



**City Administrator**

Rebecca N. Grill

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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Position

DATE: March 13, 2015

Attached is Mike Koszalka's request to fill a vacant Librarian II 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 1031715



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

March 12, 2015

Rebecca Grill  
West Allis City Administrator  
City Hall  
West Allis, Wisconsin 53214

Dear Ms. Grill:

I respectfully request that the Administration and Finance Committee give its approval to fill a full time Librarian II position at the Public Library. This budgeted position became vacant on 2/27/15 when Pat Graf retired.

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

Thank you for your consideration.

Sincerely,

  
Michael Koszalka  
Library Director

LV

**REVIEW BY CITY ADMINISTRATIVE OFFICER  
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

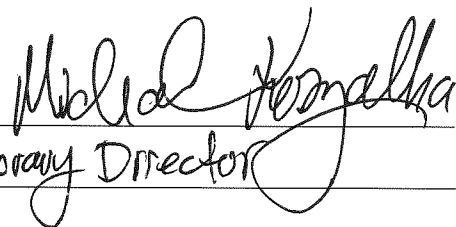
This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

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 II Full-Time
2. Department/Division: Library
3. Vacancy Date: 2-27-15
4. Vacancy Reason: Retirement
5. a. What are the specific work responsibilities of the position?  
**This position supervises the Children's Department and provides reference and advisory services to the public, participates in the materials selection process, and coordinates and plans Children's programming.**  
b. How many other such positions exist in this Department?  
**There is no other Librarian II in the Children's department.  
Total budgeted Librarian II-2 positions (1 Adult Reference/ 1 Children's Department).**
6. What are the reasons why the position must be filled?  
**This position supervises a Librarian I and four library assistants along with staffing the Children's Reference desk. With this position empty the library must bring in part time help whose hours are limited in our budget. Materials will not be ordered as efficiently and we cannot offer as much children's programming as we normally do.**
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.  
**There will not be as many new children's materials being ordered and patrons will definitely notice a sharp decrease in the amount of Children's programming. Summer reading will be particularly challenging.**
  - b. Service to staff.  
**Part time staff and Adult Librarians will be required to pick up shifts on the Children's Reference desk leaving them less time for their other job duties.**
8. What is the fiscal impact related to filling this vacancy?  
**Salary was budgeted for 2015 at Level P-24, 100%, P-Rate (\$2424.80 bi-weekly).  
New hire will be at Level P-24, 80%, R-rate (\$1978.40 bi-weekly).**
9. Remarks/Comments:

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

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

  
Library Director

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

3-12-2015