



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 eAudiobooks and eBooks, reading resources, and more.

Library card holders can access their accounts, place holds, renew items, search databases, and download eAudiobooks and eBooks from the convenience of their electronic devices.

As a place of learning, exploration and enjoyment, the Library offers resources on local government information, local history and genealogy and for research, as well as videos, audio books and music CDs. 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 and utilizing Microsoft Office programs. The Library also provides Wi-Fi service to visitors who bring their own equipment.

Laptops 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 in the children's area to spark creativity and learning. The Early Literacy Activity Center, designed for children 5 years and younger, promotes school readiness through learning literacy skills in play-based activities. For upper elementary age children, the Tween Zone offers a place to read and meet up with friends. The Teen Spot provides a unique setting for middle and high school students to study or hang out.

Resource sharing with other libraries increases 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, "Library Connection" newsletter, and postings on Facebook communicate up-to-date information on services and programs. 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
- Shelves returned materials
- Greets and directs patrons
- Issues library cards
- 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, and other organizations
- Plans and conducts educational programming for children, teens and adults including: Computer/technology training, book discussion groups, author visits, guest presenters/performers, Battle of the Books, story times, craft activities, teen volunteer opportunities, 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

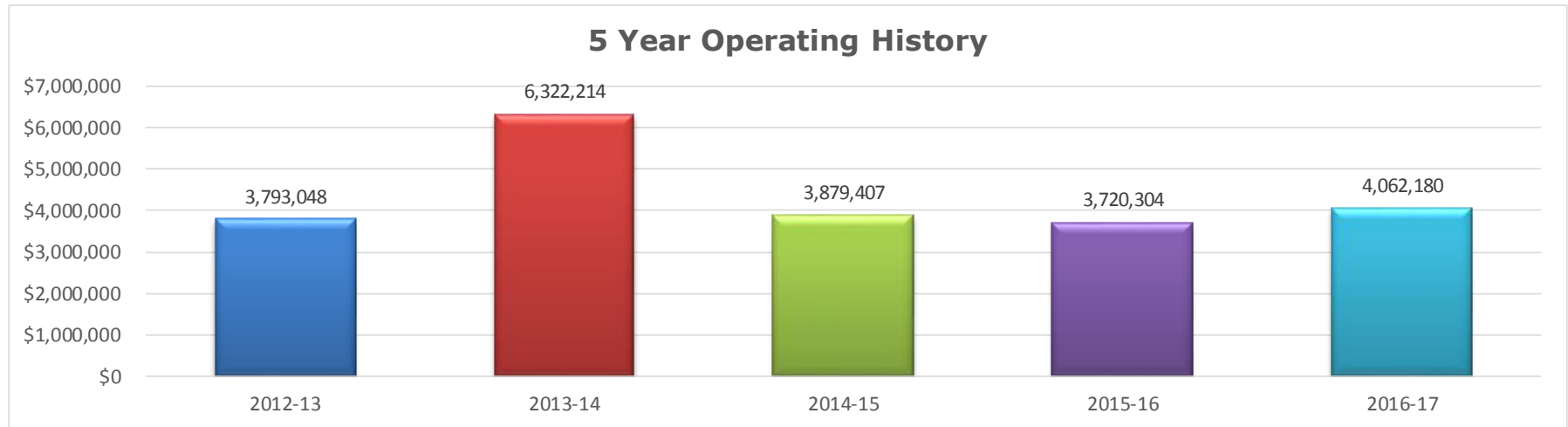
## Financial Statement

### 271 - Grace A. Dow Library Detail of Budget Appropriations and Revenues Fiscal Year Ending June 30, 2019

	2016-17	2017-18		2018-19	2019-20	2020-21
	Actual	Amended	Estimate	Adopted	Projected	Projected
<b>Revenues</b>						
Property taxes	\$ 2,130,937	\$ 2,054,410	\$ 2,079,586	\$ 2,068,607	\$ 2,068,607	\$ 2,068,607
Personal property tax reimbursement	286,208	312,751	312,751	312,751	312,751	312,751
Other grants	50,160	50,500	53,000	55,250	55,250	55,250
Library services	548,656	514,218	498,054	463,869	451,869	451,869
Contributions	491,334	55,000	124,415	55,000	55,000	55,000
Other	9,176	2,500	4,500	2,600	2,600	2,600
Investment earnings	3,506	2,000	5,600	5,600	5,600	5,600
Transfers in	865,907	1,446,543	1,260,808	1,455,445	1,483,619	1,638,397
Total revenues	<u>4,385,884</u>	<u>4,437,922</u>	<u>4,338,714</u>	<u>4,419,122</u>	<u>4,435,296</u>	<u>4,590,074</u>
<b>Expenditures</b>						
Personal services	2,812,069	3,149,326	2,975,378	3,099,054	3,213,063	3,353,106
Supplies	496,093	521,071	550,076	480,766	482,003	483,254
Other services and charges	558,865	737,292	718,701	734,302	740,230	753,714
Capital projects	195,153	244,848	244,848	-	-	-
Capital outlay	-	160,000	224,415	105,000	-	-
Total expenditures	<u>4,062,180</u>	<u>4,812,537</u>	<u>4,713,418</u>	<u>4,419,122</u>	<u>4,435,296</u>	<u>4,590,074</u>
Excess of Revenues Over (Under)						
Expenditures	323,704	(374,615)	(374,704)	-	-	-
Fund Balance - beginning	51,000	374,704	374,704	-	-	-
<b>Fund Balance - ending</b>	<u>\$ 374,704</u>	<u>\$ 89</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## Summary of Budget Changes

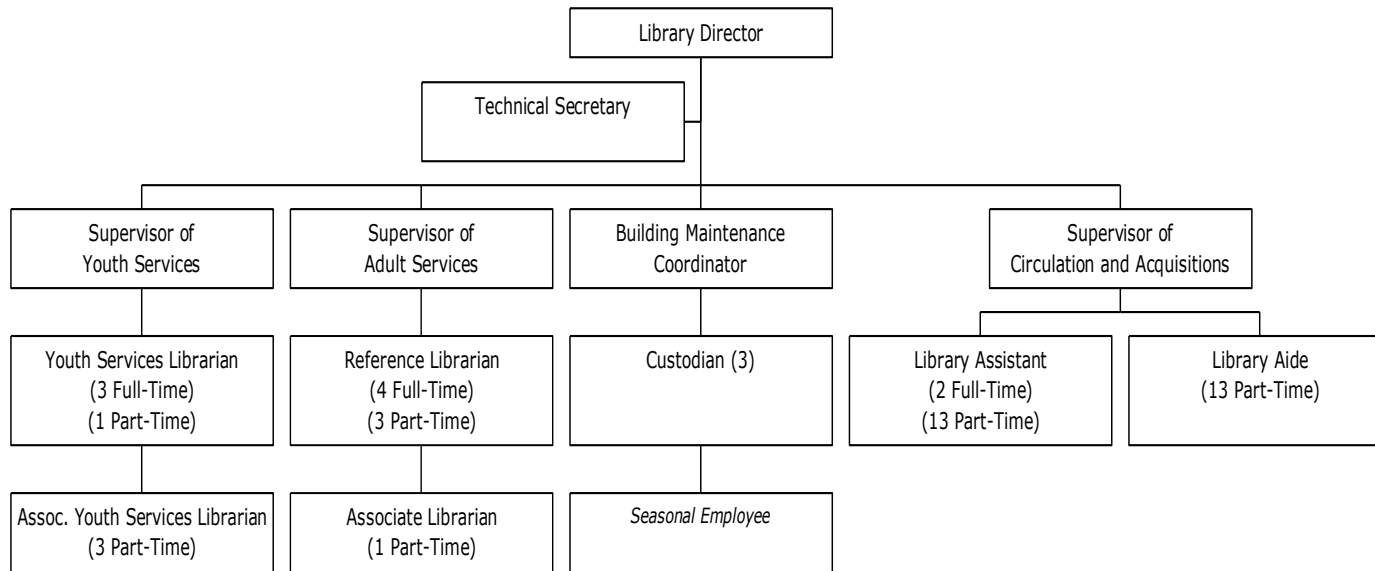
### Operating Trends



### Significant Notes – 2018-19 Budget Compared to 2017-18 Budget

The capital account includes funding for the roof replacement and resurfacing the staff parking lot in 2019. Additional funds were set aside in 2017 and 2018 for the roof replacement.

**Organizational Chart**



<b>Staff Summary</b>	<b>Approved 2016-17</b>	<b>Approved 2017-18</b>	<b>Adopted 2018-19</b>
<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
<b>Total Full-Time</b>	<b>18</b>	<b>18</b>	<b>18</b>
<u>Regular Part-Time</u>			
Reference Librarian	3	3	3
Youth Services Librarian	2	2	1
Associate Reference Librarian	1	1	1
Associate Youth Services Librarian	2	2	3
Library Assistant	13	13	13
Library Aide	13	13	13
<b>Total Regular Part-Time</b>	<b>34</b>	<b>34</b>	<b>34</b>
<b>Department Total</b>	<b>52</b>	<b>52</b>	<b>52</b>