 061714



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

June 12, 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 .5 Librarian I position at the Public Library. This budgeted position will become vacant on June 20, 2014 when Terry Robers retires after eleven and one-half years of service.

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

Thank you for your consideration.

Sincerely,

A handwritten signature in dark 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 .5 Part-Time
2. Department/Division: Library
3. Vacancy Date: June 20, 2014
4. Vacancy Reason: Retirement
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. Serves as Librarian-in-Charge on alternating Sundays when the library is open.**  
b. How many other such positions exist in this Department?  
**In the Adult Reference Department – three .5 part-time Librarian I positions—one is currently filled, two are vacant.  
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?  
**Librarians assist the Head of Adult Reference in the materials selection process and with maintaining the adult materials collection. This position will share Sunday librarian-in-charge duties with another .5 Librarian I. This will allow the library to staff the Adult Information Desk with a professional librarian every Sunday without incurring overtime (current Sunday rate is double time).**
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. This will allow Sunday coverage at straight time. 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 collection for patrons to check-out.**
  - b. Service to staff.  
**The Head of Adult Reference, the Children's Librarian, the Head of Cataloging, and other full-time librarians will all pick up additional librarian-in-charge shifts at the Reference Desk, which impacts on their other duties and goals. This will provide efficient, flexible staffing at a lower cost.**
8. What is the fiscal impact related to filling this vacancy?  
**Salary was budgeted for 2014 at Level P-22, 100%, P-rate (\$1,074.00 bi-weekly).  
New hire will be at Level P-22, 80%, R-rate (\$876.00 bi-weekly).**
9. Remarks/Comments:

Signature: \_\_\_\_\_

*Michael Kozzalka*  
\_\_\_\_\_  
*Library Director*

Date: \_\_\_\_\_

*June 12, 2014*

Title: \_\_\_\_\_