

## Memorandum

To: MPL Board of Trustees  
From: Kristin Stoeger, Library Director  
Re: 2017 Summer Intern  
Date: February 27, 2017

Once again, we would like to offer a summer internship opportunity at Manitowoc Public Library. This internship has been immensely beneficial for our children's staff as they are undergoing the summer reading program. This will be the 5<sup>th</sup> year we offer the summer internship should it be approved. Here's the proposal for our summer intern:

Manitowoc Public Library Children's Services Department seeks an intern to work June 5-August 5, 2017. This position is 19 hours per week and would include Saturdays from 9-1 plus additional shifts throughout the week as needed. Candidate must possess creative skills to bring to the program and enjoy working with people of all ages in a fast-paced, often noisy environment.

This is a paid, temporary position. Apply by April 17, 2017

Application forms are available at the library or on the library's website. [www.manitowoclibrary.org](http://www.manitowoclibrary.org)

2017 wage = \$14.13/hour

9 weeks at 19 hr/wk for \$14.13/hour = ~\$2,416.23 total for the summer to be paid out of 2017 Foundation allocation.

Thank you for your consideration.