



BOARD OF COMMISSIONERS

1 S. Main St., 8th Floor
Mount Clemens, Michigan 48043
586.469.5125 FAX 586.469.5993
maacombcountymi.gov/boardofcommissioners

ECONOMIC DEVELOPMENT COMMITTEE

THURSDAY, JULY 28, 2011

SPECIAL AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
5. **Education and Training**
 - a) Approve or Reject Contract with Clinton-Macomb Public Library for Macomb Blind and Physically Handicapped (mailed)
6. New Business
7. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
8. Adjournment

MEMBERS: Carabelli-Co-Chair, Flynn-Co-Chair, Miller, Moceri, Gralewski, Sabatini, Smith, Tocco and Vosburg (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

Kathy D. Vosburg
District 8
Chair

Marvin E. Sauger
District 2
Vice Chair

Fred Miller
District 9
Sergeant-At-Arms

Toni Moceri - District 1

David Flynn - District 4

James L. Carabelli - District 6

Roland R. Frascchetti - District 10

Bob Smith - District 12

Phillip A. DiMara - District 3

Ray Gralewski - District 5

Don Brown - District 7

Kathy Tocco - District 11

Joe Sabatini - District 13

RESOLUTION NO. _____ FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Approve or reject contract with Clinton-Macomb Public Library for Macomb Blind and Physically Handicapped. If approved, this item will be forwarded to the Finance Committee.

INTRODUCED BY Commissioners James Carabelli and David Flynn, Co-Chairs, Economic Development Committee

COMMITTEE/MEETING DATE

Economic Development Committee 07-21-11
Special Econ. Dev. 7-28-11

*moved to Special meeting on
7-28-11 at 6:30pm*

Revised Contract

DRAFT – July 27 2011

DRAFT – July 27, 2011

DRAFT – July 27, 2011

Economic Development
(Special meeting)
7-28-11

AGREEMENT BETWEEN MACOMB COUNTY AND THE CLINTON-MACOMB PUBLIC LIBRARY REGARDING THE MACOMB LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED@ CMPL

Distributed

This Agreement is entered into on _____, 2011
between Macomb County (County), whose address is One S. Main Street, 8th Floor, Mount
Clemens, MI 48043 and the Clinton-Macomb Public Library (CMPL) 40900 Romeo Plank, Clinton
Township, MI 48038.

Recitals

- A. Macomb County (County) provides library services for the blind and physically handicapped residents through the Macomb Library for the Blind and Physically Handicapped (MLBPH).
- B. In order to continue to provide services for the blind and physically handicapped, the County wishes to partner with the Clinton-Macomb Public Library (CMPL) to provide these services as a sub-regional library associated with the National Library Service for the Blind and Physically Handicapped (NLS).
- C. CMPL agrees that such a partnership will benefit county residents and will provide opportunities for library service enhancements by CMPL.

Agreement

1. **Sub-Regional Library.** CMPL shall assume the role of the host library for the Macomb Library for the Blind and Physically Handicapped (MLBPH) and shall fulfill all NLS requirements of a sub-regional library to provide library services, including the lending of books, recordings, reproducers, musical scores, instructional texts, and other specialized materials, for blind and other physically handicapped residents of Macomb County. The name for the MLBPH will be the Macomb Library for the Blind and Physically Handicapped @ CMPL.

2. **Term.** The term of this agreement is 10 years, commencing on _____, 2011. The effective date of this agreement is the commencement date.

3. **Consideration.** The County shall pay to CMPL the following annual amounts :

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
1	\$ 95,000.00	6	\$110,131.00
2	\$ 97,850.00	7	\$113,435.00
3	\$100,786.00	8	\$116,838.00
4	\$103,809.00	9	\$120,343.00
5	\$106,923.00	10	\$123,953.00

The first annual payment will be made upon the effective date. Subsequent annual payments will be due on the anniversaries of the effective date.

4. **Startup Costs.** The County shall reimburse CMPL for one-time startup costs totaling \$89,170.00 as outlined in Attachment A upon the effective date of this agreement.

5. **Funds.** Any MLBPH fund balance, endowments, or grants, shall be transferred to CMPL.

6. **MLBPH State Aid.** MLBPH state aid shall be transferred to CMPL. If state aid for MLBPH exceeds \$40,000.00 in any given year, the excess shall be deducted from that year’s contract amount that is required to be paid by the County to CMPL. If state aid falls below \$40,000.00 in any given year, the shortfall shall be added to that year’s contract amount to be paid to CMPL.

7. **Appropriation of Funds.** CMPL shall have full discretion for the appropriation of funds provided by the County, whether the funds are grants, endowments, state aid or federal aid. CMPL shall comply with any state or federal requirements imposed upon the appropriations. CMPL shall hold the County harmless from any liability due to its failure to comply with applicable laws or regulations.

8. **Reporting Requirements.** CMPL shall be responsible for submitting any reports to funding sources and shall submit a copy of such reports to the County.

9. **Personal Property.** The County shall provide an inventory to CMPL of the county-owned and federal personal property of MLBPH. The County shall turn over all of the personal property of the MLBPH to CMPL. All non-federal personal property shall become the property of CMPL. CMPL shall have the authority to dispose of the property at its discretion. The County

will hold CMPL harmless for any cost due to federal property not turned over by the County to CMPL.

10. **Employees.** CMPL is under no obligation to hire any current MLBPH employees. Existing MLBPH staff will be given full consideration for any new positions created by CMPL as a result of this agreement.

11. **Operation.** The Macomb Library for the Blind and Physically Handicapped @ CMPL will be available to the public at all times that the CMPL is available to the public.

12. **Entire Agreement.** This Agreement and its exhibits contain the entire understanding between the parties.

13. **Severability.** Each provision of this Agreement must be interpreted in a way that is valid under applicable law. If any provision is held invalid, the rest of the Agreement will remain in full effect.

14. **Amendments.** The parties can amend this Agreement only by a written document signed by both parties.

15. **Assignments.** A party cannot assign this agreement or any right or obligation under the Agreement without the prior consent of the other party.

16. **Successors and Assigns.** If this Agreement is properly assigned, then it will bind and benefit the successors and assigns of the parties.

17. **Third-Party Beneficiaries.** This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

Macomb County

Clinton-Macomb Public Library

Mark F. Deldin,
Deputy County Executive

Larry P. Neal
Library Director

Proposal Regarding the Macomb Library for the Blind and Physically Handicapped @ CMPL

Executive Summary

Representatives from Macomb County have approached the Clinton-Macomb Public Library (CMPL) about providing library services for blind and physically handicapped residents of the county on a contractual basis. Currently such residents are served through the Macomb Library for the Blind and Physically Handicapped (MLBPH) located in the former county library building at the corner of Hall Road and Garfield.

In addition to the benefit of securing the future of this service for county residents for the next decade there will be many opportunities for service enhancements for CMPL's taxpayers in Clinton and Macomb Townships. CMPL should pursue this opportunity to partner with Macomb County on a cost neutral basis.

Background

"Access" stands at the top of the list of the American Library Association's statement of core values for librarianship¹. Specifically it reads, "All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users." This includes people with disabilities which is a group that a member of society can become a part of at any time as a result of injury or disease.

In 1931 the United States Congress passed the Pratt-Smoot Act to establish a national free library service for all U.S. citizens who are unable to read conventional print because of blindness or visual impairment. Two regional libraries were established in Michigan including one to serve Wayne County and the other to serve the rest of the state. The service was expanded in 1952 to include children and again in 1967 to include people with other disabilities. The following persons are currently eligible to receive these services:

- Blind persons whose visual acuity as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose diameter of visual field subtends an angular distance no greater than 20 degrees.
- Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.
- Persons certified by competent authority as unable to read or unable to use standard printed material as a result of physical limitations.

¹ ALA Core Values of Librarianship, available [<http://www.ala.org/ala/aboutala/offices/oif/statementspols/corevaluesstatement/corevalues.cfm#access>] April 19, 2011.

- Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.

In 1983 through the efforts of Margaret “Peg” Lamont a sub-regional library for the blind and physically handicapped was established for the residents of Macomb County in the Macomb County Library building and she served as its director until 1989. Ms Lamont later became a founding board member of the Clinton-Chippewa Valley District Library in 1992 where she served through its transformation into the full-service state-of-the-art Clinton-Macomb Public Library system until 2005. When the county library building was repurposed for Wayne State University in 2010 space was retained for the MLBPH.

The National Library Service for the Blind and Physically Handicapped (NLS) remains a federally funded program through the Library of Congress. It connects eligible library customers from preschoolers to centenarians with reading materials in digital audio and Braille formats through free delivery via U.S. mail. People who sign up for the program also have the option of downloading books and magazines in audio or Braille format via the Internet. The NLS collection offers more than 400,000 titles including bestsellers, classics, biographies, romance, and other genres. Each year 2,500 titles are added. Over 40 periodicals are available in audio format, including *Consumer Reports*, *National Geographic*, and *Sports Illustrated for Kids*, and 30 periodicals in Braille, such as *Ladies Home Journal*, *ESPN: The Magazine* and the *New York Times Large-Print Weekly*.

Customers are served locally through a national network of 113 cooperating libraries. Congress appropriates funds annually to the Library of Congress for the NLS program. The Michigan Commission for the Blind oversees the regional library through the Braille and Talking Book Library under the Department of Energy, Labor and Economic Growth (DELEG). There are 11 sub-regional libraries in Michigan, many hosted by public libraries including Ann Arbor, Detroit, Muskegon and Traverse City. In fact the Ann Arbor District Library (AADL) incorporated the services of the Washtenaw Library for the Blind and Physically Disabled in 2009. AADL’s model is being used for the basis of the proposed partnership between Macomb County and CMPL.

Scope of Services Provided

The services of MLBPH are an excellent fit with CMPL’s mission to, “connect people of all ages to resources that inform, educate, entertain and inspire.” The needs of blind and physically handicapped customers for information and the desire for access to materials of interest to read and enjoy are no different than CMPL’s current customers. In fact 174, or 19% of the MLBPH’s customers are already CMPL residents. A comparison of services offered by the two organizations shows a fair amount of overlap, although the core service of delivering talking books would be entirely new to CMPL.

Services CMPL already offers:

Service	Note
Large print books	CMPL offers nearly 8,000 titles and would merge MLBPH's collection.
Book discussion kits	CMPL would expand its current collection to include kits for people with low vision.
Audiobooks	CMPL offers over 11,000 audiobooks for children, teens and adults on cassettes, CD, MP3, Playaway and via download.
Low vision aides	CMPL offers 70 different devices for checkout and would merge MLBPH's collection.
Closed-circuit TV	
Internet station with JAWS and other adaptive software	
Telecommunication Device for the Deaf	

Services that CMPL would add:

Service	Status
Books and magazines in digital format or on recorded cassette and related playback equipment	Would acquire MLBPH's existing talking book collection of over 18,000 items and would provide playback equipment and maintenance.
Books in Braille	CMPL would acquire some books in this format for educational purposes. Michigan's Braille and Talking Book Library has an extensive collection that may be ordered by mail.
Delivery of materials by U.S. mail	In addition to talking books eligible customers could also receive large print books and described DVDs and videos by mail.
Depository collections at nursing homes	
Computer training classes	CMPL currently uses volunteers to teach computer classes to individuals and small groups of students. AADL has an adaptive technology training specialist who works with individuals by appointment. CMPL would provide such training with volunteers or by contract.
Bi-Fokal kits (memory skills)	
Kids on the Block puppets (disability awareness and education)	
Braille printer	

Typical duties CMPL staff would be expected to deliver to its blind and disabled customers might include:

1. Customer registration
2. Maintain reader records
3. Perform reader's advisory services and any other library-related service required
4. Handle interactive ordering of books, machines and magazines
5. Furnish walk-in service to customers
6. Retain a two-year collection of books produced by the NLS
7. Perform continuous outreach efforts throughout Macomb County
8. Furnish statistical reporting to the Michigan Department of Energy, Labor and Economic Growth (DELEG)/Michigan Commission for the Blind (MCB)/Braille and Talking Book Library and the NLS
9. Provide specialized equipment such as closed circuit magnification stations, Braille printer, Internet access with screen reading software

Benefits of providing the service

The NLS cites the advantage of public libraries acting in the capacity of a sub-regional library for the blind and physically handicapped:

“The public library rightfully assumes the duty of serving the total community for which it is responsible by offering sub-regional service to blind and physically handicapped readers in the community. Sub-regionalization increases circulation because of the personalized service offered; blind and physically handicapped people not only use libraries in much larger numbers proportionately than their sighted counterparts, they also read more and are highly appreciative of good service. The public library may also benefit from the public relations effects of serving blind and physically handicapped readers. Service to this group has proven its ability to capture the interest of civic groups, volunteers, and the news media. Sub-regional service can help validate the premise that libraries exist so that all may read.²”

Specific benefits of CMPL offering the service include:

- Secures the future of a sub-regional library for the blind and physically handicapped in Macomb County for the next 10 years.
- Increases service hours by 80% including evenings and weekends. The MLBPH is open 9 a.m. to 5 p.m. Monday through Friday. The CMPL is open 9 a.m. to 9 p.m. Monday through Thursday, 9 a.m. to 6 p.m. Friday and Saturday and 1 to 6 p.m. on Sundays from September through May. Longer hours of service was a major item of interest in a 2006 survey of MLPBH customers³.

² NLS Network Library Manual, Section 5 “Overview of Network Service,” available [http://www.loc.gov/nls/nlm/5_5_SRLs.html] April 19, 2011.

³ A 2006 survey conducted of MLPBH users indicated that 42% of those polled (and 81% of those with reading disabilities) would find it more convenient if the library stayed open until 9 p.m. Regarding Saturday hours 41% of those polled (and 69% of those with reading disabilities) wanted that option.

- Raises public awareness in general of the service by leveraging CMPL's strong marketing capabilities and close partnerships with the other public libraries in Macomb County through the Suburban Library Cooperative.
- Demonstrates CMPL's commitment to offering full and equal access to library resources for every member of the community through actions and not just words.
- Offers a modern, fully ADA-compliant facility with convenient customer drop-off at the front door.
- Offers convenient, one-stop "shopping" for families living in SLC member communities who have a member with a disability.
- Increases the awareness of and skill level in serving customers with disabilities across the entire CMPL staff.
- Allows current customers of the library to continue to be served by CMPL should they ever find a need for MLBPH services due to a disability caused by injury or disease.
- Would be a minimal change in driving distance (3 miles) for those who visit the MLBPH in person.
- Covers some of CMPL's managerial and administrative overhead costs especially during a financially difficult time.

Challenges and proposed solutions to providing the service

CHALLENGE: SPACE

A large percentage of MLBPH's customer base never steps foot in the library⁴ and much of its 1,800 square feet of space is optimized for storage. The current library holds about 18,000 items mostly on 90" compact shelving. Ranges of 21' double sided shelves on tracks are moved by lever to provide access to materials. While access to browse the stacks is required by law, it is not well suited to being freely open to the public. Books are shelved in accession number order.

Space is required to handle the large volume of transactions by mail for delivery and return of materials.

Space is required to provide special equipment such as the adaptive Internet station, closed circuit television and the Braille printer.

RECOMMENDED SOLUTIONS: The Library Store, the adjacent workroom and part of the basement should be repurposed for this service. Free standing shelving would be added to the store space to house the digital talking books. The large work table which functions as the "Access Center" near the large print collection could be relocated to the store and would hold all equipment including a closed circuit TV, the Internet station with JAWS, and the Braille printer. The

⁴ Only 18% of the customers reported visiting the MLBPH over the past year. *MLBPH Survey of Patrons*, summer 2006.

space would be available all hours that the library is open. If staff or volunteers are in the workroom then the space could be kept unlocked. If the room is unattended then it would be made available upon request. A telephone should be added near the equipment so that a customer could easily call the Popular Materials Reference Desk if assistance is required. Power assist should be added to the room's entrance door for customer convenience. Consideration should be given to naming the space as the Margaret J. Lamont Room in recognizing her as the founding director of the MLBPH.

The workroom could be configured for processing the incoming and outgoing materials by mail as well as the item withdrawal area. Workstations from the current MLBPH could be relocated to the space.

The compact storage unit from the MLBPH could be relocated to one of the larger rooms in the basement for storage for books on cassette. It would need to be available to the public upon request.

From initial discussions with the library's space planning consultant it does not appear that all of the existing MLBPH shelving will fit into CMPL's available space. Some weeding of the lesser used parts of the current collection will be required. By law CMPL would be minimally required to retain about 5,000 items in the collection, but our estimated total capacity will be for about 15,000 items. Unavailable titles would be available to customers via interlibrary loan. Given that the more recent materials tend to circulate most it is fully anticipated that a high level of service can be provided even though fewer titles would be immediately available.

The large print collection will be merged with CMPL's existing collection. Since additional space will be available in that part of the library, it is recommended that three rows of additional 66" shelving be purchased for that area at a cost of \$14,405. Since this will be part of CMPL's general collections the cost for the shelving should be paid for by CMPL.

CHALLENGE: TRAINING

- The challenges of integrating the services of a library that has operational requirements completely separate from CMPL cannot be underestimated. CMPL has always prided itself on high quality, customer-centric service and must provide the same to MLBPH customers.

RECOMMENDED SOLUTIONS: Librarians, circulation staff and volunteers must be fully trained, not only in the software and processes, but in working with customers with a wide variety of disabilities. Such training will be included in the first-year proposed expense schedule. AADL has generously offered to share the training materials used for its staff. CMPL will also provide in-service training to all of its staff members. Given the fact that the Consortium of User Libraries (CUL), the automation system used by the MLPBH will be ported to a web-based interface over the summer it is preferable that CMPL not take on the service before the migration is complete.

As with any other library service ongoing awareness of trends and participation in the related professional associations is critical. A designated staff member would be expected to attend the biannual National Conference of Librarians Serving Blind and Physically Handicapped Individuals and become a member of the Association of Specialized and Cooperative Library Agencies (ASCLA).

CHALLENGE: HUMAN RESOURCES

Additional staffing resources will be required to deliver these services, especially since they not lend themselves well to self-service efficiencies used in other areas of the library.

RECOMMENDED SOLUTIONS: Since CMPL wishes to incorporate this as a districtwide service rather than a "library within a library," the time studies from AADL will serve as a guide to anticipate costs. CMPL will need to add the following staff to anchor the service with the realization that overhead costs for administration and managers must be taken into account as well:

- A new 30-hour per week outreach librarian will be added to the Popular Materials Department. This person will report to the department head and will be responsible for collection development, monitoring trends in the field, service promotion, building partnerships with related area agencies, and train staff and volunteers on how to properly serve the blind and physically handicapped. A workstation is available in the Popular Materials workroom and this person will also be expected to work on the Popular Materials Reference Desk.
- A new 10-hour per week assistive technology trainer. This person will provide one-on-one training for customers who wish to use the adaptive equipment as well as computer classes. Other duties may include coordinating machine repair and replacement.
- A new 20-hour per week library assistant will process shipments and deliveries of materials via U.S. mail as well as assist with the excess and redistribution program (XESS). This person will be responsible for contacting customers for all circulation-related matters.
- All current Popular Materials librarians will be trained so that they can assist with answering questions about the service, sign customers up for new accounts, check out items for walk-in customers and offer basic assistance with the assistive technology.
- The Head of Popular Materials will oversee the service, collect statistics and interface with other management staff to ensure quality, consistent delivery to the public. She will manage the staff responsible for the service.
- The library's administrative team will complete all federal and state reports, provide financial information for the annual audit, and handle all publicity and press inquiries.

- Volunteers will rewind talking book cassettes, shelve materials and contact customers via phone for ongoing satisfaction feedback as permitted by law.

CHALLENGE: FUNDING

CMPL is funded by the taxpayers of Clinton Township and Macomb Township and currently does not receive any funding from Macomb County. The library receives over 90% of its revenues from local property taxes, which continue to decline at significant rates. CMPL's Board has indicated that aside from providing space for this service that it must be expense neutral, including the costs to relocate and startup the service at CMPL.

RECOMMENDED SOLUTIONS: CMPL will estimate the cost to provide the service based on time studies provided by AADL. AADL acquired the Washtenaw Library for the Blind and Physically Disabled in 2009 and will be the model used to integrate the service into CMPL's operations. Quotes from Library Design Associates and a moving company have been obtained to account for the costs of moving and reconfiguring shelving and materials.

CHALLENGE: CHANGE MANGEMENT

Current customers of the MLBPH may find the transition of dealing with three long-time county employees to the new voices and faces of CMPL staff difficult.

RECOMMENDED SOLUTIONS: Proactive communication with MLBPH's current customers is critical before, during and after the transition. All customers should be contacted once the transition plan has been approved to minimize any interruption to the delivery and receipt of materials. Following the transition, customers should be contacted on an ongoing basis to monitor the quality of service delivery, understand changing user needs and to address any concerns.

The public needs to understand that CMPL was approached by Macomb County to provide the service and that this is a mutually beneficial plan. CMPL cannot transition the current employees into its operations as county employees or on a full-time basis. Ideally the current MLBPH staff will work with the CMPL staff to provide an amicable, orderly transition that keeps the needs of its customers a top priority. Current MLBPH staff would be welcome to apply for jobs at CMPL as they become available.

In a 2006 survey the vast majority of MLBPH users indicated no need to update the library's name. AADL provides a very practical model to follow regarding the name to respect the role of both libraries which would result in using "Macomb Library for the Blind and Physically Handicapped @ CMPL" as the marketing name.

CHALLENGE: CHANGING TRENDS IN SERVICE DELIVERY

A study entitled *Alternatives for Future Operations* prepared by the NLS in January 2011 raises several important points for consideration.

- Technology offers significant opportunities to deliver services more reliably and with greater efficiency but also creates barriers for many blind and physically handicapped users.
 - Talking books on recorded cassette are rapidly being replaced by digital talking books. In fact, the Wolfner Library for the Blind and Physically Handicapped, which serves the state of Missouri, reports that 80% of its talking book circulation is digital even though only 4% (11,726) of its 252,389 items are in that format. On the other hand, magazines are still mostly available in cassette form.
 - The ideal delivery mechanism has been identified as the ability to directly download a book or magazine onto the user's preferred playback device. The Braille and Audio Reading Download (BARD) service currently offers 20,000 titles for download by end users and will likely become the preferred delivery method in the next 5 to 10 years.
 - It is estimated that only 42% of users with disabilities have access to broadband.
 - Visually impaired users have additional obstacles to using the Internet. There is an additional software application, such as the screen reader program JAWS, to learn and master, and then many websites are not ADA-compliant making them impossible or extremely difficult to read.
 - There have been calls from the library community that talking books be ported to standard playback technology such as smart phones and tablets rather than proprietary playback devices.

- While extensive data is gathered regarding the reading preferences of users as a key component to service, and the MLBPH did a survey in 2006, an updated survey to understand users' preferences and needs in service delivery and training should be conducted.

- Although merging the library for the blind and physically handicapped with the public library was successful in Washtenaw County, the report raises concerns about "mainstreaming."
 - Most public librarians have not been trained in serving the needs of blind and physically handicapped users.
 - Since the majority of users do not come to the library there is risk that they can easily be forgotten.
 - It is often assumed that materials available in the public library can easily be used by blind and physically handicapped users. A simple example of where this is not the case is with DVDs. A blind person cannot rely solely on the audio component to understand the context, action and dialogue. Described DVDs provide additional audio description to indicate what is occurring onscreen and in many ways can be as useful as closed caption is to users with hearing impairments.

RECOMMENDED SOLUTIONS: Although it may be tempting to significantly purge much of the collection before incorporating it into CMPL, it may be best to transfer all of the collection to start. An updated survey of users should be conducted to understand their needs and preferences and how we can best work with them to adapt to the digital future. Increased marketing efforts should be made across the county, in partnership with the other public libraries, the Macomb Intermediate School District, agencies that deal with patients with disabilities and service clubs such as the Lions. At that point services and collections should be closely reviewed for future development. It is clear that it will take at least a decade for the major transitions to occur in this service and any contract with the county should be 10 years in duration. That said, a clear vision and plan for the future beyond that time should be developed.

Recommended contract provisions

- CMPL shall assume the role of host library which is currently held by the Suburban Library Cooperative.
- CMPL shall fulfill the NLS requirements of a sub-regional library but shall have full discretion over how the funds provided by Macomb County are appropriated to meet those requirements.
- The contract will be 10 years in duration.
- The library will submit a copy of the annual state aid report to the county.
- All non-federal assets should become property of CMPL which shall have the authority to dispose of such assets at its discretion.
- CMPL should be held harmless for any federal property not turned over during the transition.
- The contract should cover all moving costs to relocate the service.
- The contract should cover the costs for three new, free-standing shelving units in the Library Store space similar in quality to the other furnishings in the Main Library.
- The contract should cover all initial training and startup costs.
- There should be no stipulation that CMPL be obligated to hire the existing MLBPH staff although such staff would be given full consideration for any new positions.
- Any MLBPH fund balance, endowments or grants shall be transferred to CMPL.
- Macomb County should provide links on its website and referral from as many points as feasible.
- MLBPH state aid shall be transferred to CMPL.
- Should state aid fall below \$40,000 in any given year Macomb County will make up the difference in the form of an additional contract payment.

- Macomb County will contract with CMPL according to the following annual payment schedule:

Year	Amount
1	\$95,000
2	\$97,850
3	\$100,786
4	\$103,809
5	\$106,923
6	\$110,131
7	\$113,435
8	\$116,838
9	\$120,343
10	\$123,953

- Macomb County will reimburse CMPL for the one-time startup costs related to offering the service totaling \$89,170.

Proposed Time Line

Macomb County has indicated a desire to transfer the service during the summer of 2011. Below is a proposed time line:

- May 18, 2011 – CMPL Board reviews proposal for Macomb County
- Review and approval by Macomb County
- Immediately following approval:
 - A request for approval of the transition plan shall be submitted to the Michigan Commission for the Blind.
 - Current MLBPH customers notified of change and service continuity plan during the transition.
 - Free standing shelving ordered for Library Store space.
 - Replacement for fax service offered via Library Store determined.
 - New outreach librarian position posted.
 - Power assist for Library Store door ordered.
 - Signage for room ordered.

- Month following approval:
 - Library Store inventory liquidated.
 - Power assist mechanism installed on Library Store door.
 - Mailing bags, account applications and promotional materials developed and ordered.
 - New outreach librarian hired.
- Two months following approval:
 - Library Store closed.
 - Workroom area cleaned out.
 - Assistive equipment table relocated to Library Store space.
 - MLBPH closed, service provided by Braille and Talking Book Library.
- Three months following approval:
 - New shelving installed in Library Store area.
 - Shelving, furniture and collections moved from MLBPH to CMPL.
 - Staff training.
- Four months following approval:
 - Soft launch of service at CMPL.
 - Official dedication.

Respectfully submitted,

Larry P. Neal, Library Director
May 18, 2011

Revised: May 19, 2011

See Revised Contract

DRAFT – July 12, 2011

DRAFT – July 12, 2011

DRAFT – July 12, 2011

**AGREEMENT BETWEEN MACOMB COUNTY AND
THE CLINTON-MACOMB PUBLIC LIBRARY REGARDING THE
MACOMB LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED@ CMPL**

This Agreement is entered into on _____, 2011
between Macomb County (County), whose address is One S. Main Street, 8th Floor, Mount
Clemens, MI 48043 and the Clinton-Macomb Public Library (CMPL) 40900 Romeo Plank, Clinton
Township, MI 48038.

Recitals

- A. Macomb County (County) provides library services for the blind and physically handicapped residents through the Macomb Library for the Blind and Physically Handicapped (MLBPH).
- B. In order to continue to provide services for the blind and physically handicapped, the County wishes to partner with the Clinton-Macomb Public Library (CMPL) to provide these services as a sub-regional library associated with the National Library Service for the Blind and Physically Handicapped (NLS).
- C. CMPL agrees that such a partnership will benefit county residents and will provide opportunities for library service enhancements by CMPL.

Agreement

1. **Sub-Regional Library.** CMPL shall assume the role of the host library for the Macomb Library for the Blind and Physically Handicapped (MLBPH) and shall fulfill all NLS requirements of a sub-regional library. The name for the MLBPH will be the Macomb Library for the Blind and Physically Handicapped @ CMPL.
2. **Term.** The term of this agreement is 10 years, commencing on _____, 2011.

3. **Consideration.** The County shall pay to CMPL the following annual amounts:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
1	\$ 95,000.00	6	\$110,131.00
2	\$ 97,850.00	7	\$113,435.00
3	\$100,786.00	8	\$116,838.00
4	\$103,809.00	9	\$120,343.00
5	\$106,923.00	10	\$123,953.00

4. **Startup Costs.** The County shall reimburse CMPL for one-time startup costs totaling \$89,170.00 as outlined in Attachment A.

5. **Funds.** Any MLBPH fund balance, endowments, or grants, shall be transferred to CMPL.

6. **MLBPH State Aid.** MLBPH state aid shall be transferred to CMPL. If state aid for MLBPH exceeds \$40,000.00 in any given year, the excess shall be deducted from that year's contract amount that is required to be paid by the County to CMPL. If state aid falls below \$40,000.00 in any given year, the shortfall shall be added to that year's contract amount to be paid to CMPL.

7. **Appropriation of Funds.** CMPL shall have full discretion for the appropriation of funds provided by the County, whether the funds are grants, endowments, state aid or federal aid.

8. **Reporting Requirements.** CMPL shall be responsible for submitting any reports to funding sources and shall submit a copy of such reports to the County.

9. **Physical Property.** The County shall turn over all of the physical property of the MLBPH to CMPL. All non-federal physical property shall become the property of CMPL. CMPL shall have the authority to dispose of the property at its discretion. The County will hold CMPL harmless for any federal property not turned over by the County to CMPL.

10. **Employees.** CMPL is under no obligation to hire any current MLBPH employees. Existing MLBPH staff will be given full consideration for any new positions created by CMPL as a result of this agreement.

11. **Entire Agreement.** This Agreement and its exhibits contain the entire understanding between the parties.

12. **Severability.** Each provision of this Agreement must be interpreted in a way that is valid under applicable law. If any provision is held invalid, the rest of the Agreement will remain in full effect.

See Revised Contract

DRAFT – July 12, 2011

DRAFT – July 12, 2011

DRAFT July 12, 2011

13. **Amendments.** The parties can amend this Agreement only by a written document signed by both parties.

14. **Assignments.** A party cannot assign this agreement or any right or obligation under the Agreement without the prior consent of the other party.

15. **Successors and Assigns.** If this Agreement is properly assigned, then it will bind and benefit the successors and assigns of the parties.

16. **Third-Party Beneficiaries.** This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

Macomb County

Clinton-Macomb Public Library

Mark F. Deldin,
Deputy County Executive

MLBPH @ CMPL One-Time Startup Costs

ONE-TIME STARTUP COSTS:	
Staff training	\$5,000
New signage (remove Library Store, repaint, signs)	3,000
Three new double face 84" shelving units for Library Store	16,725
Relocate MLBPH 10 rows of compact shelving and contents	29,700
Relocate single face shelving and contents	1,715
Relocate storage room contents and shelving	1,800
Relocate Teknion office furniture	1,705
Relocate existing CMPL computer table to Library Store	525
Disposal of unwanted assets	3,000
Power assist opener for Library Store door	2,500
Floor access power/data outlet for Library Store	2,000
Blank digital cartridges for duplication	10,000
Duplication project supplies	3,000
40-cell Braille display	3,500
Contingency	5,000
TOTAL:	\$89,170

PROPOSED CHANGES TO COUNTY AGENCIES

Changes to Administrative Units

At this time, changes are being proposed to just two administrative Agencies of County government; the **Macomb County Library** and the **Risk Management and Safety** unit.

County Library. The County entered into a lease agreement with Wayne State University in January of 2009 that effectively closed what was previously known as the County Library. What remains in the Macomb County Library Fund are three separate and distinct program areas: The Macomb Literacy Partners (MLP), the Library for the Blind and Physically Handicapped (LBPH), and the Reference and Research Center (RRC). Although the University subsequently converted some 20,000 square feet in the Hall Road building into classroom and instructional space, approximately 2,800 square feet was retained by the County to operate an “Electronic Reference and Research Center,” 2,400 square feet was allocated to the LBPH, and 1,200 square feet was provided to the MLP. The County continues to provide the staffing for these programs as well as up to \$365,000 each year of the 25 year agreement (\$9,125,000 in total) for the purchase of reference materials. The current annual budget for the “Library Fund” exceeds \$1 million.

In September 2010, the three programs became part of the Department of Planning and Economic Development. Since that time, through continued monitoring and review, it has become increasingly apparent that the closure of the larger County Library has adversely impacted the remaining programs, especially the Reference and Research Center. The RRC is no

longer well utilized or cost effective, and greater efficiencies could be achieved for the other two programs through collaboration with local partners.

The **Macomb Literacy Partners** is a non-profit organization charged with helping adults who have difficulties reading, writing or speaking English. While most of the funding to support MLP is generated through grants and donations, the county does provide an annual subsidy of \$33,950, which is used to supplement the director's salary. Since the County gives minimal financial support to an organization that provides such essential literacy services for nearly a thousand residents, it is recommended that funding be continued, although a more suitable location for the program will be explored.

The **Library for the Blind and Physically Handicapped** serves qualifying County residents by providing books on tape, large print books, equipment that enlarges text, and equipment for printing Braille materials. The county's 2011 budget appropriation for the LBPH, which includes four staff positions, is:

Salaries and Benefits	\$266,468
Operations	<u>22,150</u>
Total	\$288,618

The LBPH provides an essential service for residents. It was reported that as of January 2011, their total patron count exceeded 900. Based upon this demand, it is important to continue the services of the LBPH. There is, however, an option that would continue to provide the service, allow for a cost savings to the county, and create greater efficiencies of scale. The recommendation is to transfer their functions, services, and holdings to the Clinton – Macomb District Library. Preliminary talks have taken place with the Clinton – Macomb Library Director, Mr. Larry Neal, and members of his Board of Directors. While formal approval has not yet been obtained, it is anticipated that they would agree to a transfer, contingent upon an

estimated annual subsidy of \$100,000. This type of transfer / collaboration is not without precedent. In January 2009, the Ann Arbor District Library officially took ownership of the Washtenaw County LBPH. Mr. Neal has been diligent in examining the Ann Arbor model. Successfully implementing this transfer would generate savings to the County of nearly \$200,000 annually.

The Reference and Research Center's charge is to provide Macomb County residents with access to reference books, print magazines, newspapers, and a variety of online databases. The county's 2011 budget appropriation for the RRC, which includes four staff positions, is:

Salaries and Benefits	\$374,004
Books	52,050
Online Services	214,450
Operations	<u>76,350</u>
Total	\$716,854

The RRC has to compete with the constantly changing technology and communication needs and the shifting research habits of today's society. The valuable research information that libraries once provided almost exclusively is now more easily obtained on a 24/7 basis through a variety of internet sources. This has created a situation where the RRC can no longer be considered well utilized or cost effective.

During the preceding 12 month period ending 2/28/11, the RRC was open for 1,955 hours, with a total of 7,077 staff hours worked. During this same period, there was a total of 2,157 in-person visits and 2,652 reference calls. This equates to approximately one in-person visit per hour of operation and just over one contact of any kind for every two staff hours worked.

In order to operate, the RRC must subscribe to a number of research databases. The county has budgeted \$214,450 for these subscriptions. During the same 12 month period, there

were 9,324 accesses or “hits” on the databases. In the aggregate, this equates to \$23 per database hit. Some databases exceed \$200 per hit. The Clinton Macomb Library Director indicated that they will typically not renew a database when the cost exceeds \$1.50 per hit. None of the RRC’s databases come close to that level of cost effectiveness and overall utilization would have to increase more than 15-fold to achieve that minimum threshold.

The previous Board of Commissioners appropriately tried to preserve some basic services when it was forced to close the bulk of the County Library in 2009, and it found a valuable use for the vacated space. But time has continued to show a lack of demand for reference and research services. Because of its low utilization and high transaction costs, the **County Reference and Research will be phased out no later than December 31, 2011.** The savings for 2012 and beyond will exceed \$700,000 annually. The County will continue to support the Library for the Blind and Physically Handicapped either directly or through a partnership with another County library, which could save an additional \$190,000. The Macomb Literacy Partners program will continue to be supported financially and housed in its current location or in another facility if more suitable space can be obtained.