



Subject: Community Partnerships Position Change

Date: March 3, 2026

To: Appleton Public Library Board of Trustees

From: Tasha Saecker, Assistant Director & Peter Kotarba, Community Partnerships Supervisor

I am seeking approval to change the vacant half-time Clerk position in Community Partnerships (16024.610100) to a Library Assistant sub position (16024.610800).

This change will allow the position to support Community Partnerships in management of programming duties as well as support librarian staff by working desk hours, allowing Community Partnerships more time for community engagement and programming.

The position will be funded at the same level (\$23,562 in 2026), making no impact on the budget. The number of hours would change from 20 hours per week to 15 hours per week due to the difference in pay rate between clerk and library assistant positions.