

MEMORANDUM

To: Manitowoc Library Board of Trustees
From: Karin Adams, Executive Director; Stacey Bialek, Facilities Manager
RE: New Position – Maintenance Specialist
Date: July 28, 2025

I am proposing a change to the structure of the Library's Facilities Department, creating a new full-time Maintenance Specialist position with a starting wage of \$17.82 per hour.

Justification

The current Department structure:

- 1 FTE Facilities Manager
 - .625 FTE Maintenance Technician
 - .5 FTE Maintenance Technician
 - .25 Maintenance Technician
 - .25 Maintenance Technician
- For the past 3 years, the .625 and .5 Maintenance Technician positions have been consistently vacant, with little to no interest in the position postings with viable candidates.
- Lack of benefits and poor compensation (\$13.31/hour) have been the main reasons for rejections of a position offer in that time.

Here are some comparable positions and starting pay rates from other WI libraries:

	Job Title	Starting Hourly Rate
City of Manitowoc	Custodian	\$20.01
Manitowoc Public Library	Maintenance Technician	\$13.31
Mead Public Library	Cleaner	\$18.41
(Sheboygan)	Building Maintenance	\$22.91
Oshkosh Public Library	Maintenance Custodian	\$18.69
La Crosse Public Library	Custodian	\$19.85
	Maintenance Worker	\$21.26
Waukesha Public Library	Custodian	\$20.31

Proposal

As you can see, MPL's Maintenance Technician position has a disproportionately low starting wage. To best serve the Library's needs, we are proposing this new Department structure:

- 1 FTE Facilities Manager
 - 1 FTE Maintenance Specialist
 - .25 Maintenance Technician
 - .25 Maintenance Technician
 - .25 Ascend Employee
- Eliminate the .625 Maintenance Technician position and replace with 1 full-time, benefited Maintenance Specialist position (see attached Job Description).
- The new position would be placed at Grade C on the City Compensation Plan; starting wage is \$17.82/hour (see attached 2025 Comp Plan, page 3).
- Per the highlighted portions of the Job Description, this position would be elevated from the Maintenance Technician positions in essential duties and responsibilities.
 - The person in this position would be considered the Manager's "right-hand," providing better coverage for building needs and back up for staff and the Maintenance Department.
- We have already moved forward with hiring an Ascend Services employee to help fill the gap in janitorial duties due to the 2 vacant positions; we would like to retain that employee as a replacement for the .5 Maintenance Technician position in this new structure.

Important to Note: Personnel and Budget

- No current employees will be eliminated due to this structure change.
- If approved, taking on this new position in 2025 would result in a Budget shortfall of **\$2,508** with an August 1 start date. In order to stay within budget this year, we would post the position and plan on hiring a candidate in September or October, if possible.
- If approved, this new Maintenance Department structure would result in a **\$37, 472** increase to the 2026 Budget. I am recommending this new position and increase to our Budget as an investment in our building's maintenance needs and in order to attract and retain the right employees to do that.