

March 24, 2015

Ref: 15019

Common Council File 141802 contains a communication sponsored by the Finance & Personnel Committee Chair to amend the 2015 Positions Ordinance and make various position changes to the Milwaukee Public Library.

There are two distinct purposes for introducing this file.

First, the 2010 budget reduced the number of library Branch Manager positions from 12 to 8. This reduction was made to achieve budget savings. The result was that 4 of the remaining 8 Branch Managers had to manage 2 library branches. Historically, each library branch was assigned a single Branch Manager. Maintaining this practice has become more difficult as experienced staff has left and new less experienced staff has been hired. Also, remodeling of libraries has resulted in increased workload for some Branch Managers and has made it more appropriate to have a single Branch Manager at certain locations. The Library wants to add two Branch Manager positions so that these staff can be utilized more effectively to deliver services and manage operations at the branch libraries. To offset the cost of adding two Branch Managers, the Library is making several personnel changes, including eliminating a Library Technician II, replacing a Network Analyst Assistant with a lower paid Office Assistant IV, and converting two full-time Librarian III positions to part time positions. The cost savings from these changes will offset the cost of adding two Library Branch Manager positions.

Second, the Library has historically hired a large number of part time Circulation Aides. These are low level, entry level positions that have typically been filled with high school students. The result has been that these positions have experienced a high level of turnover. High turnover has made it more difficult to operate libraries, and also makes hiring these positions more costly and time consuming. The Library developed an option that it believes will address their staffing needs while avoiding any fiscal impact. The change involves eliminating 38 part time Circulation Aide positions and replacing these with 23 part time Circulation Assistant I positions. The Circulation Assistant I positions are paid at a higher rate than the Circulation Aides and will not be limited to students. The Library expects to keep these positions filled on a more consistent basis, thereby reducing turnover and increasing productivity. While there will be fewer circulation staff positions, these positions will have less turnover, providing better overall support to library operations. The cost savings from the eliminated positions will offset the cost of the added positions. Since the new positions will be part time staff working fewer than 20 hours a week, there will be no increase in fringe benefit costs. Total cost savings should offset the costs of making these position changes.

The estimated savings as a result of the planned position changes should offset the cost of the new positions. The specific fiscal impact will depend on when new staff is actually hired and at what salary they are hired. The intent is to make these changes cost neutral.

The fiscal impact of this file should be \$0.

RECOMMENDATION: PLACE ON FILE COMMON COUNCIL FILE NUMBER 141802



Eric Pearson
Budget and Policy Manager Senior

ECP:dmr

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