

Memorandum

To: Vacancy Release Committee

From: Brian Kenney, Library Director

Date: December 11, 2012

Re: Position Control Transfer

Pursuant to Section 3 of the Budget Ordinance, it is requested that \$40,000 (plus FICA/MTA/Pension) be transferred from Position Control to the part time and benefit lines in the Library as indicated below to provide funds for the balance of the fiscal year because of a vacancy in the position of Library Clerk which will be abolished at the next meeting of the Common Council.

L002 \$25,000

L003 \$ 5,000

L004 \$10,000


Department Head

Personnel Officer

Budget Director

Chief of Staff