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apl.org

Date: August 12, 2025

To: Library Board of Trustees

From: Colleen Rortvedt, Library Director

Subject: Request approval for grant funded limited term part-time position "Library Assistant – Technology, Learning, and Innovation"

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We have been awarded a \$20,000 grant from Microsoft Techspark that will be used to advance patron awareness and education related to information technology and innovation.

This position will plan develop, and implement programs, projects, and community initiatives related to teen and adult technology learning and innovation and instruct and empower patrons in technology use in the library's creation studios and coworking space.

Microsoft Techspark is a civic initiative that was initially launched in 2017 in seven regions across the country, including Northeast Wisconsin. It has since expanded nationwide. Its goal is to partner with local communities to foster economic growth, job creation, and digital transformation in the areas of digital access, computer science education, digital skills training, and digital transformation.

This limited term, part-time role falls under the Library Assistant classification with a pay range that starts at \$23.60 and will report to the Community Partnerships Supervisor and is contingent upon grant funding.