



# CITY OF APPLETON

**Appleton Public Library**  
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**To:** Appleton Public Library Board of Trustees  
**From:** Adriana McCleer, Community Partnerships Supervisor  
**Date:** 4-15-2024  
**Subject:** Request for Approval of Summer Teen Internship Position

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I request your approval to hire one part-time limited term employee. The funding for this position would be covered by Friends of Appleton funds.

In 2023, Appleton Public Library joined four other Wisconsin public libraries and Department of Public Instruction in designing and implementing a Teen Internship Pilot Program. We would like to continue this initiative based on the program model developed last year. This initiative allows young people to experience work in libraries and explore pathways for continued civic engagement and future career development. The internship also strengthens staff engagement with teens.

The proposed employment details are as follows:

**Job Title: Library Intern (Part-Time)**

This is a limited term, part-time internship in the Community Partnerships section of the library. This position is an opportunity to understand community-engaged librarianship. The intern will work closely with Community Partnerships staff to advance library programs and community outreach. Candidates must be a High School Junior or Senior for the upcoming semester. Work is performed under the general supervision of the Community Partnerships supervisor. Some evening and weekend hours will be required.

- Hours: 10-15 hours per week
- Estimated Duration: 7-10 weeks
- Hourly Rate: \$17.00/hr
- Funding: \$2,000 from Friends of Appleton Public Library