



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

To the Honorable
The Board of City Service Commissioners

Dear Commissioners,

Ms. Petra Duecker has appealed the rejection of her application for the Library Services Manager- Education Outreach Services (EOS) (Milwaukee Public Library). Ms. Duecker's appeal was timely. The job announcement bulletin (Attachment#1), a redacted copy of Ms. Duecker's application (Attachment #2), the notification relative to her status (Attachment #3) and Ms. Duecker's appeal letter (Attachment #4) are attached.

Background

The position of Library Services Manager- EOS was announced on August 15, 2024 (Attachment #1); the job announcement bulletin closed on September 6, 2024. The posted minimum requirements include:

1. Master's degree in library science or library information science from an American Library Association (ALA)- accredited library school.
2. Five years of progressively responsible professional librarian experience, including performing complex bibliographic, reference, and readers' advisory work.
3. One year of lead or supervisory experience related to the essential functions above (may be concurrent with #2 above).

Seventeen applications were submitted timely. Ms. Duecker is one of eight applicants who did not meet the minimum qualifications.

Discussion

The Library Services Manager EOS develops and implements high quality education and outreach initiatives, guided by the library's mission, vision, and strategic plan. The incumbent is directly responsible for the management and operation of the Education & Outreach Services Department, providing leadership and direction to ensure the provision of excellent customer service, programming, and collection maintenance. The incumbent must have a depth of knowledge and post Masters in Library Sciences (MLIS) experience as a professional Librarian to ensure that management level decisions are well-informed and executed. The American Library Association and the Public Library Association have established that professional librarianship requires an MLIS.

Ms. Duecker's application (Attachment #2) was carefully evaluated at time of application close. Ms. Duecker received her MLIS degree on December 15, 2023. Currently, Ms. Duecker is

working at the Milwaukee Police Department as a Grant Compliance Manager; she has not yet held a Librarian title. Ms. Duecker's former position with Milwaukee Public Library (MPL), Library Education Outreach Coordinator, is not considered by the MPL as a professional librarian title or role and does not require an MLIS. The essential functions of the Library Education Outreach Coordinator focus on implementing educational and academic outreach programming initiatives and establishing partnerships with community organizations.

A post-MLIS librarian provides reference and readers' advisory services to patrons and develops, selects and maintains assigned collections. Because Ms. Duecker does not have five years of progressively responsible professional librarian experience, she does not meet the minimum requirements at this time.

Ms. Duecker was informed that she did not meet the minimum requirements for the position on October 8, 2024 (Attachment #3). This decision was based on a fair process that involved comparing each applicant's education and experience to the job requirements. Accepting Ms. Duecker's application would be unfair to the other seven applicants who were similarly found not to meet the minimum requirements.

Recommendation

Based upon the information detailed above, I recommend that Mr. Duecker's appeal be denied.

I can be reached at 414.286.8643 should you have any questions regarding this matter.

Very truly yours,

Kristin Hennessy Urban

Kristin Hennessy Urban
Human Resources Manager