

## Memorandum

To: MPL Board of Trustees  
From: Kristin Stoeger, Library Director  
Re: 2019 Summer Intern  
Date: March 21, 2019

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 8<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 28-August 17, 2019. 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 Allison Lee, a regular volunteer in the Youth department who is interested in going back to school to get her MLIS.

2019 wage = \$14.50/hour

Wages	\$3,306.00
Social Security	\$47.94
Workers Comp	\$6.61
Total	\$3,360.55

Calculations based on 12 weeks at 19 hr/wk for \$14.50/hour to be paid out of 2019 Foundation allocation.

Thank you for your consideration.