

Memorandum

To: MPL Board of Trustees

From: Kristin Stoeger, Library Director

Re: Backfill Literacy Coordinator to allow for one week overlap

Date: February 8, 2018

We have received a retirement letter from our Literacy Coordinator effective March 30, 2018. To allow for a transfer of knowledge and smooth transition, I would look for approval from the Personnel Committee to allow for a one week overlap with the new coordinator. Here is the timeline I propose to work from:

- Posting the position – February 9-23
- Review applications – February 26 – March 2
- Interviews March 5-9
- Start Date March 26
- One week overlap cost (including worker's compensation and FICA) = \$415.14

This additional salary cost will be able to be absorbed in our budget due to normal openings of positions throughout the year. If the timeline should get adjusted for any reason or the candidate cannot start by March 26, this overlap would not occur.

Thank you for your consideration.