

**WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE**

SUBJECT: WAUKESHA PUBLIC LIBRARY STAFFING RESOLUTION	Issued: 5/14/15 3/8/18	No: B-16
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Policy

It is the responsibility of the Library Board to establish the maximum level of personnel to be staffed in the Library. This determination shall be made annually in conjunction with the adoption of the annual budget or at such other time as may be appropriate. The method of establishing this staffing level shall be a "Staffing Resolution" in the following format and according to the following policies and procedures.

Section 1.

The staffing resolution shall be for the purpose of establishing the maximum level of personnel permitted in the Library. It shall not be for the purpose of establishing minimum staffing, salary grades, classifications, or wages, which are subject of additional policies and procedures. The Library may only employ those persons needed to staff authorized positions.

Section 2.

The staffing resolution shall be in standard format and contain the job title of each position authorized, the number of persons authorized to be employed in each position, and the salary grade or classification of each position.

Section 3.

A revised Staffing Resolution shall be submitted where the reorganization of the Library results in additions to the number of authorized staff in any position in a department or where a new position is proposed. Where such reorganization results in a reduction in the number of persons employed in authorized positions, no revision is required. When any reorganization occurs, the final reorganization plan and the revised staffing resolution shall ideally be submitted to the Library Human Resources Committee members at least thirty (30) days prior to its formal presentation to the Library Board to permit review and comments.

Section 4.

A revision of the Staffing Resolution is not required when a change in classification or salary grade of any authorized position is made pursuant to other policies or procedures. Such changes shall be incorporated into the annual Staffing Resolution or any other required revision at the time of its occurrence.

Section 5.

Funding for all positions in the staffing resolution is subject to the appropriations of the annual budget. No position shall be staffed without funding.

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WHEREAS, Human Resources Policy/Procedure B-16, Waukesha Public Library Staffing Resolution requires the adoption of a Staffing Resolution to establish the maximum number of persons to be employed by the Library; and

WHEREAS, fiscal integrity and the maintenance of a suitable workforce requires that the staffing needs of the Library be examined by the policy-making body of the Library on a regular and periodic basis.

NOW THEREFORE, BE IT RESOLVED, by the Waukesha Public Library Board that there be, and hereby is established in the Library the following positions and levels of staffing for ~~2015~~ **2018**.

<u>Department/Position</u>	<u>Authorized # Of Positions</u>	<u>Salary Grade</u>
Library Director	1	25 17
Deputy Library Director	1	22
Assistant Library Director	1	20 13
Head of Program Development & Community Engagement	1	12
Librarian II	3	19 11
Building & Operations Supervisor		
Head of Operation	1	17 11
Circulation Services Supervisor	1	17 11
Information Technology Technician II	1	14 7
Administrative Assistant		
Special Projects Coordinator	1	10 6 9
Confidential Bookkeeper		
Financial Planning Analyst	1	9 8
Librarian I	6 7	UG 7
Librarian I (26 hours/week)	1	UG 7
Library Associate	2 4	UG 5
Library Associate (25 hours/week)	2 3	UG 5

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<u>Department/Position</u>	<u>Authorized # Of Positions</u>	<u>Salary Grade</u>
Library Associate (20 hours/week)	5	UG 5
Library Associate	2	UG 5
Library Associate (25 hours/week)	1	UG 5
Library Assistant	3	UG 2
Library Assistant (20 hours/week)	10	UG 2
Custodian-II		
Building Maintenance Coordinator	1	UG 7
Custodian I	1	UG 3
Custodian I (20 hours/week)	1	UG 3
Page/Shelver (24 hours/week)	1	UG 1
Page/Shelvers (20 hours/week)	7 8	UG 1
Page/Shelvers (10 hours/week)	16 14	UG 1

CAFÉ Systems Manager* 1 ~~17~~ 8

*This position is funded by the CAFÉ computer consortium

~~71~~ 70

~~UG = Ungraded~~

Temporary employees: Number to be determined by the Library Board.

Adopted by the Library Board
~~May 14, 2015~~ March 8, 2018