



**APPLETON PUBLIC LIBRARY**  
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**TO: APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETON PUBLIC LIBRARY**  
**DATE: FEBRUARY 12, 2020**  
**RE: LIBRARY TABLE OF ORGANIZATION CHANGE REQUEST – Safety Manager**

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All library staff are expected to deal with issues related to safety and security as part of their job. However, the primary safety and security responsibilities at the library are currently divided between multiple staff. This workload has grown in volume and complexity and is no longer sustainable. The need for continuous attention to procedures, ongoing training, maintaining relationships with neighborhood collaborations, oversight of the guards and the contract with the security company deserve the dedicated time and attention of an individual that can provide a cohesive, clear and appropriate approach to safety and security.

For to the above reasons, I am recommending the following additions to the table of organization totaling \$93,805

- Adding 1 FTE Library Safety Manager in an amount not to exceed \$51,376 plus benefits in Pay Grade “I” in Library Administration (16010.610100). Salary projection is based on the mid point of the pay grade.
- Adding \$15,000 to the existing Operations Part Time Sub budget (16031.6108000)

Due to recent retirements, I propose the following eliminations to fund the above changes totaling \$93,805

- vacant .5 FTE Library Clerk – Public Services (projected at \$16,562)
- vacant .5 FTE Library Page Clerk – Materials Management (projected at \$15, 619)
- vacant 1 FTE Operations Clerk – Operations (projected at \$61,624 / includes benefits)

The Library Safety Manager position will oversee the safety and security of staff, patrons and the library facility. They will be responsible for coordinating, planning, directing and training all library staff in issues related to safety and security. They will provide supervisory leadership to our contracted security staff to protect library patrons, staff, collections, moveable property and the facility. Part of their role will include maintaining relationships with law enforcement, library and security staff, as well as other city agencies.

Providing safety and security in an environment that prioritizes welcoming and inclusiveness is complicated and it is important that as we hire for this position, that we do it with the expectations that the library board has in accordance with our library’s strategic plan mission, vision, values and objectives. The Library Board President has referred additional discussion of how the library’s strategic plan guides safety and security at the library to occur at this meeting. This discussion will be helpful to us as we search for the ideal candidate and oversee their approach to this work.

Safety and security issues have evolved and become increasingly time consuming and more complicated. Staff are expected to respond to safety and security issues as they arise and over the years staff have risen to that expectation admirably. However, we needed to recognize that we hire staff with expertise in different library specialty areas and that this was an area where we needed to do the same. I request you approve these changes to the library's table of organization.

*Note: Since 2017 library staff have been providing updates regarding the status of safety and security at the library at library board meetings. Most of you are already familiar with this history so rather than repeat this information I have provided copies of the relevant memos in conjunction with this memo.*