

Helen Hall Library
MEMORANDUM

To: Chien Wei, Director of Parks and Cultural Services

From: Shelley E. Allen Leader, City Librarian

Date: Sept. 13, 2010

Subject: 2011 Loan Star Libraries grant

Upon application, Helen Hall Library will be awarded a Loan Star Libraries grant from the Texas State Library and Archives Commission in the amount of \$24,002. These grants are awarded annually to eligible Texas public libraries. The amount of money a library receives each year is dependent on the amount appropriated by the legislature, the number of eligible libraries, local expenditures for the operation and maintenance of the library, and library participation in the TexShare Card Program and statewide borrowing privileges. There are no matching funds required. The grant administrator will be Bruce Compton, Assistant City Librarian for Access Services.

We request to use these grant funds for the following:

Children's books	\$15,836	Account# 010 4008 671 5137
Wages for PT Circulation Clerk	\$ 7,586	Account# 010 4008 671 5002
FICA for PT Circulation Clerk	\$ 580	Account# 010 4008 671 5016

We are requesting to fund an additional part time Circulation Clerk out of Loan Star Funds this year. Circulation has increased approximately 10% each year for the last 3 years with no increase in staffing. This grant is for one year only, so these funds are only available to replace city funding through the grant period, which ends Aug. 31, 2011. There is no guarantee that the legislature will fund this program in the next biennium, so this position will be advertised as a nine month only grant funded position, with the expectation that it will not be filled until January. However, it is quite likely that funding for the position will be requested by the library in the city's FY2012 budget process.

We will purchase children's books with the balance of the grant.

To comply with city and state regulations, the grant contract must be approved by Council and signed by the City Manager.