



APPLETON PUBLIC LIBRARY
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TO: APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES

FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETON PUBLIC LIBRARY

DATE: DECEMBER 9, 2021

RE: LIBRARY TABLE OF ORGANIZATION CHANGE REQUEST

In February of 2020 the library created the role of Safety Supervisor. As a new role we had this position reporting to the Assistant Director. During this time we have found significant synergies with the facility safety roles that the Business Manager oversees as the lead contact with the City Safety Team. Therefore, we recommend moving the Safety Supervisor to report to the Business Manager.

This TO change is budget neutral.