

MIDDLETON PUBLIC LIBRARY



August 2009 Report

Presented at the September 8, 2009 Library Board Meeting

Pamela K. Westby

1. STATISTICS

Circulation:

	Adult	YA	Juv.	Total	Year to Date
2009	41,208	5,407	24,424	71,039	543,268
2008	36,165	4,589	21,635	62,774	510,673
2007	38,424	4,495	23,388	66,307	490,988
2006	37,486	4,322	20,121	61,929	457,647
2005	35,849	3,659	16,934	56,442	413,415
(2008-09 +/-)	(+14%)	(+17.5%)	(+13%)	(+13.5%)	(6%)

Self-Service checkouts:

	3M	ITG	ITG#2	Total	%of total circ.
2009	7,101	8,315	9,329	24,745	34
2008	6,171	6,102		12,273	19.5
2007	5,965	7,320		13,285	19.9

Library cards issued:

	Adult	Juv.	Sr.	Org.	Total
2009	119	39	2	0	161
2008	119	43	2	0	164
2007	121	39	1	2	163

Dynix holds:

	Loaned to	Borrowed from
2009	19,036	20,111
2008	16,981	16,855
2007	17,483	17,122

Miscellaneous:

	ILL	Visits	Study rooms use
2009	51	44,690	469.75 hrs./ 351 bookings
2008	45	40,812	440.5 hours / 317 bookings
2007	39 4	0,946	493 hours / 374 bookings

Fax

2009 35 sessions / 67 p ages

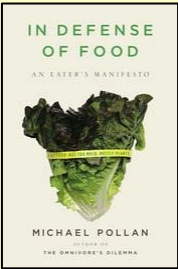
2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
8/1/2009	End of Teen SRP Picnic : Games, food, announcement of Teen Writing & Drawing Contest winners, drawing for Teen SRP grand prize winners. Games: digging game, bubblegum art contest, watermelon seed spitting contest, book battleship, M&M/whipped cream race, water balloon toss, memory, back to back guessing, sack race.	60
8/1/2009	DIY: Bead Guessing Jar	113
8/1/2009	DIY Summer Reading Wrap-Up Survey	38
8/1/2009	DIY: Build the World's Tallest Ice Cream Cone	53
8/3/2009	'Tween Dance Dance Revolution : This was basically an open time for 'tweens to come in and play Dance Dance Revolution. They loved it! They organized a quick tournament, and everyone had several turns to play.	10
8/4/2009	'Tween Improv Games : We played a variety of improvisational games. These included individual, partner, and large-group activities.	13
8/5/2009	Introduction to eBay (pt.1) : Title says it all!	13
8/5/2009	Magic Tree House Party : Introduction to Magic Tree House series Read-aloud: Excerpt from Mummies in the Morning Mummy Wrap Game Read-aloud: Excerpt from Vacation Under the Volcano Volcano simulation Read-aloud: Excerpt from Viking Ships at Sunrise Snack: assemble and enjoy viking ships made of fruit Read-aloud: Day of the Dragon King Craft: Dragon paper bag puppets Read-aloud: Dinosaurs Before Dark Take-home: Tyrannosaurus Rex fact sheet, build-a-T.Rex instructions Evaluation: This program totally rocked!	29
8/6/2009	'Tween Sock Monkey Making : Using red heel socks and general sewing supplies, we created sock monkeys.	9
8/8/2009	Storytime Sleepover : Children arrived (many wearing pajamas) with their stuffed animals.	29
8/10/2009	'Tween Scaventures	9
8/11/2009	'Tween Games	3
8/12/2009	Introduction to eBay, pt. 2 : Setting up eBay accounts, etc.	12
8/12/2009	Fancy Nancy Tea Party : Participants came into the Archer rooms and found seats at tables, which were set with pink paper plates and napkins, silver doilies, and fancy china teacups (I got these at St. Vincent de Paul). First, we read Fancy Nancy. Then participants visited two stations: the decorate-a-cupcake station (their grown-ups put the frosting on using cake decorators' frosting tubes and star tips, and kids chose sprinkles and a cherry) and the make-a-magic-wand station, complete with ribbons and gem stickers. After enjoying the cupcakes and iced tea, we put on a Fancy Nancy parade around the upstairs of the library.	96




8/13/2009	Morning Adult Book Discussion : Discussion of Michael Pollan's "In Defense of Food." Evaluation: Wow--8 was a great turn out & even more exciting was that 5 of the 8 had never been to a discussion here before! I have no idea whether they will come back for more discussions (having this tied to the campus was clearly a draw), but I was delighted to have them at this one. Very interesting discussion with lots of good insights into the book.	8
8/13/2009	Tween Eco-Crafters : We created picture frames using boxes left over from a children's book order, ribbons, buttons, scrapbooking paper left over from another workshop, glue, and scissors.	6
8/17/2009	Tween Dance Dance Revolution	5
8/18/2009	Tween Pressed Flower Cards	8
8/19/2009	Intro to eBay, pt 3 : Uploading images to accounts, etc. Evaluation: Lots of praise for Cris; so glad he can come back this fall.	12
8/25/2009	Tween Games Workshop	4
8/27/2009	Tween Eco-Crafters	9
8/27/2009	Evening Book Discussion for Adults : Discussion of "In Defense of Food." Evaluation: Of the 6 people pre-registered, only 3 showed (I didn't make reminder phone calls; probably a mistake). But there was one "drop in." Discussion was much more low key than the morning discussion, but still fun. Low number reminds me why we're not offering any evening book discussions this fall!	4
8/29/2009	Expectant Families Screen Printing Workshop : We created original screens using contact paper, embroidery hoops, and nylon fabric, then printed our designs onto plain onesies. Evaluation: The program went well. I wished there had been a bigger turnout, but it was probably good to have a small group for my first try sharing this project!	3
8/31/2009	Tween Scaventures	3
	Number of Programs / Total Attendance	
	Children's	17 / 437
	Teens	1 / 60
	Adults	6 / 52
	Grand Total	24 / 549

3. LIBRARY EXHIBITS

Location	Exhibit	Artist/Collector
Lobby display case	Plant Identification of Library Garden	
Picture rail	Mixed Media	Mary Ann Inman

4. STAFF DEVELOPMENT: MEETINGS & CONTINUING EDUCATION

Date	Staff	Title
8/4/2009	Pamela	City Council Finance Committee meeting : Discussed 2009 proposals for department cost savings, Mid-year review and 2010 budget guidelines.
8/4/2009	Pamela	Common Council : Bike trail and park development.
8/5/2009	Pamela	Green Team : Reviewed Sustainability Visioning session, vision statements, timeline and survey to the public.
8/6/2009	Pamela	Get Movin' Middleton : Change Happens: I presented the <i>Top Ten Reasons the library is not your mother's library</i> .
8/6/2009	Pamela	Public Library Advisory Committee : Reviewed online database cost formula proposal. Reviewed position description and ad for Automation Projects Manager at SCLS. Decided to postponed 2010 annual meeting (not hold during April.) Discussed the LINK Governance summary from the spring session: organizational chart, mission and vision statements and cluster maps for representation to the governance.
8/11/2009	Liz Dannenbaum 	Go Big Read Programming Subcommittee : Planning events around the Go Big Read campus/community reading program. We came up with some good ideas: tie-in with the WI Book Festival; the Wisconsin Film Festival. I will attend some meetings organized by the WI Alumni Association for an April event that will be focused on the broader, non-campus community.
8/13/2009	Pamela	LINK meeting : Committee reports, update on Koha implementation and Thunderbird migration. Ad hoc meeting following regarding: library directors panel on radio show "Access Hour" and Dane County funding.
8/18/2009	Pamela	Common Council : Agenda items
8/19/2009	Pamela	Organizational Meeting for Addition to Gardens : Discussed with Abby Attoun, Deb Weitzel & Mike-MHS. a possible collaboration between MHS and the library. The project would include design work by students & plantings on library property, to include native grasses. Funding for

		<p>the project would be sought through a grant. The original intent was to clean up some areas near the railroad tracks. It was noted that herbicides and pesticides used by the railroad company would likely destroy plantings anywhere near it, even if not in the RR's right of way. The east side of the library was suggested as a possible site. I opted out on this project, due to future maintenance costs and the budget constraints. (Sad face.)</p>
8/25/2009	<p>Pamela</p> 	<p><u>Middleton's United Way Day of Caring</u> : Mentoring project, working with about kids ranging in age from 6 to 15. The children are mentored through the Madison Urban Ministry project and all them have parents who are incarcerated for criminal activity. Kids and their mentors explored the public safety vehicles, met police, fire and ems personnel; Bucky Badger was on hand; outdoor games; fishing at the Lakeview pond; play at the splash pad and on the Born Learning Trail; arts and crafts sponsored by American Girl and Mattel; and at the end of the day each child received a school backpack, with all the supplies they needed to start the school year, from Middleton Outreach Ministry. Each volunteer was assigned to one child to provide a positive role model for the day's activities. We were very pleasantly surprised last year by the children's positive attitude and appreciation. It was an awesome and worthwhile day! I really connected with Dejerah and her little sister. We snagged a 12 inch Bass!</p>
8/26/2009	<p>Liz</p> 	<p><u>Tech Day at SCLS</u> : How libraries can utilize: video services, networking sites, Google services, RSS links, and more.</p>
8/28/2009	<p>Svetha Hetzler and AmandaStruckmeyer</p> 	<p><u>YS Grassroots Meeting</u> : A meeting of the summer reading program - what worked, what didn't. Upcoming events of interest. Flannel Board idea exchange. Both Amanda and I presented ideas to our colleagues.</p>
8/31/2009	<p>Pamela</p>	<p><u>LINK Governance Task Force</u> : Met with the Russells regarding the September 18th meeting to present the work done from the May meeting. Reviewed the supporting documents for a new governance: Cluster formations, council structure, committees, FAQ sheet, discussed an ILS contract. Presentation to all SCLS libraries for a new structure, whereas LINK and Non-LINK libraries will enter into a contract with SCLS rather than with one another (43 libraries).</p>

5. DIRECTOR'S REPORT

August Usage:

An amazing jump of 13.5% in circulation over last year's August figures. Circulation aside, we've seen heavy traffic for study room, computer and browsing material use.

Director activities:

- Together with staff, I am making plans for Banned Books Week (September 27th – October 3rd) and the October 12th Staff In-service Day.
- Our city's Green Team has been working on a survey and on the Sustainability System Framework, including the visions statement, Baseline Indicators, Targets, Progress Indicators and Action Plans.
- Reflecting the revised organizational chart, staff has been updating all the affected position descriptions.
- In hopes of finding savings in next year's expenses, I have created an RFP and am gathering cleaning contract quotes from area companies for next year's services.
- I am researching options for our security system and the monitoring of the system.

What are people saying?

Middleton Public Library,

>
> It is evident everywhere in this library, that when you had this
> environment designed, you took into consideration a great many needs
> of the public who would use this facility.
>
> I have been unemployed for almost a year now. Everyday, searching for
> employment has been at times a difficult and depressing task. The job
> I had, has had no openings, so I look for other possibilities.
>
> I have looked on line at other libraries, which have not only a
> specific time limit, but also much activity and a lot of noise from
> the little people. I have found myself cut off the internet at the
> time limit, right in the middle of filling out a job application. I
> know your library has a time limit and I am glad to give up my spot
> when someone else is in need. There have been times that I have been
> able to stay on line due to less people in the computer center and I
> greatly appreciate that.
>
> I want to thank you for my being able to do longer job searches. It
> has meant a lot to me. The quiet environment has also been a wonderful
> gift. I have a hard time concentrating and noise is just mind numbing
> to me. Your study rooms have also helped me in preparing for the
> interviews I have been able to acquire. I appreciate all that your
> library and computer center provides.
> Thank You again, not yet employed,
>
> Sharon

Email letter sent to the general account

Hi, Pamela,

I want to thank-you for the excellent help you gave to me at my 7/20 appointment with the computer. I learned a great deal about some very useful Word processing skills. Please pass on to the ones who offer this service to the community how helpful this service is. I will sign up for more sessions in September. Have a great day!

David

Handwritten letter delivered USPS

Numerous comments on our great the gardens look. It is truly a destination place in Middleton. Here is just one of the recent comments:

"I just wanted to say how much I love what you've done with your gardens. It not only improves the area around the library, but it improves the whole downtown as well."

Phone call to taken at the Reference Desk

To the Middleton Library Staff! ...I loved participating in the summer program and I really enjoy reading, coming to programs and just the weekly or bi-weekly trip for CDs and movies! Thanks for all your fine programs and support! Miriam

Handwritten letter delivered in person

6. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services:

I was very lucky that Pamela encouraged me to attend the all day Technology session at SCLS; I learned a lot and got some ideas for ways to possibly enhance the library website as well as the library reading blog. I also learned a great deal about Google, Kindles, and online social networks.

We continued to do a lot of weeding of adult materials that haven't circulated in two or more years. The rest of the month was about getting ready for the fall: lots of programs; a new practicum student; training staff to cover different library responsibilities, while other staff members are on vacation.

Rebecca Van Dan, Head of Youth Adult Services

Final tally for number of teens signed up for Summer Reading: 310.

Teen Area displays: "Caught between 2 Cultures: Bicultural teens", "From a Guy's Perspective: Teen Books as Told by Teen Guys", "New School Year? Some Survival Tips", and "Life and Death Issues: teen books to ponder".

Volunteers/Practicum Students: We will have 3 practicum students on the Youth Services Desk this fall. (Nate Snortum, Melissa Rader, and Amanda Lanyon LeSage: the first two currently work on the Circ Desk and should require less training.) Amanda started her practicum in mid-August and has picked up LinkCat hidden commands and searching very quickly. Nate and Melissa will begin in Sept. We are still at full capacity with teen volunteers and all seem eager to stay for the school year.

Svetha Hetzler, Head of Children's Services:

The children's Summer Reading Program had 1,245 participants this year and 21,442 hours of reading were recorded.

Collection Development & Displays

Collection development activities included acquisitions and weeding in the following areas:

- Graphic Novels and Computer Games
- Geography
- Picture Books
- Parenting Collection
- Paperbacks

Book Displays:

- 50 hour Milestone Reader's Adopted Books
- Back to School
- Ice Cream (in coordination with the DIY activity)

Readers' Advisory Services

Booklists:

- Dinosaurs
- Manners

The web-site was updated with the newest 50 hour milestone summer readers.

August Programming

This was the first year we offered children's programs in August. After reviewing attendance and library staffing, we decided it was nice to offer a few programs during the month but not as many as we did this year. Many programs had very low attendance and many were attended by the same children repeatedly.

Elizabeth Bauer, Head of Circulation Services:

In August, we received over 3000 more holds from other libraries, and sent out almost that many as holds to other libraries, over August of 2008. The Circulation Staff feels that "self service holds" and three self check machines have really been a tremendous help to managing the increased work load.

Our library page I staff is back to full strength, after three openings have been filled. The library pages should be highly commended for all their hard work. They touch almost every item arriving back at the library and a lot of the 19,000 + items that are sent out to fill holds at other libraries, and some work room work flow changes have made them even more efficient. Sunday hours will present a change in return patterns and will alter the work flow, but the new pages are being trained and are all advancing well. Three pages are scheduled on Sunday afternoons just to check in and do some shelving, Sunday being our busiest four hour period.

Patrick Williams, Head of Information Technology

Our library's web site and internal databases (room schedules, desk calendars, staff, timesheets etc.) have been moved and recreated on a new virtual machine running on a much more powerful PC. Furthermore, all of our databases have been converted from Access to SQL. Every affected web page on the site was recoded to use the new database structure. This move has provided significant increases in speed and improved reliability & stability.

- Number of Computers Logged: 35
- Number of Days Open: 26
- Total Sessions: 7,963
- Total Hours Used: 4,372
- Total Printed Sides: 16,889

For the time being, the numbers do not include the children's game(1) or Internet computer(1); Teen game(2) or Internet computers(2); express stations(7), or the one LINK PAC(1). (Total computers non-logged:14). They DO include the 23 "sit-down" stations, studyrooms (2), and laptops(10). Total computers logged: 35. (Current total of Public Access Computers: **49 public computers)*

7. SOUTH CENTRAL & DANE COUNTY LIBRARY SYSTEMS NEWS

Dane County Library System

Please read Appendix A and B. Dane County funding for delivery and other basic services are in serious jeopardy. We need to show our support. We'll review a draft letter to county officials.

News Around the System:

- The target date for KOHA installation is Labor Day 2010.
- New domain names for SCLS email accounts will need to be changed in the near future.
- The new SCLS facility space is progressing quickly and move in date is on schedule for November.
- More than 100 applications have been submitted for the SCLS Automation Projects Manager position.
- Design plans are moving forward for a new Madison Public Library building.

8. AGENDA ITEMS

Present Equipment on lease:

We currently have 3 copiers on a lease program. Over the next 51 months we could save approximately \$3,276.06 by purchasing the lease.

Equipment	Description	Current Payment Plan	Buy Out Option
Canon IR 2800	4 pymt left at \$131.72	\$186.96	\$131.72
Canon IR 2230	20 pymt left \$104	\$2,080	\$1,918.66
Canon IR C2550	51 pymt left \$342	\$17,442	\$14,382.41
Total Cost		\$19,708.96	\$16,432.79
<i>Savings</i>	<i>Over 51 months</i>		\$3,276.06

Resolution Exempting the City of Middleton from the Dane County Library Tax

City Council must pass a resolution requesting exemption from the county library levy – if they wish to be exempted from the Dane County Library tax.

I have attached a sample standard resolution. See Appendix C. The Minimum appropriations is \$718,718. Our city must tax and appropriate AT LEAST this amount to your library fund for 2010 expenditures in order to qualify for the exemption. The minimum appropriation must also be spent during 2010.

Flagpole

After last month's meeting I heard from a couple of you regarding the flagpole decision. Upon further investigation I discovered that Wisconsin Statute 1.14(2) states that all government buildings must display a flag.

Wisconsin State Law 1.14(2) Each state agency, state authority, and local governmental unit shall ensure that each United States flag that is displayed at each building, structure, or facility that is owned or occupied entirely by the agency, authority, or unit is manufactured in the United States.

Therefore, I am requesting that the board revisit last month's decision to eliminate the flagpole. My recommendation is to authorize the installation of a light fixture to illuminate and restore a flag to the pole. I have quotes for two options: either a top of the flagpole LED light for \$1,559 or a ground/skyward light for \$1,089.

2009-2014 Long Range Plans

Draft copy of the Long Range Plans was distributed at the last meeting. Please review and send me your suggestions ahead of time. Please bring your copy to the meeting.

Appendix A: LETTER TO KATHLEEN FALK FROM DANE COUNTY LIBRARY BOARD



August 27, 2009

Kathleen Falk, County Executive
Room 421 City County Building
210 Martin Luther King Blvd.
Madison, WI 53709

Dear County Executive Falk:

Thank you for taking the time to meet with Library Director Julie Chase and members of the Dane County Library Board earlier this month. We appreciate your leadership in developing a balanced budget that meets Dane County's growing needs in these difficult economic times. The Library Board met today and grappled with how to meet the revised budget guidelines given to us during our August 13 meeting. We attempted to make the necessary reductions while inflicting the least damage to the services offered by the Dane County Library Service. We propose meeting your directive to reduce direct service expenditures by \$27,333 by reducing the library's book budget and by reducing one of the vacant positions by 0.2 FTE.

Reducing the book budget by 21% and making a 3% reduction in staff will allow us to continue current bookmobile and outreach services. This is only a feasible solution, however, if the clerk typist position expected to be vacant by December 1 (due to a retirement) is filled in January 2010 and the already vacant library assistant position is filled in December of this year. Both of these positions are funded in our base budget. We have also identified unavoidable increases in delivery service and space rental (Decision Item 6), which will need to be addressed.

The Library Board remains very concerned about our ability to deliver cost-effective services and, in fact, about our viability as an agency, if we do not have the resources necessary to continue our direct services or our cost-shared services. The clerk typist position handles all the clerical work involved in the outreach services offered to nursing homes, residential facilities, and senior centers. It is clear that if this position is not filled in 2010, we will be forced to cease offering those services to municipalities. This is a service that libraries pay for through a reduction in their reimbursement payments. At the same time, we feel obliged to continue these services to nursing homes, residential facilities and

senior centers in our own taxing area. However, doing so will force reductions in the bookmobile schedule in order to free up sufficient staff time to handle even this reduced level of outreach service.

Furthermore, should the full cost of the 2010 delivery contract (now a very modest 3% increase over 2009) not be funded, we will need to abandon this cost-shared model of coordinated service and force libraries to develop their own contracts and pay their own delivery charges. As libraries pay their own delivery charges, their costs will go up and our payments to them also will need to increase as a result, clearly not a desirable outcome.

As you can see from this brief summary, the Library Board held a far-reaching discussion about the challenges presented, both by the revised budget directive, and by the freeze of one position since April and the anticipated freeze of another vacant position come December 1. With a staff of only 7.25 FTE, these vacancies represent more than 25% of the Library Services' staffing. We are confident we can continue to deliver quality library services in rural Dane County with this staffing present. Without it, however, service reductions will challenge the very viability of the organization.

Given that the library budget comes exclusively from segregated taxes that really cannot be used to address the rest of the county's budget dilemmas, we strongly encourage you to grant appeals of the hiring freeze for the current and future library service positions and to provide funding to cover our unavoidable cost-to-continue increases in rent and delivery service. We also request that you consider restoring the crippling 21% reduction in our materials budget as this will have long-term effects on the quality of services we are able to provide.

We remain committed to working with you to achieve a budget solution that addresses the needs of county residents. If you have any questions about our response to the budget directive, our staffing needs, or library services, please feel free to contact me or Library Director Chase.

Sincerely,

Dreux J. Watermolen
President
Dane County Library Board

CC: Municipal library directors and boards

Appendix B: LETTER TO LIBRARY DIRECTORS FROM DANE CO. LIBRARY BOARD

DATE: August 31, 2009

TO: Library Directors and Library Board Pres in Dane County

FROM: Dreux Watermolen

Last July, the Library Board submitted its budget proposal to the Dane County Executive. At that time, she directed a 6% across the board cut in the library service budget. After making reductions in our direct services budget and acknowledging unavoidable costs to continue in rent and delivery service, the board proposed reducing library payments to 88% of full funding. We, of course, requested additional funding to increase payments sufficient to cover 100% of full funding (a 4.5% increase over 2009 funding).

At our meeting with the County Executive on August 13, we were directed to prepare a different budget – one that reduced our direct services budget by 3%.

We were assured at this time that the County Executive was prepared to fund library payments at 100% of full funding – the amount submitted in our original proposal. She has, however, made no commitment to funding the increase in delivery costs that we all share in, nor has she made a commitment to fill positions in the Library Service that we are dependent on to deliver outreach and bookmobile services.

You can see from the enclosed letter of transmittal that we have described our need for that funding and those positions, while at the same time, indicating what our courses of action will be should the funding not be provided and/or the positions remain frozen. Some of these plans will have ramifications for you and for the South Central Library System.

As you know, the County Executive will make her budget decisions over the next several weeks and will release her budget on Thursday, October 1.

I wanted to keep you informed for two reasons. I know that each of you is also preparing a 2010 budget proposal and needs to be able to reasonably estimate revenue. Also, many of you have made very effective efforts as we attempt to demonstrate the importance of sufficient county library funding to support the many library users in Dane County. I hope that will be true this year as well.

If you have any questions, I would encourage you to contact our library director, Julie Anne Chase at 608 266 6388 or email: dcljac@scls.lib.wi.us.

Thank you.

Appendix C: Resolution Requesting Exemption from County Library Tax



WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the City of Middleton meets the minimum standards of operation established by County Board Resolution 269, 2007-2008 in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the City of Middleton will appropriate in 2009 and expend in 2010 an amount in excess of that calculated above,

NOW THEREFORE BE IT RESOLVED that the City of Middleton hereby requests of the Dane County Board of Supervisors that the City of Middleton be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution be forwarded by the city/village clerk to the following party:

DIRECTOR
Dane County Library Service
201 W. Mifflin St.
Madison, WI 53703

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing