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APPLETON PUBLIC LIBRARY  
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TO: APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES  
FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETON PUBLIC LIBRARY  
DATE: OCTOBER 9, 2019  
RE: PROPOSED LIBRARY TABLE OF ORGANIZATION CHANGE

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Effective September 13, 2019 we lost our .5 Library Assistant (Reach Out and Read Liaison) “ROR Liaison” to an external full-time position. This position is a high-profile position that requires a knowledge of libraries. This position works with health care organizations, clinics, physicians, libraries, corporate partners, state agencies and the United Way Fox Cities on a national evidenced-based program that requires a significant amount of regional relationship building. The complexities and scope of this role make turnover in the position especially problematic.

While this position is classified as a “grant-funded” position, the reality is that since 2017 the library has become a United Way Agency for this program, which has more stable funding than the year-to-year funding of most grant funded positions.

The .5 Library Assistant (Volunteer Coordinator) in Library Administration position contains many overlapping skills with the ROR Liaison and when implemented by the same individual will provide positive synergies between the two respective positions and provide more stability as a shared full-time position.

Due to the above reasons, I am recommending the following table of organization change joining two .5 Library Assistant positions into 1 FTE. Should the ROR program no longer exist, the program change or the funding no longer be available, this portion of the position would end and the TO would need to be altered to that effect.