



July 21, 2026

Honorable Tyisha Walker-Myers, President
Board of Alders of the City of New Haven
165 Church Street
New Haven, CT 06510

Dear President Walker-Myers:

I am pleased to submit for your consideration the attached ordinance amendment requesting the reclassification of the Supervising Librarian position, no. 340, within the Public Library budget from the title of Supervising Librarian to the title of Technical Services Supervising Librarian within the existing General Fund budget.

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The request is solely for a title reclassification of a currently funded position, with no changes to compensation, making it a cost-neutral adjustment. Following the notification of the employee's planned departure on July 1, we have assessed the title and job description, determining that both require updates to accurately reflect the work being performed. The employee in this role is responsible for overseeing and maintaining the integrated library system (ILS). This includes managing patron library cards and records, tracking and updating the collection inventory as items are acquired, circulated, weeded, or replaced. Additionally, they administer the data systems that record program attendance and generate usage statistics for annual reporting.

The current job description for the Supervising Librarian role encompasses four supervisory positions at the Ives Main Library, each responsible for various library services, including the Young Mind's and Family Learning children's department, Adult Services, the Ives Squared Makerspace, and the Technical Services Department. While three of these departments engage directly with the public, the Technical Services Department operates differently, focusing on back-end infrastructure support for library operations. Given the distinct functions and responsibilities of the Technical Services staff compared to those in the other three departments, it is essential to revise this specific position to ensure it aligns with the position responsibilities to support library operations across all five public library locations.

I respectfully ask your favorable review and action on this matter. This change will ensure the Library's job titles accurately reflect the technical responsibilities involved, support stronger recruitment and retention, and strengthen the systems that underpin efficient, resident-focused library service.

Very truly yours,

Signed by:

Maria Bernhey

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Maria Bernhey
City Librarian and Director
New Haven Free Public Library

NEW HAVEN FREE PUBLIC LIBRARY

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