



CITY OF APPLETON

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To: Appleton Public Library Board of Trustees
From: Adriana McCleer, Community Partnerships Supervisor
Date: 11/12/2024
Subject: Request for Approval of Two Limited Term, part-time Internship Positions funded with external grant funds.

I request your approval to use grant funds and Friends funds to create two part-time limited term internship positions for 2025.

Position: Community Partnerships Intern (Part-Time)

We would like to create an internship for individuals interested in learning more about community-engaged librarianship through hands-on practice in a dynamic public library. APL has experience mentoring individuals considering a career in Library and Information Science and past university-level internships have supported talented candidates that later joined the library staff team. We seek to continue this work while maximizing remaining grant funds.

The funding for this position would be covered by funds remaining from the Libraries in Bloom grant in an amount not to exceed \$2,320.

Position Summary:

This is a limited term, part-time internship in the Community Partnerships section of the library. This position is an opportunity to understand and gain experience practicing community-engaged librarianship. The intern will advance library programs and community partnerships. Candidates must be pursuing education in Library and Information Science, with preference given to those pursuing a Master's in Library and Information Science. Work is performed under the general supervision of the Community Partnerships supervisor. Some evening and weekend hours will be required. Hours and hourly rate: 10 hours per week, up to 136 hours for \$17.00 per hour.

Position: Library Intern - Teen (Part-Time)

Appleton Public Library implemented two successful teen summer internship programs (2023 and 2024). We would like to continue this initiative which strengthens staff engagement with teens and allows young people an opportunity to learn about work in libraries and explore pathways for continued civic engagement and future career development.

The funding for this position would be covered by funds from Friends of Appleton Public Library in an amount not to exceed \$2,040.

Position Summary:

This is a limited term, part-time internship in the Community Partnerships section of the library. This position is an opportunity to understand and support community-engaged library work. The intern will work closely with Community Partnerships staff to assist with library programs

and community partnerships. 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 and hourly rate: 10 hours per week, up to 136 hours for \$15.00 per hour.