

Memo

To: Appleton Public Library Board of Trustees

From: Tasha Saecker, Assistant Director

cc: Colleen Rortvedt, Director

Date: November 3, 2016

Re: Reorganization of Two Library Positions

The Appleton Public Library has two positions that would function better in different Sections than they are assigned to currently.

One of the positions is the full-time Teen Library Assistant. This Public Services position is uniquely tied to work in the Community Partnerships Section due to their involvement in programming. The Teen Librarian works closely with this person and changing the position to Community Partnerships would allow better functionality. Currently, the Teen Librarian and Teen Library Assistant are different Sections, making overall teen services planning more difficult.

The other position is the Electronic Services Librarian. This position manages the library's website, the staff intranet, the library's new online Summer Library Program, and has been instrumental in getting the Digital Media Lab working for patrons. With the focus of Public Services encompassing public computing and Reference Services, this position will serve the library best as part of that Section. This will allow the Electronic Services Librarian to continue to lead the library in terms of public computer access, our website and additional online and technology endeavors.

It is my recommendation that the Teen Library Assistant be moved to Community Partnerships and that the Electronic Services Librarian be moved to Public Services.