



August 6, 2021

To: County Executive Joseph Parisi  
From: Tracy Herold, Director  
CC: Dane County Library Board  
RE: Equity staffing plan

Dane County Library Service has a robust DEI plan that it has been actively implementing for over two years. Under this plan, there have been many successes with regards to assessment, staff training and moving equity in libraries forward across Dane County libraries.

DCLS has spearheaded the Ripple Project, a key driver for cross-library culture assessment, DEI training for over 560 library staff, policing-in-library discussions, and the establishment of regional equity teams that meet once a month. DCLS is working with its partner libraries on a pilot Ripple Intern Project that invites youth of color to work at Dane County libraries through paid internships in order to further diversify the library field and be more inclusive of the community. This work has been overseen by me and a contracted, part-time Beyond the Page staff position.

Dream Bus service, a partnership between DCLS and Madison Public Library, has seen success even though the pandemic. We hired residents from within Dream Bus neighborhoods to serve as LTE Clerks. The Dream Bus, partially funded by Madison Public Library Foundation has had extraordinary impact on the lives of people living in isolated neighborhoods. We served over 5,000 people and issued almost 400 library cards in 2019. In the second year of service we served 1,380 people from January to March and September to October. Between June and August, we distributed over 1,300 book/craft bags, and between November 2020 and February 2021, we delivered bi-weekly book boxes to 23 MSCR sites.

DCLS has had success in expanding its services through the Bookmobile, Dream Bus, and Outreach Services and in our partnerships with other libraries and other County departments. We have taken on new services with weekly stops at the Henry Vilas Zoo, and at the Lussier Heritage Center. We work with the Office of Equity & Inclusion on summer internships and RESJ projects. We work with Dane County Extension on education and promotion through our mobile services. More independent project oversight and decision-making from librarian staff will make these efforts more effective and sustainable.

In order to continue our work in establishing libraries as change-agents, and serving as RESJ model for libraries, I ask you to consider my staffing proposal outlined below. The costs for the entire project are outlined below.

Re-class three Library Assistant/create three new librarian positions: no FTE change  
*I'm working with ER on whether these positions are re-classed as librarians or should be new positions. The work covered by these positions overlaps with that of librarian classification. PDs have not been updated since 2002.*

Re-class one library assistant/create one new manager position: no FTE change  
*This position would oversee our vehicles, maintenance and building issues.*

Create one new Beyond the Page manager position: .60 FTE  
*This manager will be partly funded by the Beyond the Page endowment and will provide facilitation for the regional equity teams, as well as restorative justice training for libraries. This position will oversee all Beyond the Page and Ripple/RESJ initiatives for the Dane County libraries, including overseeing the Ripple Intern program.*

Create one new .5 Library Assistant: .5 FTE  
*This would provide the opportunity for the current LTE Library Assistant to move into a permanent position. The position supports both the Bookmobile and the Ripple Project.*

Create two new .5 Clerks: 1 FTE  
*This move provides the opportunity for the current LTE Clerks to move into permanent positions. The positions support the Bookmobile, Dream Bus and serve on the regional equity teams.*

Total FTE change: 2.1

Total net cost (wages, FICA, benefits, WRS): \$112,400

This request does not fall under 2021 budget guidelines; therefore, it is not included in the DCLS cost-to-continue operational budget. It is my hope that you will consider funding these staffing initiatives through your Executive Budget. The Library Board took action to approve this proposal at their June 3, 2021 meeting.

Please do not hesitate to contact me with any questions. Thank you for your consideration.