



APPLETON PUBLIC LIBRARY
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Appleton, WI 54915
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To: Appleton Public Library Board of Trustees
From: Adriana McCleer, Community Partnerships Supervisor
Date: 6-14-2023
Subject: Request for Approval to Hire Two Grant-Funded, Limited Term Part-Time Positions

I request your approval to hire two part-time limited term employees. The funding for these positions will be covered by two grant-funded initiatives that are detailed below in the position descriptions.

These initiatives will allow us to encourage individuals, specifically young people, to consider a career in libraries as well as to further our understanding of audiences that are impacted by the projects that are developed.

The proposed employment details for each position are as follows:

POSITION 1

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 and explore how to use their talents and perspectives to impact their community. The intern will work closely with the Teen Services & Engagement Librarian to develop a project that advances the library's mission and benefits the community. 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: 6-13 hours per week
- Estimated Duration: 9 weeks
- Hourly Rate: \$17.00/hr
- Funding: \$2,500 awarded from Library Services and Technology Act (LSTA) grant-funded projects are made possible in part by the Institute of Museum and Library Services (IMLS) LS-253661-OLS-23.

POSITION 2

Job Title: Library Apprentice (Part-Time)

This is a limited term, part-time apprenticeship in the Community Partnerships section of the library. This position is an opportunity to understand the work of 21st century libraries and explore community-engaged librarianship as designed by the Libraries in Bloom apprenticeship initiative. The apprentice will work closely with the Adult Services & Engagement Librarian to develop a project that advances the library's mission and benefits the community. Work is performed under the general supervision of the Community Partnerships supervisor. Some evening and weekend hours may be required, depending on the project.

- Hours: 10 hours per week
- Estimated Duration: 12 weeks
- Hourly Rate: \$20/hr
- Funding: \$5,000 awarded from Libraries in Bloom

It is important to note that the grant funds have been specifically designated for these positions. Additionally, these positions will not create any long-term financial obligations for the library once the grant funding expires. Hiring will be done via the same processes we follow for all city employees. Please let me know if you have any questions.