



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

**TO: APPLETON PUBLIC LIBRARY PERSONNEL AND POLICY COMMITTEE
BOARD OF TRUSTEES**

FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETON PUBLIC LIBRARY

DATE: AUGUST 3, 2022

RE: PROPOSED LIBRARY TABLE OF ORGANIZATION CHANGE

Upon every vacancy we review positions to ensure that the current methods are the most effective way to complete our work. As part of this review, I propose the following table of organization changes to go into place upon approval:

- **Change the position of Safety Supervisor to Building Manager**

The Safety Supervisor currently works as a team with the Business Manager to oversee various aspects of safety within the library. This change would bring these responsibilities all under one position. The Safety Supervisor will need to provide less direct monitoring of the library building. We will accomplish this by utilizing our third-party security guards more. These changes will add supervision of Operations Clerks to this role while not increasing the minimum education requirements making it a position that is anticipated to move up the paygrade scale. This is an ideal time for this change as the incumbent in this position worked as an Operations Clerk in the past, understands the operations of the library and is well suited for these new responsibilities. This position will be supervised by the assistant director.

- **Change the position of Business Manager to Administrative Support Specialist - Financials**

As currently constructed, the Business Manager role has a variety of responsibilities in financial and building oversight. While we have been fortunate to find candidates that can perform both functions, we believe this position will be more appealing to job seekers with a clearer focus on the primary area of expertise, the financial area. These changes remove supervision from this role and open the minimum qualifications for eligibility. This position will be supervised by the library director.

The HR department is working with our compensation consultant to review these changes and make recommendations on the job title, education requirements and pay grades for these positions. We anticipate these changes to result in either no budget changes, or overall savings. In order to keep the process moving I am bringing it to you informationally at the committee level and anticipate having recommendations from the compensation consultant in time to make this an action item at the August board meeting.