



---

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

**TO: CITY OF APPLETON HR COMMITTEE/COMMON COUNCIL**

**FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETON PUBLIC LIBRARY**

**DATE: JANUARY 3, 2022**

**RE: LIBRARY TABLE OF ORGANIZATION CHANGE INFORMATIONAL UPDATE**

---

In December, the Library Board of Trustees unanimously approved the following request to change the library's table of organization. Please let me know if you have any questions.

*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.*