[Library Letterhead]

Personnel Change Report  
[DATE OF BOARD MEETING]

Appointment:

* [EMPLOYEE NAME] is appointed to the position of [NAME OF POSITION] at a rate of [HOURLY PAY RATE] effective [DATE OF HIRE].

Resignation:

* [EMPLOYEE NAME] resigned from the position of [NAME OF POSITION] effective [DATE OF HIRE].

Position Descriptions:

Promotion:

Termination:

Retirement:

Other: