



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
*City Administrative Officer*  
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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: June 14, 2013

Attached is Mike Koszalka's request to fill one .5 part-time 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 Division  
Mike Koszalka

ADM\CORR\VACPOSREQ PT LibI 061813



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

June 7, 2013

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

Dear Mr. Ziehler:

On May 22, 2013, the Library Board voted unanimously to approve a revision to the library's Organization Chart. The revision creates two .5 part-time Librarian I positions by eliminating a full-time Library Assistant position. The Library Assistant position became vacant earlier this year with the retirement of Melanie Herriges on February 28, 2013 after more than 30 years of service.

I respectfully request that the Administration and Finance Committee give its approval to fill one of the .5 budgeted Librarian I positions at this time. 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 .5 Part-Time
2. Department/Division: Library
3. Vacancy Date: May 22, 2013
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. 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). In addition, as a result of a resignation and the recent retirement/reorganization, two of 5.5 budgeted Librarian I positions are vacant—both in Adult Services.**
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 have all picked up additional librarian-in-charge shifts at the Reference Desk, which impacts on their other duties and goals. This will provide more efficient, flexible staffing at a lower cost.**
8. What is the fiscal impact related to filling this vacancy?  
**Before the reorganization, the full-time Library Assistant position was budgeted at the top of the A-17 range (\$1,892.00 bi-weekly 2013 P-rate); a new .5 Librarian I hire will be at the start of the P-22 range (\$859.20 bi-weekly 2013 R-rate).**
9. Remarks/Comments:

Signature: Michael Kazalika

Date: 6-6-2013

Title: Library Director