

## Memorandum

To: MPL Board of Trustees  
From: Kristin Stoeger, Library Director  
Re: 2018 Summer Intern  
Date: February 20, 2018

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 6<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 May 29-August 4, 2018. 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. We would like to offer this internship to last year's intern first who was fabulous.

2018 wage = \$14.50/hour

Wages	\$2,755.00
WC	\$ 5.51
SS	\$ 39.95
Total	\$2,800.46

Calculations based on 10 weeks at 19 hr/wk for \$14.50/hour to be paid out of 2018 Foundation allocation.

Thank you for your consideration.