



Library Director.....Melissa Barnard

Service Statement

The Mission of the Grace A. Dow Memorial Library is to inspire lifelong learning by connecting people and resources.

The Vision of the Grace A. Dow Memorial Library is to be the most dynamic, accessible, and relevant learning environment in the community.

The library provides access to information for members of the community. Knowledgeable staff help connect users to resources that meet their needs. The library's website provides access to a wide selection of specialized databases, downloadable e-audio books and eBooks, reading resources, and more.

Library card holders can access their accounts, place holds, renew items, search databases, and download audio books and eBooks from the convenience of their home or business computers.

As a place of learning, exploration and enjoyment, the library offers special collections and programming for all ages. The Government Information Center, Consumer Corner, Local History and Genealogy Collections, as well as videos, audio books and music CDs provide a rich and diverse user experience. Adult computer classes, story times, summer reading programs, book discussions, author visits, educational programs and other activities promoting learning are offered throughout the year.

Public computers are available for accessing the Internet. The library also provides Wi-Fi service to visitors who bring their own equipment. Laptops or netbooks with Microsoft Office can be checked out for use in the library.

The library offers space for community gathering, quiet study and small group meetings. A variety of meeting spaces can be rented and reserved, including a 262-seat Auditorium with wheelchair accessible seating. Educational toys can be found throughout the children's area to spark creativity and learning. The Early Literacy Activity Center targets children 5 years and younger, promoting school readiness through learning literacy skills in play-based activities. The Teen Spot's study bar and lounging area provide a unique setting for middle and high school students to study or hang out.

Resource sharing with other libraries has increased the number of items that patrons can borrow beyond the collection at the library. Through the Michigan Electronic Library statewide catalog and the Valley Library Consortium, patrons can submit requests for materials not held at the Grace A. Dow Memorial Library.

The library's website, Facebook and Pinterest pages, and newsletter, "Library Connection," help increase awareness of services and programs. Quick and easy access keeps the community informed of upcoming events and news at the library. The Grace A. Dow Memorial Library focuses staff and resources to educate citizens, contribute to their personal growth and provide community information. Whether in person or online, the library is an essential part of the Midland community.

Functions

Administration

- Serves on the City of Midland Administration Staff Team
- Prepares and administers the library budget
- Maintains and analyzes statistics
- Plans for future service directions
- Recommends and implements policies
- Oversees library personnel, including hiring, training and continued development
- Assures maintenance of the library's physical plant
- Represents and promotes the library to the community
- Liaison to the Library Board
- Liaison to the Friends of the Library
- Represents the library on the Valley Library Consortium Board
- Represents the library on the Mideastern Michigan Library Cooperative Advisory Council

Circulation Services

- Checks out and checks in materials
- Greets and directs patrons
- Registers patrons
- Collects fines and fees
- Staffs renewal desk
- Supports acquisitions and interlibrary loan
- Provides program assistance
- Mends library materials
- Collects statistics on library usage
- Assists patrons at self checkout stations

Public Services

- Provides research and information-based services
- Provides customer service through reading recommendations, answering informational inquiries and locating materials within the library
- Provides technology support for patrons needing assistance
- Utilizes technology to deliver online services
- Selects materials and maintains collection
- Maintains and updates the website and social media communications
- Performs statistical analysis of physical and electronic resource usage
- Participates in community outreach including area schools, day cares and other organizations
- Plans and conducts educational programming for children and adults including: Computer/technology training, book discussion groups, author visits, Battle of the Books, Story times and Summer Reading Program
- Develops and maintains genealogy and local history collection
- Conducts tours for schools and other organizations

Technical Services

- Orders and receives library materials
- Catalogs and classifies materials
- Processes materials
- Maintains catalog database

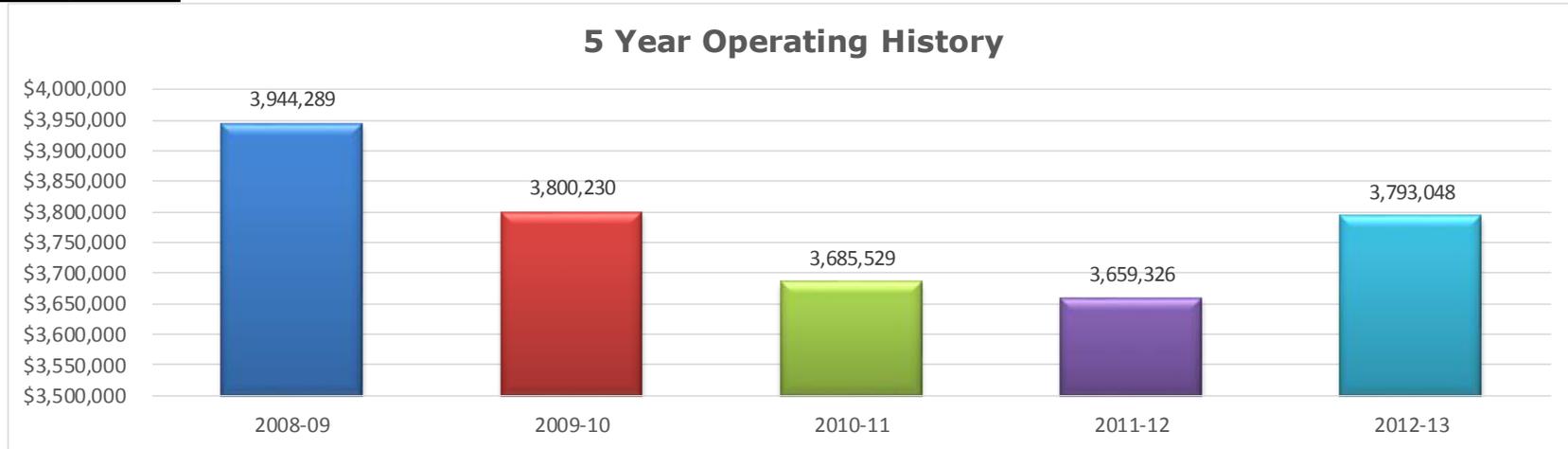
Financial Statement

271 - Grace A. Dow Library Detail Of Budget Appropriations and Revenues Fiscal Year Ending June 30, 2015

	2012-13	2013-14		2014-15	2015-16	2016-17
	Actual	Amended	Estimate	Adopted	Projected	Projected
Revenues						
Property taxes	\$ 2,211,308	\$ 2,213,205	\$ 2,271,625	\$ 2,233,120	\$ 2,233,120	\$ 2,233,120
Other grants	36,323	40,000	41,800	45,200	45,200	45,200
Library services	639,499	639,010	643,751	594,154	586,054	577,954
Contributions	3,046,697	46,600	81,390	51,300	45,000	45,000
Other	6,503	4,300	5,200	2,700	2,700	2,700
Investment earnings	1,983	800	2,000	2,000	2,000	2,000
Transfers in	639,480	889,997	846,271	1,022,851	1,213,783	1,339,510
Total revenues	<u>6,581,793</u>	<u>3,833,912</u>	<u>3,892,037</u>	<u>3,951,325</u>	<u>4,127,857</u>	<u>4,245,484</u>
Expenditures						
Personal services	2,464,504	2,638,706	2,650,593	2,723,575	2,869,647	2,918,625
Supplies	493,552	506,860	522,901	491,360	491,360	491,360
Other services and charges	614,805	682,296	704,993	736,390	742,350	755,499
Capital projects	111,323	2,888,678	2,888,678	-	-	-
Capital outlay	108,864	6,050	13,550	-	24,500	80,000
Total expenditures	<u>3,793,048</u>	<u>6,722,590</u>	<u>6,780,715</u>	<u>3,951,325</u>	<u>4,127,857</u>	<u>4,245,484</u>
Excess of Revenues Over (Under) Expenditures	2,788,745	(2,888,678)	(2,888,678)	-	-	-
Fund Balance - beginning	99,933	2,888,678	2,888,678	-	-	-
Fund Balance - ending	<u>\$ 2,888,678</u>	<u>\$ -</u>				

Summary of Budget Changes

Operating Trends



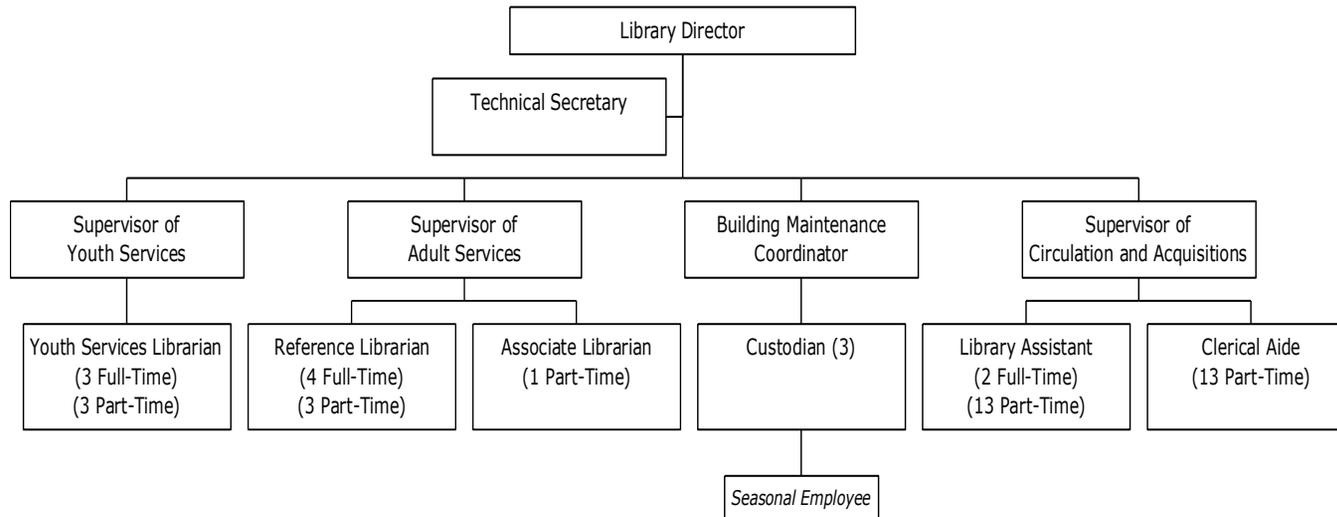
In 2012-13, The Herbert H. and Grace A. Dow Foundation awarded a \$3,000,000 grant to the library to fund infrastructure and interior improvements. Grant funds were used to purchase cooling equipment in 2012-13. The project is scheduled for completion in spring 2014.

The reconstruction of the library’s public parking lot was completed in the fall of 2012 and was funded by grants totaling \$100,000 from The Herbert H. and Grace A. Dow Foundation and the Rollin M. Gerstacker Foundation.

Significant Notes – 2014-15 Budget Compared to 2013-14 Budget

The goal for the 2014-2015 budget is to keep expenses flat wherever possible. Utilities and personnel accounts did experience increases.

Organizational Chart



Grace A. Dow Memorial Library

Staff Summary	Approved 2012-13	Approved 2013-14	Adopted 2014-15
<u>Full-Time</u>			
Library Director	1	1	1
Technical Secretary	1	1	1
Supervisor of Adult Services	1	1	1
Supervisor of Youth Services	1	1	1
Supervisor of Circulation and Acquisitions	1	1	1
Reference Librarian	4	4	4
Youth Services Librarian	3	3	3
Library Assistant	2	2	2
Building Maintenance Coordinator	1	1	1
Library Custodian	3	3	3
Total Full-Time	18	18	18
<u>Regular Part-Time</u>			
Reference Librarian	3	3	3
Youth Services Librarian	3	3	3
Associate Reference Librarian	1	1	1
Library Assistant	13	13	13
Clerical Aide	13	13	13
Total Regular Part-Time	33	33	33
Department Total	51	51	51