Baldwin Public Library
Library Board of Directors

Library Board Meeting

October 17, 2016

Sheila Brice, President
Frank Pisano, Vice President
James W. Suhay, Secretary
Ashley Aidenbaum
Bob Tera
David Underdown

Doug Koschik, Library Director
Baldwin Public Library

Mission
The Baldwin Public Library enriches Birmingham and participating communities by providing opportunities and resources for individuals of all ages and backgrounds to learn, connect and discover.

Vision
The Baldwin Public Library will be an essential resource for the community and its first choice for accessing the world’s knowledge.

Core Values
We are committed to:

- Intellectual Freedom
- Equitable and Inclusive Access
- Education and Learning
- Welcoming Environment
- Integrity
- Partnerships
- Excellence

Adopted October 2010
**Baldwin Public Library Board**

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Baldwin Public Library Board Meeting  
Monday, October 17, 2016 at 7:30 p.m.  
Rotary Tribute & Donor Rooms

Agenda

The full Board packet is available online at www.baldwinlib.org on the Friday preceding the meeting.

This is an open meeting. All members of the public are invited to attend.

Call to order, pledge of allegiance, reading of the Library’s mission statement, and establishment of a quorum.

I. Consent Agenda

All items on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no discussion of these items unless a Board member or a citizen so requests, in which case the item will be removed from the general order of business and considered as the last item under new business.

A. Approval of September 19, 2016 minutes
B. Approval of September 2016 vendor payments in the amount of $83,187.30 including payments in excess of $6,000
C. Approval of total expenses in the amount of $302,297.79

II. Board Reports and Special Announcements

A. President’s Report
B. Board Comments
C. Presentation on Brainfuse, a new tutoring service
D. Upcoming Events of Interest – Rebekah Craft

III. Board Committee Reports

A. Finance Committee (Bob Tera)
B. Building Committee (Jim Suhay)
C. Communications Committee (Ashley Aidenbaum)
IV. Library Report

V. Liaisons
   A. Friends of the Baldwin Public Library (no report)
   B. Beverly Hills (Lee Peddie, Beverly Hills Village Council, no report)
   C. Bloomfield Hills (Michael Dul, Bloomfield Hills City Commission, no report)

VI. Unfinished Business

VII. New and Miscellaneous Business

VIII. Items Removed from Consent Agenda

IX. Information Only
   A. Patriot Week Foundation Thank You Letter
   B. Eagle article “Library joins with acting troupe to celebrate banned books”
   C. Eccentric article “Readers get shot at ‘banned’ books”
   D. Eccentric article “Help library store stories”
   E. Eagle article “BPL sends out SOS for upcoming renovation”
   F. Detroit Free Press article “Library needs your help as it starts to renovate Adult Services section”
   G. Eccentric article “Museum friends look at train depots”
   H. Birmingham Living article “Popular Picks for October”
   I. City of Birmingham newsletter “Coming up: Adult Services Renovation”
   J. Eccentric article “Next up at Next”
   K. Public Libraries article “Prescriptions for Joy”
   L. Library of Michigan press release “Benzonia Public Library Earns 2016 State Librarian’s Excellence Award”
   M. New Yorker article “The 2016 National Book Awards Finalists”
   N. Quebec City Library Building Renovation pictures
   O. Stillwater Public Library Renovation pictures
   P. Upcoming Events of Interest

X. General Public Comment Period
   The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but cannot debate items not on the agenda.
XI. Next regular meeting of Library Board: Monday, November 21, 2016 at 7:30 p.m.

Persons with disabilities that may require assistance for effective participation in this public meeting should contact the Library at the number (248) 647-1700 or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).
1. **Call to Order and Roll Call**

The meeting was called to order by Sheila Brice at 7:30 p.m.

Library Board present: Sheila Brice, Frank Pisano, David Underdown, James W. Suhay, Bob Tera, Ashley Aidenbaum, and Student Representative Brigitte Gagnier.

Absent and excused: None.

Library Staff present: Doug Koschik, Library Director; Rebekah Craft, Associate Director; Paul Gillin, Administrative Assistant; Stephanie Klimmek, Head of Youth Services and Caroline Salucci, Youth Librarian

Friends of the Library Liaison present: Pam DeWeese.

Contract community representatives present: Mayor Pro Tem Lee Peddie, Beverly Hills

Members of the public present: None.

Gagnier read aloud the Library’s mission statement.

2. **Consent Agenda**

**Motion:** To approve the consent agenda.

1st Tera

2nd Suhay

A roll call vote was taken.

Yea: Pisano, Brice, Underdown, Tera, Aidenbaum and Suhay

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**Board Reports and Special Announcements:** Brice called attention to an article about librarian Vicki Sower on page 54 of the September Board packet. Pisano acknowledged the following September employee anniversaries: Vicki Sower (9 years); Elizabeth Volpe (11 years); Gloria Noble (3 years); Brandon Bolek-Toubeaux (15 years); Josh Rouan (16 years); Elizabeth Finnell (20 years); and Roxanne Sander (14 years). Klimmek updated the Board on the 2016 summer youth reading program, which had the theme “On Your Mark, Get Set. Read!” Prior to the program’s start in June, staff held promotional visits at numerous schools in order to pique interest. That proved very successful in raising attendance numbers. See page 43 of the September Board packet for complete details. Brice thanked the Friends for their financial support for the summer reading programs. Salucci reported on an online class about early literacy and children’s programming which she attended this summer. Next, Craft highlighted
upcoming events at BPL, which can be found on page 101 of the September Board packet. Brice mentioned that the final Birmingham School Board candidate forum will take place on October 5, 2016, from 7:00 to 8:00 p.m., at the School Administration Building.

3. **Board Committee Reports**

**Finance Committee**: Pisano reported that the Finance Committee met on September 12, 2016. FY 2015-2016 ended up with a surplus of $19,422. The full report can be found on page 16 of the September Board packet. The next meeting is on October 10, 2016 at 4:30 p.m.

**Building Committee**: Suhay summarized the Building Committee meeting held on September 14, 2016, the complete minutes of which are on page 24 of the September Board packet. He reviewed the countertop choices under consideration: Corian, granite and Richlite. The consensus was that Corian was durable, easy to repair, cheaper than the granite, and would hide scratches better than the solid-black Richlite product. The Board indicated its support for the use of Corian. The total cost savings achieved from the value-engineering discussions with Library Design Associates came to approximately $46,000. Koschik stated that the review committee, which met on September 12, and City Building Official Bruce Johnson recommend The Dailey Company as the construction contractor for the renovation project. (Copies of The Dailey Company’s bid were distributed to Library Board members at this meeting. The bid will be included in the October 2016 Board packet.) Suhay noted that the bid from Dailey was $1,152,100, the smallest received from qualified bidders. Pisano said that The Dailey Company has built the Novi Public Library and a number of other structures throughout the Detroit area.

**Motion:** To support the Dailey Company as the construction contractor for the Adult Services renovation project, as recommended by the City/Library review committee, and furthermore to recommend that the Birmingham City Commission approve the Dailey Company as the construction contractor at its September 26, 2016 meeting.

1st Suhay
2nd Underdown

Yea: Pisano, Brice, Underdown, Tera, Aidenbaum and Suhay.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

Suhay mentioned that the total expense of the renovation is now projected at $250,000 below budget, which provides some cushion for unforeseen expenditures.

4. **Library Report**: Koschik discussed the Library fundraiser held at 220 Merrill on September 13. 220 Merrill celebrated its second anniversary that day. A percentage of the day’s revenues will be given to Baldwin to support literacy and education programs. Recent college graduate John McInerney will assist the Youth Department with makerspace endeavors. Older staff PCs will continue to be replaced with new ones, and the Library has installed a new PCI-compliant credit card machine. Koschik attended a Metronet Director’s meeting in August; in 2017, Baldwin and Southfield will be hosting the author for the Everyone’s Reading program. Craft mentioned her continued work with Michelle Hollo to develop marketing materials. Craft described the Circulation Department’s “welcome” email, sent to new patrons, which advertises the Library’s services and helps catch errors in email addresses. Brice expressed appreciated to Kristen Tait for developing the letter. Craft attended two webinars recently: the first focused on safety during incidents with problem patrons, and the second covered collecting
measurable results through surveys. Brice, Craft and Williams attended the recent Bloomfield Hills Open House. Craft also mentioned that, during the renovation, Technology Trainer Bart Gioia will hold computer classes at Next. Baldwin will offer extended checkout periods for certain Adult Services materials during the renovation period. Tera clarified that patrons can, in fact, bring materials back early, but the Library hopes patrons would consider keeping them for the duration of the renovation, thereby saving the Library some storage fees.

5. **Liaisons**

Friends of the Library: DeWeese reported that the Friends Board met on September 13. They are realigning their committee structure and seeking assistance with social media. They are also considering fundraisers other than book sales. The Friends will consider using the Claudia Ireland certificate of deposit to name the new reading room, located where the adult staff office is currently situated. Membership renewal letters have been sent out. Aidenbaum suggested that the Library might solicit—through its website, Facebook page, or newsletter—volunteers to help the Friends with technology. Pisano also mentioned advertising through Instagram, and Tera said a young, tech-savvy patron might be interested.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. **Unfinished Business:** There was no unfinished business.

7. **New and Miscellaneous Business:** Aidenbaum said that she believes the Library’s website should be updated and refreshed in conjunction with the completion of the renovation. She also asked how we plan to communicate with patrons and residents about the upcoming renovation. Brice mentioned that the Director would visit the contract communities to discuss the upcoming renovation. Koschik stated that the Communications committee should meet in October to address Aidenbaum’s concerns. Suhay supported the idea of a refresh in conjunction with the renovation. Craft mentioned the possibility of a new logo as part of the refresh.

8. **Items Removed from the Consent Agenda:** No items had been removed.

9. **Adjournment**

**Motion:** To adjourn the meeting.

1st Underdown
2nd Suhay

Yeas: Pisano, Brice, Underdown, Tera, Aidenbaum and Suhay.
Nays: None.
Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:43 p.m. The next regular meeting will take place on Monday, October 17, 2016 at 7:30 p.m.
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I hereby certify that each of the above invoices are true and correct.

__________________________  _________  
Executive Library Director

Allowance of Vouchers

The Library Board of Directors of the Baldwin Public Library has examined the claims listed on the foregoing Register of claims and except for claims not allowed as shown on the Register such claims are hereby approved and dated in accordance with MCL 397.210a and the Birmingham City Charter.

Secretary of the Baldwin Public Library Board
BOARD COMMITTEE REPORTS

Finance Committee
Building Committee
Communications Committee
October Finance Committee Report

The Baldwin Public Library Board’s Finance Committee met on Monday, October 10, 2016, at 4:30 p.m. in the Delos Board Room. Present were Frank Pisano, Jim Suhay, Bob Tera, Doug Koschik, and Rebekah Craft.

- The final year-end FY 2015-2016 Budget will be published in the November Board packet.
- Koschik discussed the FY 2016-2017 budget.
  - Expenditures in October were higher than usual due to three payroll periods.
  - Koschik will track and publish expenses relating to the Adult Services renovation project in each Board packet for the duration of the project. The October report follows the September Revenue and Expense Report in this Board packet.
- Craft discussed the September Trust expenditures with the Friends of the Baldwin Public Library’s funds. A wish list will be given to the Friends at their October 18 Board meeting.
- The next meeting of the Finance Committee will take place on Monday, November 14, 2016, at 4:30 p.m.
FINANCIAL REPORT: SEPTEMBER 2016

This report references the Revenue and Expense Report 2016-17, found on the following page. At 25% of the way through fiscal year 2016-2017, the Library has spent 12.5% of its budget and received 74.4% of its revenue. By this point of the year, the Library was budgeted to have spent 13.2% of its budget and to have received 74.4% of its revenue. September included three payroll periods. Payment was made to Luckenbach-Ziegelman Architects. The payment to OCLC included the annual service fee for EZproxy, an authentication service, and pre-payment of catalog records. Payment was also made to The Library Network for staff computers, Novelist, and quarterly internet service.

Vendor payments in excess of $6,000:
- Baker & Taylor Books $15,875.21
- DTE Energy $6,702.89
- Luckenbach-Ziegelman Architect $9,454.80
- Midwest Tape $8,902.35
- OCLC $8,982.58
- Overdrive, Inc. $6,035.56
- The Library Network $10,006.45
Total vendor payments in excess of $6,000 $65,959.84

Balance of vendor payments less than $6,000 $17,227.46
Total vendor payments $83,187.30

City of Birmingham allocations:
- Payroll Period 8/14-8/27 $66,103.03
- Employee Health Care Payroll Deduction ($551.40)
- Payroll Period 8/28-9/10 $63,703.49
- Payroll Period 9/11-9/24 $65,609.28
- Fixed Past Retirement Cost $2,860.83
- Fixed Past Retirement Health Care Cost $9,333.91
- BS&A Software Charge $248.19
- Administrative Services $8,740.83
- MML Insurance Premium $380.83
- Water & Sewer Usage 4/15/16-7/15/16 $2,469.00
- Beier Howlett, P.C.-Adult Services Pre-Bid Issues $212.50
Total City of Birmingham allocations $219,110.49

Total expenses for the month $302,297.79
### Amended 2016-17 Budget

**SEPTEMBER 2016**  
25% of the year

| Amended 2016-17 Month Budget | Current Month Budget | Current Month Actual | Variance For Month | Y-T-D Variance For Y-T-D | % Received/Spent Prior Year Y-T-D % Received/Spent Prior Y-T-D |
|------------------------------|---------------------|---------------------|--------------------|--------------------------|------------------------------------------------|------------------------------------------------|
| **REVENUES**                 |                     |                     |                    |                          |                                               |                                               |
| TAXES $2,951,970             | $0                  | $0                  | $0                 | $2,951,970               | 100.0%                                        | 100.0%                                        |
| PROVISION FOR TAX LOSS ($15,000) | ($1,250)          | $0                  | $1,250             | ($3,750)                | 2.7%                                          | ($1,851)                                      | 12.3%                                        |
| COUNTY AND STATE REVENUE $83,700 | $0                  | $0                  | $0                 | $0                       | 0.0%                                          | $0                                              | 0.0%                                        |
| LOCAL GRANTS $0               | $0                  | $0                  | $0                 | $0                       | 0.0%                                          | $0                                              | 0.0%                                        |
| COMMUNITY CONTRACTS $867,110  | $0                  | $0                  | $0                 | $0                       | 0.0%                                          | $0                                              | 0.0%                                        |
| PATRON USE REVENUE $96,240    | $8,000              | $7,015              | ($985)             | $24,000                  | 26.8%                                          | $27,290                                        | 27.4%                                        |
| INVESTMENT INCOME $16,500    | $1,375              | ($190)              | ($1,565)           | ($4,315)                | -1.1%                                         | $2,092                                         | 12.7%                                        |
| TOTAL REVENUE $4,000,520     | $8,125              | $6,825              | ($1,300)           | $2,976,345               | 74.4%                                          | $2,216,711                                      | 68.8%                                        |
| **EXPENSES**                 |                     |                     |                    |                          |                                               |                                               |
| PERSONNEL SERVICES $2,013,980 | $206,000            | $207,059            | $1,059             | $441,000                 | 21.8%                                          | $386,842                                        | 19.3%                                        |
| SUPPLIES $83,500             | $2,000              | $1,368              | ($632)             | $22,000                  | 26.0%                                          | $9,689                                         | 13.2%                                        |
| CONTRACTED SERVICES $321,730 | $34,000             | $32,870             | ($1,130)           | $78,000                  | 20.1%                                          | $105,335                                        | 42.1%                                        |
| TECHNOLOGY & MAINTENANCE $142,610 | $8,000            | $7,586              | ($414)             | $14,000                  | 8.5%                                           | $8,450                                         | 9.5%                                         |
| UTILITIES $94,000             | $8,000              | $10,111             | $2,111             | $24,000                  | 27.4%                                          | $20,784                                        | 20.6%                                        |
| OTHER CHARGES $49,270         | $3,000              | $2,297              | ($703)             | $11,200                  | 19.7%                                          | $12,115                                        | 26.8%                                        |
| BUILDING IMPROVEMENTS & FURNISHINGS $2,151,240 | $4,000             | $3,749              | ($251)             | $6,500                   | 0.2%                                           | $6,287                                         | 8.1%                                         |
| COLLECTIONS $5,544,450        | $40,000             | $37,258             | ($2,742)           | $120,000                 | 18.3%                                          | $102,137                                       | 19.9%                                        |
| TOTAL EXPENSES $5,410,780    | $305,000            | $302,298            | ($2,702)           | $716,700                 | 12.6%                                          | $651,640                                       | 20.7%                                        |
| **VARIANCE**                 | ($1,410,260)        | ($296,875)           | ($295,473)         | ($1,402)                 |                                                |                                                |                                                |
| FUND BALANCE-BEGINNING OF YEAR |                     |                     |                    |                          |                                                |                                                | $1,492,161                                      |
| FUND BALANCE-CURRENT         |                     |                     |                    |                          |                                                |                                                | $3,789,591                                      |
## Adult Services Renovation Project, 2016-2017
### Tracking of Costs
#### October 14, 2016

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Company</th>
<th>Budget</th>
<th>Amount Paid to Date</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Consulting</td>
<td>Aaron Cohen</td>
<td>$7,000</td>
<td>$1,500.00</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>Structural Engineering Consulting</td>
<td>Desai/Nasr</td>
<td>$8,000</td>
<td>$4,007.50</td>
<td>$3,992.50</td>
</tr>
<tr>
<td>Mechanical/Electrical Consulting</td>
<td>Peter Basso</td>
<td>$20,000</td>
<td>$14,857.56</td>
<td>$5,142.44</td>
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<tr>
<td>Printing</td>
<td>Luckenbach Ziegelman</td>
<td>$5,000</td>
<td>$2,131.51</td>
<td>$2,868.49</td>
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<tr>
<td>Architectural Services</td>
<td>Luckenbach Ziegelman</td>
<td>$162,929</td>
<td>$127,993.80</td>
<td>$34,935.20</td>
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<tr>
<td>Building Improvements</td>
<td>The Dailey Company</td>
<td>$2,015,243</td>
<td>$0.00</td>
<td>$2,015,243.00</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$2,218,172</strong></td>
<td><strong>$150,490.37</strong></td>
<td><strong>$2,067,681.63</strong></td>
</tr>
</tbody>
</table>
MINUTES OF MEETING ON 10.12.2016

RE: BALDWIN PUBLIC LIBRARY
BIRMINGHAM, MICHIGAN

Subject: Baldwin Public Library Building Committee

The Baldwin Library Building Committee meeting was called to order by Doug Koschik at 4:00 p.m., in the Delos Board Room.

Present were:

Baldwin Public Library Building Committee members: Jim Suhay, Dave Underdown, Frank Pisano
Baldwin Public Library staff: Doug Koschik, Rebekah Craft, Maria Williams
Luckenbach|Ziegelman|Gardner staff: Bob Ziegelman, Karen Swanson

I. Approval of minutes of August 30 meeting.

1. In a motion made by Pisano and seconded by Suhay, the Committee unanimously approved the minutes from the Building Committee’s October 12 meeting.

II. Report of Renovation related meetings on October 5 with Construction Team and October 10 with LDA

1. Koschik presented highlights of the Construction Team meeting held on October 5. The Construction Team will hold weekly meetings once construction begins in early November. The Construction Team consists of representatives from The Dailey Company, Library Design Associates, the City of Birmingham, and the Baldwin Public Library.

2. Koschik, Craft, Williams and Tait met with LDA on October 11 to discuss the timeline and order for clearing out the Birkerts area. Birkerts will be closed to the public beginning on October 17.
   a. The computer lab will be open in the basement for public computer use.
   b. While the AS reference desk is being moved to the Grand Hall between the center windows, an AS librarian will sit at the third Circ desk work station to assist patrons.
   c. LDA staff will be moving four stacks into the Grand Hall. These will hold popular materials from the AS collection housed in Birkerts (non-fiction, feature films, etc.).
   d. Materials in the Harry Allen Room will be emptied and put into storage and Teen materials will be housed in the room instead.

3. Koschik reported that the October 12 all-staff meeting was successful and that many staff members were able to meet The Dailey Company’s on-site representative, Doug Meyers.

4. Craft discussed the communications plan for disseminating information about the renovation to staff and the public. The plan was finalized at a Communications Committee meeting on October 10 and can be found in the October Board Packet.

III. Current Building Projects

1. The City will remove the tree to the left of the front entrance because it is in bad condition. The tree will be replaced in the spring when the renovation is complete.

2. Craft continues to work with the maintenance supply company to source paper towels and dispensers for the restrooms.

3. LDA made adjustments to the Circulation Desk on October 11 to accommodate two self-check machines.

IV. Final interior selections.

1. Swanson presented four potential charging bar stool options. The Committee selected two favorites and Swanson will arrange for samples to be delivered.
2. Swanson presented three Corian samples for the Adult Services reference desk and charging bar. The Committee confirmed its original choice, Deep Storm.

3. At the Committee’s next meeting, Swanson will present two stain options for the furniture, reference desk, and end panels. The Committee will make a final decision between clear maple and a darker maple stain.

V. **Future meeting date:** The next meeting will be determined at a later date.

Following this report are:

- The construction bid for the Adult Services renovation project which The Dailey Company submitted on August 26, and which was then accepted by the Birmingham City Commission on September 26.
- The RFP (Request for Proposals) for the replacement of the Library’s public passenger elevator which the City of Birmingham issued on October 13. The elevator replacement will take place from April 1 through June 30, 2017.
ATTACHMENT B - BIDDER'S AGREEMENT

For BALDWIN PUBLIC LIBRARY ADULT SERVICES RENOVATION

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.

2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

3. The undersigned Contractor proposes and agrees to commence the Work of the Contract Documents on a date specified in a written notice to proceed to be issued by the City and shall fully complete the Work within 168 calendar days.

Stephen R. Dailey  
PREPARED BY  
(Print Name)  
August 26, 2016  
DATE

President  
TITLE

August 26, 2016  
DATE  
sdailey@daileyco.com  
E-MAIL ADDRESS

The Dailey Company  
COMPANY

179 Northpointe Drive, Lake Orion 48359  
ADDRESS  
(248) 364-2600  
PHONE

N.A.  
N.A.  
NAME OF PARENT COMPANY  
PHONE

N.A.  
N.A.  
ADDRESS
ATTACHMENT C - COST PROPOSAL
For BALDWIN PUBLIC LIBRARY ADULT SERVICES RENOVATION

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be provided, as follows:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>BID AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division 02 - Existing Conditions (Demolition)</td>
<td>$ 79,624</td>
</tr>
<tr>
<td>Division 03 - Concrete</td>
<td>$ 7,586</td>
</tr>
<tr>
<td>Division 04 - Masonry</td>
<td>$105,620</td>
</tr>
<tr>
<td>Division 05 - Metals</td>
<td>$ 72,942</td>
</tr>
<tr>
<td>Division 06 - Wood, Plastic and Composites</td>
<td>$16,040</td>
</tr>
<tr>
<td>Division 07 - Thermal and Moisture Protection</td>
<td>$37,683</td>
</tr>
<tr>
<td>Division 08 - Openings</td>
<td>$185,441</td>
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<tr>
<td>Division 09 - Finishes</td>
<td>$245,508</td>
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<tr>
<td>Division 23 - Heating Ventilation and Air Condition</td>
<td>$ 65,625</td>
</tr>
<tr>
<td>Division 26 - Electrical</td>
<td>$278,931</td>
</tr>
<tr>
<td>Total</td>
<td>$ 1,095,000</td>
</tr>
<tr>
<td>Alternates</td>
<td></td>
</tr>
<tr>
<td>Book Sorting Room Glass Partition</td>
<td>$ 16,700</td>
</tr>
<tr>
<td>Stainless Steel Column Covers</td>
<td>$347,058</td>
</tr>
<tr>
<td>&quot;Super&quot; Insulated Guardian Glass</td>
<td>$ 9,700</td>
</tr>
<tr>
<td>Grand TOTAL</td>
<td>$1,150,100</td>
</tr>
</tbody>
</table>

Firm Name: The Dailey Company

Authorized signature: [Signature]
Date: August 26, 2016
ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
For BALDWIN PUBLIC LIBRARY ADULT SERVICES RENOVATION

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"),
prior to the City accepting any bid or proposal, or entering into any contract for goods or
services with any prospective Vendor, the Vendor must certify that it is not an "Iran
Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as
defined by the Act and is in full compliance with all provisions of the Act and is legally
eligible to submit a bid for consideration by the City.

Stephen R. Dailey
PREPARED BY (Print Name)

DATE

President
TITLE

DATE

AUTHORIZED SIGNATURE
E-MAIL ADDRESS

The Dailey Company
COMPANY

179 Northpointe Drive, Lake Orion 48359 (248) 364-2600
ADDRESS PHONE

N.A. N.A.

NAME OF PARENT COMPANY PHONE

N.A. N.A.

ADDRESS

38-3328896

TAXPAYER I.D.#
SUPPLEMENTAL INFORMATION PER RFP:

A. Description of The Dailey Company & Fact Sheet

B. Professional References

C. Project Organizational Chart & Staff Resumes

D. Past Municipal Experience

E. Project Schedule & Approach

F. Clarifications to Bid
INTRODUCTION TO THE DAILEY COMPANY

For three generations over more than 80 years, the Dailey name has been recognized for successful, high-quality constructions services on a broad range of commercial, institutional, retail and industrial type projects. The Dailey Company offers its clients the ability to solve problems and meet new challenges with professional competence and construction know-how. We are experienced in all types of construction management, general contracting and design-build contracts in both the private and public sectors. The time honored Dailey philosophy of cooperative teamwork, cost-effective construction, take-charge attitude and attention to detail has developed a strong reputation for results. We consistently maintain strict project budget and schedule requirements to achieve our goal of complete client satisfaction. Our reputation for excellence and the operating principles we bring to each project have been rewarded with a strong repeat client base.

In today’s increasingly competitive market, The Dailey Company is recognized by clients who value a partner who works diligently and creatively on their behalf to find the best solutions for each project. Owners, Architects, Engineers and other industry representatives relate to us because of our ability to adjust to their project needs while consistently maintaining their construction requirements. Experience is a key factor in our success. The Dailey Company has a proven track record of successfully completing some of the most complex construction challenges. Our team of seasoned professionals and our understanding of the construction process have created a history of dependable performance delivered in an atmosphere of trust and cooperation.

Experience the Dailey difference!
COMPANY FACT SHEET

Name & Address: The Dailey Company
179 Northpointe Drive
Lake Orion, MI 48359
(248) 364-2600 phone
(248) 364-2700 fax
www.daileyco.com

Contact: Stephen R. Dailey
President
sdailey@daileyco.com

Incorporation: State of Michigan, 1996
FEIN#: 38-3328896

Services: Construction Management
General Contracting
Design Build

Expertise: Office Buildings
Schools
Sports & Recreation
Health Care
Religious Facilities
Municipal Buildings
Retail
Interiors
Hospitality

Insurance: Carrier: Amerisure Insurance Company
Policy limits: $1 million per occur / $2 million aggregate
$10 million umbrella & excess coverage
E.M.R. .90
Agent: Mr. Terry Griffin, (248) 471-9210

Banking: Bank of Birmingham
Ms. Kim Robinson (248) 283-6435

Bonding: Capacity: $50 million aggregate
Surety: St. Paul Travelers
Agent: Mr. Terry Griffin, (248) 471-9210

Litigation/Claims: The Dailey Company, or its officers, has never failed to complete any contract awarded. We are proud to state that The Dailey Company has never been involved in any law suit or claim against us regarding the performance or execution of our work since the inception of our firm.

LEED Experience: The Dailey Company has five LEED accredited professionals on staff and we have successfully completed both LEED certified Gold and Silver projects.

“When we choose to live by the spirit rather than the letter of the law - offering our hand and word as our bond - we distinguish ourselves. When we don't, we give up treasured values and mirror the dark, litigious side of construction.”
Client References

Ms. Julie Farkas, Director
Novi Public Library
45245 West Ten Mile Road
Novi, MI 48375
(248) 349-0720

Mr. Bill Dunn, Township Supervisor
Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371
(248) 628-9787, ext. 109

Mr. Dave Roberts, Fire Chief
City of Troy Fire Department
500 West Big Beaver Road
Troy, MI 48084
(248) 524-3419

Mr. Fred Lavery, President
US Auto Group, Ltd.
34602 Woodward Ave
Birmingham, MI 48009
(248) 645-5930

Ms. Vicki Wolber, Director
Macomb County Emergency Management
21930 Dunham Rd
Mt. Clemens, MI 48043
(586) 469-6390

Ms. Monica Haider, Vice President
United Shore Financial Services
1414 East Maple Road
Troy, MI 48083
(248) 833-4444

Project

Novi Public Library, Novi, MI

Oxford Township Hall, Oxford, MI

Troy Fire Station #4, Troy, MI

Audi of Birmingham, Birmingham, MI

Macomb County COMTEC

United Shore Financial Interior Renov.
PROJECT STAFF & ORGANIZATIONAL CHART

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Total Years Exp</th>
<th>Years w/ Dailey Co.</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Fekaris, LEED AP</td>
<td>Project Executive</td>
<td>25</td>
<td>18</td>
</tr>
<tr>
<td>Paul Danko</td>
<td>Senior Project Manager</td>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>Scott Wheeler, LEED AP</td>
<td>Chief Estimator</td>
<td>36</td>
<td>20</td>
</tr>
<tr>
<td>Doug Meyers</td>
<td>Project Superintendent</td>
<td>17</td>
<td>12</td>
</tr>
</tbody>
</table>

TEAM AVERAGE

25 Years 17 Years

OWNER

City of Birmingham
Baldwin Public Library

ARCH/ENGINEER

Luckenbach/Ziegelman
Gardner Assoc.

PROJECT EXECUTIVE

John S. Fekaris, LEED AP
(25 years experience)

Responsibilities:
- Overall Project Planning & Delivery
- Overseas Preconstruction Activities
- Coordinate project staff duties
- Establish and maintain all lines of project communication
- Liaison with Owner

SR. PROJECT MANAGER

Paul Danko
(20 years experience)

Responsibilities:
- Day to day contract administration
- Project reporting
- Cost control
- Monthly payment applications
- Prepare & update project schedules
- Coordinate project staff duties

CHIEF ESTIMATOR

Scott Wheeler, LEED AP
(36 years experience)

Responsibilities:
- Preparation of estimates & bids
- Value engineering
- Prequalification of subcontractors
- Preparation of trade scopes of work
- Purchasing of subcontracts
- Assist in pricing of Change Orders

SUPERINTENDENT

Doug Meyers
(17 years experience)

Responsibilities:
- Daily coordination of trade work
- Manage manpower & deliveries
- Prepare look-ahead schedules
- Project Safety & Quality program
- Daily logs & reporting
- Review & approve progress billings
John Fekaris, LEED AP
Project Executive

As Project Executive, Mr. Fekaris will provide overall project leadership and control. He will remain involved from start to finish ensuring that the project is successfully completed and meets all programming, cost and schedule objectives. Mr. Fekaris has 25 years of experience in the construction industry. He has held previous positions as Field Engineer, Project Engineer and Project Manager. His prior experience includes a variety of project types including high-end commercial office buildings, retail, health care, educational facilities and industrial buildings. John’s projects have ranged in value from $1 million to over $150 million.

Education: Wayne State University, Masters of Science, Civil Engineering
Michigan State University, Bachelor of Science, Civil Engineering

Years’ Service: John has been with The Dailey Company since 1998.

Partial Project Experience:

**MUNICIPAL PROJECT EXPERIENCE**

- **Macomb County Operations Center, Mt. Clemens, MI** – Addition and renovation to existing 25,000-sf facility to create new state-of-the-art Emergency Management and Communications Center centered around a 2-story, 20' x 40' video gallery wall including 24 sheriff dispatch positions.

- **Dearborn Administrative Center, Dearborn, MI** – All renovations and interior build-out to convert an existing 2-story office building to a new 87,000-sf full service City Hall and Council Chamber.

- **Oxford Township Hall, Oxford, MI** – Expansion & renovation totaling 9,000-sf over 2 levels to house Council Board Room, offices and a new Oakland County Sheriff sub-station.

- **Ferndale City Hall, Ferndale, MI** – Complete demolition and re-build of entire 2nd floor and partial 1st floor interiors. Contract included the addition of new lobby elevator and ADA improvements to toilet rooms and stairways.

- **Novi Public Library, Novi, MI** – New construction of a 60,000-sf, 2-story facility including meeting rooms, café, and adult & teen areas. Project included sustainable design features and LEED documentation.

- **16th District Court, Livonia, MI** – New construction of a 40,000-sf, 2-story facility including courtrooms, probation department, judge’s chambers, jury rooms, hearing rooms, secured parking and prisoner lock up cells.

- **43rd District Court & Police Station, Ferndale, MI** – Expansion and renovations to approximately 15,000-sf of existing space including new public spaces, courtroom and mechanical/electrical upgrades.

- **41B District Court, Clinton Township, MI** – New construction of a two-story, 46,000-sf facility containing underground geothermal system, trial courtrooms, a magistrate hearing room, probation department, court administration and full basement.
Paul Danko  
Senior Project Manager  

As Project Manager, Mr. Danko is responsible for the day-to-day operations and contract administration of the project. He is the primary contact with the Owner and single source to coordinate all pre-construction and construction phase work. Mr. Danko is responsible for project planning, cost control, scheduling, contract administration and project reporting. With over 20 years of experience in the construction industry, Mr. Danko held the positions of estimator and superintendent prior to becoming a project manager. His well-rounded project experience includes municipal buildings, corporate office buildings and interiors, educational facilities, retail, hospitals, parking decks and religious facilities.

Education:  
Michigan State University, Bachelor of Science, Construction Management

Years' Service:  
Paul has been with The Dailey Company since 2005.

Partial Project Experience:

**MUNICIPAL PROJECTS**

- Macomb County Operations Center, Mt. Clemens, MI – Addition and renovation to existing 25,000-sf facility to create new state-of-the-art Emergency Management and Communications Center centered around a 2-story, 20' x 40' video gallery wall including 24 sheriff dispatch positions.

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- 43rd District Court & Police Station, Ferndale, MI – Expansion and renovations to approximately 15,000-sf of existing space including new public spaces, courtroom and mechanical/electrical upgrades.

- 41B District Court, Clinton Township, MI – New construction of a two-story, 46,000-sf facility containing underground geothermal system, trial courtrooms, a magistrate hearing room, probation department, court administration and full basement.

- Dearborn Parking Deck, Dearborn, MI – New construction of a 5-story, 600-car precast concrete parking deck with connector bridge to adjacent medical office building. The project was a CAM Green Project award winner for sustainable design.
Doug Meyers
Superintendent

As Superintendent, Mr. Meyers will be responsible for the on-site coordination of trades work and the actual construction of the project. He will be responsible for scheduling and coordinating subcontractors' work, monitoring quality control, and ensuring a safe work site. Mr. Meyers will work closely with the Project Manager on the management and administration of the project. Doug has 16 years of construction experience in both new construction and renovation projects. His experience includes a variety of project types including healthcare, high-end commercial buildings, retail, public work, K-12 education, parking structures and recreational facilities.

Education: Michigan State University, Bachelor of Science, Construction Management

Years' Service: Mr. Meyers has been with The Dailey Company since 2005.

Partial Project Experience:

- 41B District Court, Clinton Township, MI – New construction of a two-story, 46,000-sf facility that will contain trial courtrooms, a magistrate hearing room, a probation department, court administration and ancillary support spaces.

- Hilton Garden Inn, Detroit, MI – New construction of 10-story, 198-room hotel with conference rooms, swimming pool and full service restaurant.

- Henry Ford Health Systems OptimEyes, Troy, MI – Interior demolition and rebuild of 20,000-sf of ophthalmology and optometry space including patient exam rooms, laser procedure rooms, laboratories and retail sales area.

- Randy Wise Automotive, Fenton, MI – Expansion & renovations to four separate dealerships including GMC-Buick, Chevrolet and Ford. Work included show rooms, customer service areas and vehicle repair shops.

- Pharmacy Advantage, Troy, MI – Interior build-out of a 10,000-sf pharmacy including dispensaries and administration areas.

- Art Institute of Michigan, Troy, MI - Demolition and interior build-out of 16,500-sf of classrooms, lecture halls, art rooms, computer labs, office & administrative areas and a student lounge. Work completed on a fast-track 10-week schedule.

- Gateway Development, Detroit, MI – New ground-up construction of a new 325,000-sf retail development and all associated site work on a 36-acre parcel located at the former Michigan State Fair Grounds.

- Ladywood High School Modernization, Livonia, MI – This 3-phased project includes a chemistry and physics lab addition, remodeling and expansion of administrative offices, conference room and a new main entrance & lobby, along with the conversion/upgrade of the existing chemistry labs.

- Ashford Commons, Auburn Hills, MI – New construction of a 2-story, 30,000-sf mixed-use retail/office building including complete interior build-out.

- NFL/Youth Education Town – Boys & Girls Club, Detroit – New construction of a 30,000-square-foot facility located in southwest Detroit.
MUNICIPAL PROJECT EXPERIENCE

41-B District Court, Clinton Township, MI
New construction of a two-story 46,000-sf facility (plus a full basement) containing three trial court rooms, a magistrate hearing room, a probation department, court administration and ancillary support spaces.

Owner: Clinton Township, MI
Architect: French Associates

16th District Court, Livonia, MI
New construction of a two-story, 40,000-sf facility consisting of two trial court rooms, a hearing room, jury facilities, holding areas as well as high-end judicial chambers with their personal staffing areas.

Owner: The City of Livonia, MI
Architect: French Associates

Novi Public Library, Novi, MI
New construction of a two-story, 53,000-sf library to consist of new youth/young adult areas, multi media areas, meeting rooms, computer lab, fireplace reading lounge and an exterior patio area.

Owner: The City of Novi, MI
Architect: BEI Associates

Farwell Recreation Center, Detroit, MI
New construction of a two-story, 46,000-sf facility containing three trial courtrooms, a magistrate hearing room, a probation department, court administration and ancillary support spaces.

Owner: The City of Detroit Recreation Department
Architect: Hamilton Anderson Associates
MUNICIPAL PROJECT EXPERIENCE

Monroe Multi-Sports Area, Monroe, MI
Design-build a new 74,000-sf multi-sports complex containing two NHL-sized hockey rinks, dressing rooms, multiple party, reception and conference rooms, concession areas, a proshop, and administrative offices.

Owner: The City of Monroe, MI
Architect: Siegel Toumaala Associates

Clemens Center, Mt. Clemens, MI
Conversion of 30,000-sf into an office facility for use by Macomb County and the State of Michigan. Work included interior and exterior demolition and build-out, including courtrooms, holding cells, and kitchen area.

Owner: Macomb County, MI
Architect: James DeBard Architects

Parking Structure, Dearborn, MI
New construction of 5-story, 550-car parking deck with sky bridge to adjacent medical office building. The deck features several LEED sustainability features such as solar power and electric vehicle charging stations.

Owner: The City of Dearborn, MI
Architect: Hobbs + Black Architects

Ferndale City Hall, Ferndale, MI
Design-build construction of over 15,000-sf of interior renovations to two floors of existing facility. Included the complete demolition of 2nd floor finishes and the installation of a new code compliant lobby & elevator.

Owner: The City of Ferndale, MI
Architect: Neumann Smith Architects
MUNICIPAL PROJECT EXPERIENCE

Macomb County Emergency Operations Center
An expansion and renovation to create a new 2-story open & tiered atrium within an existing and fully occupied building. Four county agencies plus local police, fire and EMS dispatchers are now under a single roof.

Owner: Macomb County, MI
Architect: Partners in Architecture

Dearborn Administrative Center, Dearborn, MI
Interior and exterior renovations to convert an existing 2-story commercial office building into a 87,000-sf full service City Hall, Council Chambers, offices for all city departments.

Owner: The City of Dearborn, MI
Architect: Neumann Smith / Ghafari Associates

43rd District Court & Police Station, Ferndale, MI
Expansion & Renovation to courthouse and police station totaling over 15,000-sf. Included new public spaces, courtroom, judge’s chambers and general & administrative offices and conference areas.

Owner: The City of Ferndale, MI
Architect: French Associates

Oxford Township Hall & Substation, Oxford, MI
Expansion & renovation totaling 9,000-sf over 2 levels to house Council Board Room, general and administrative offices and a new Oakland County Sheriff sub-station.

Owner: Oxford Township, MI
Architect: Stephen Außer + Associates, Architects
THE DAILEY APPROACH TO THE PROJECT

It could be easy for a lesser contractor to mistake the Baldwin Library project as being a straightforward renovation and interior build-out, but that would be a mistake. This project has many unique qualities that will define the construction process. This uniqueness impacts the construction plan, safety and schedule.

Whether it is a library renovation, a local school, a sports facility, a retailer or an office space, working within and around an existing operating facility comes with difficulties. This is something that The Dailey Company has vast experience with as we have faced and successfully overcome these challenges while expanding and renovating several complicated projects.

We can incorporate and implement successful strategies learned from these other projects into the Baldwin Library Renovation project. Our first priority would be to separate construction activities from the adjacent spaces and minimize any impact on the operations of the existing facility. A single source location for entry and exit will be used for construction personnel. This will provide control over who comes in and out and also will prevent staff or the general public from wandering into construction areas. We will keep our operation within a fenced area to allow the best separation from the general public and employees.

Deliveries & Material Lay Down: Many deliveries will be done in a just-in-time manner since there is limited exterior material lay-down space. All materials will be delivered and installed quickly. All deliveries will be scheduled for a specific day and time and will be made using the access road as provided. The Dailey Co. will coordinate and communicate with the library staff regarding deliveries and attempt to make most of these deliveries early in the morning to limit impact throughout the day.

Safety, Clean-up & Dumpsters: Generating trash and debris is unavoidable during construction, but Dailey will keep the floors & site clean on a daily basis and all rubbish will be taken directly to a dumpster.

A safe job site is of critical importance to both The Dailey Company and to the Baldwin Library project. We believe that safety, productivity and quality are all interdependent on any project and our staff will develop a comprehensive Job Specific Safety Program (JSSP) to address all potential risks. We will perform a detailed hazard analysis and develop a job specific accident prevention program emphasizing safety education, training, personal protection, equipment precautions and safe work practices. We will conduct safety orientations for all tradesmen before they commence work on site and demand full compliance from all subcontractors to our safety inspection and reporting policies.
PROJECT SCHEDULING

The Dailey Company takes great pride in its ability to produce realistic and useful project schedules. Strict adherence to the schedule is essential for the success of the overall project and to ensure that each component of the Baldwin Library project can fully occupy as quickly as possible. Our track record of meeting our clients schedule goals and requirements is exceptional and is a result of careful planning, continuous updates and attention to detail.

The Dailey Company has developed an initial Master Project Schedule consisting of all major activities and the phasing and milestones required for the overall completion of the project. This is a comprehensive schedule and integrates the FF&E demo requirements, City approvals, permitting, submittal reviews, material lead times, construction durations, move-in requirements and occupancy dates. We developed our schedule using direct subcontractor input to ensure that all subcontractors will agree with the finished product. Our experience clearly shows that a well-planned and detailed project schedule, that all prime subcontractors have had an opportunity to participate in, directly results in a more productive, coordinated and proper execution of work.

Each major component of the Master Project Schedule will be broken down and further defined into the necessary level of detail to construct the project. The Dailey field staff will create mini-schedules and/or two-week look-ahead schedules that allow easier monitoring of manpower and updating of construction progress.

Throughout the Construction Phase, Dailey will monitor and update the Master Project Schedule on a regular basis to highlight the overall completion date and milestone dates to keep the “big picture” in perspective, along with the two-week look-ahead schedules to focus on the immediate activities and interim milestone dates.

We distribute, review and discuss project schedules on site in our weekly sub coordination meetings. It is in this forum that potential concerns and conflicts are reviewed in detail so that proper steps to address them are implemented immediately.

We have included a copy of our initial schedule herein.
<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Description</th>
<th>Original Duration</th>
<th>Early Start</th>
<th>Early Finish</th>
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<td>5020</td>
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<td>4d</td>
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<td>10MAR17</td>
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<td>3d</td>
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<tr>
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<td>21MAR17</td>
<td>22MAR17</td>
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<td>Install Glass Partition &amp; Door</td>
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<td>23MAR17</td>
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<td>03APR17</td>
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<tr>
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<td>Punch list &amp; Turnover</td>
<td>2d</td>
<td>06APR17</td>
<td>07APR17</td>
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</tbody>
</table>

Preliminary Schedule - BPL Adult Services

Start Date: 10AUG16
Finish Date: 12APR17
Data Date: 18AUG16
© Primavera Systems, Inc.
CLARIFICATIONS TO BID

1. We may elect to use the existing mechanical and electrical systems for temporary heat. If so elected, they will be cleaned and returned to their current existing condition.

2. Owner will provide the following at no cost to contractor:
   a. Testing and Special Inspections.
   b. Builders Risk Insurance.
   c. CAD backgrounds, if required.
   d. Removal, relocation or replacement of low voltage equipment and cabling, including CATV service and cabling above ceilings.
   e. Existing utilities (gas & electric) for temporary and/or construction use.

3. We have specifically excluded the following items from our bid:
   a. Abatement of lead or any other contaminated materials.
   b. Hidden or concealed conditions, including existing construction that differs from what is shown on construction drawings.
   c. Professional Liability Insurance (not customarily provided by GC).
   d. Pollution Liability Insurance (see item 'A' above regarding abatement).
   e. Raising the height of fire protection branch and main piping
   f. Removal of carpet adhesives

4. Fire alarm work is limited to relocation of existing devices. No engineering or programming is included.

5. Base Bid glass for exterior wall based on using the clear low e glass as described under Alt 1 on sheet A101.
Bid Bond

CONTRACTOR:  
(Name, legal status and address)  
The Dalley Company  
179 Northpointe  
Lake Orion, MI 48359

SURETY:  
(Name, legal status and principal place of business)  
Travelers Casualty and Surety Company of America  
1441 W Long Lake Rd, Suite 300  
Troy, MI 48098

OWNER:  
(Name, legal status and address)  
City of Birmingham  
151 Martin Street  
Birmingham, MI 48012

BOND AMOUNT: Five Percent of Accompanying Bid -------------- (5%)

PROJECT:  
(Name, location or address, and Project number, if any)  
Baldwin Public Library - Renovations to Existing Building

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety’s consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor’s bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted heretofrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 26th day of August, 2016

(Witness)  

(The Dalley Company)  

(Get)  

(Title)  

(Signature)  

(Seal)

(Witness)  

(Travelers Casualty and Surety Company of America)  

(Get)  

(Title)  

(Signature)  

(Seal)

Susan L'Smail, Attorney-In-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.
POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In-Fact No. 227885
Certificate No. 006693692

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the “Companies”), and that the Companies do hereby make, constitute and appoint

John L. Bedde, Steven K. Brandon, Susan L. Small, T. J. Griffin, Terence J. Griffin, Terri L. Young, William A. Pirret, and Patrick E. Williams

of the City of Farmington Hills, State of Michigan, their true and lawful Attorney(s)-in-Fact, each in their respective capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this ___ day of March, 2016.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

On this the ___ day of March, 2016, before me personally appeared Robert L. Runey, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.

38440-8-12 Printed in U.S.A.
This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointees such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signatures of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned Assistant Secretary of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereto affixed the seals of said Companies this 26 day of August, 2016

[Signature]
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-in-Fact number, the above named individuals and the details of the bond to which the power is attached.
REQUEST FOR PROPOSALS
For Baldwin Public Library Passenger Elevator Renovation

Sealed proposals endorsed “Library Passenger Elevator Renovation”, will be received at the Office of the City Clerk, 151 Martin Street, PO Box 3001, Birmingham, Michigan, 48012; until 2:00 p.m. on Tuesday, November 29, 2016 after which time bids will be publicly opened and read.

Bidders will be required to attend a mandatory pre-bid meeting on November 1, 2016 at 9:00 a.m. at the Birmingham Municipal Building. Bidders must register for the pre-bid meeting by Monday, October 31, 2016 by contacting Carlos Jorge at 248.530.1882.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to provide all labor, materials, removal and installation of equipment required and accessories necessary to renovate of the Passenger Elevator to the Baldwin Public Library. This work must be performed as specified accordance with the specifications contained in the Request for Proposals (RFP).

The RFP, including the Specifications, may be obtained online from the Michigan Intergovernmental Trade Network at http://www.mitn.info or at the City of Birmingham, 151 Martin St., Birmingham, Michigan, Attention: Carlos Jorge.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed.

Submitted to MITN: October 13, 2016
Mandatory Pre-Bid Meeting: Tuesday, November 1, 2016 at 9:00 A.M., 151 Martin Street
Birmingham, MI 48009
Lower Level Conference Room
Deadline for Submissions: 2:00 pm on Tuesday, November 29, 2016
Contact Person: Carlos Jorge
P.O. Box 3001, 151 Martin Street
Birmingham, MI 48012-3001
Phone: 248.530.1882
Email: cjorge@bhamgov.org
October Communications Committee Report

The Baldwin Public Library Board’s Communications Committee met on Tuesday, October 11, 2016, at 8:00 a.m. in the Delos Board Room. Present were Sheila Brice, Ashley Aidenbaum Doug Koschik, and Rebekah Craft.

- The Committee discussed and finalized the Adult Services Renovation Communication Plan. The plan can be found following this Committee Report.
- The next meeting of the Communications Committee will be determined at a later date.
Baldwin Public Library - Adult Services Renovation
Communication Plan

Purpose
To keep Baldwin Library users and staff, and the broader community up-to-date on progress of the Adult Services renovation throughout the duration of the project.

Goals
- Increase awareness of the renovation and what it will entail.
- Communicate what is happening inside the building so that visitors will not be surprised by construction.
- Show that the library continues to operate at nearly full capacity despite the closure of the Birkerts wing.
- Demonstrate that Library staff and Board has been financially responsible in bringing this project to fruition.
- Update the public on environmental hazards: noise, fumes, no possibility of asbestos.
- Off-site engagement

Overall Message
Based on community input through various forums, the Adult Services renovation will bring:

- Improved acoustics, energy efficiency, infrastructure, wayfinding, and lighting
- More natural light, let in by new exterior windows along the curved wall on the southwest side of the building
- Exposure of the original brick color of the 1927 building
- Transformation of the Birkerts Addition, with furniture, fixtures, carpeting, and layout reflecting the modernist style of the space
- More study and collaboration rooms, an updated computer lab, a new makerspace, and a new reading room off of the Grand Hall.

The Library will remain open during normal hours throughout the duration of the project.
- Lower level and second floor meeting rooms will be accessible for programs and available to rent.
- Public computers, printing, and copying will be available.
- Grand Hall and Youth Room will be open for use.
- Online databases and e-materials will remain available 24/7.
- Some materials from the Library’s adult non-fiction, DVD, audiobook, music, and teen collections will be moved into storage, although the highest-demand items will be made available in the Grand Hall.
- If you’re unable to locate an item you need, a librarian can arrange for you to obtain it through interlibrary loan.
Communication Methods
Updates for the Public

- Beverly Hills, Bloomfield Hills, Friends of the Library - Library Director and Board member will attend meetings to give a project update. Koschik will send a written update to be included in the Bingham Farms Board meeting agenda.
- Email updates - A dedicated email list for renovation updates will be created. Circulation staff will ask patrons if they’d like to sign up for more information.
- Social media - post any alerts or unexpected closures on all three channels
  - Facebook - create project photo album and post weekly updates
  - Instagram - photo updates of the project plus photos of current library activity and programs
  - Twitter - morning updates with building status and what to expect
- Local cable - Craft will investigate submitting a renovation update card for broadcast.
- Press releases
  - Status of the project
  - Current photos
  - Expected completion
- Local libraries - Craft will create an update list consisting of local library directors and circulation managers to inform staff on the status of the project.
- Website
  - Each week, use homepage feature box to show a current photo, what’s been completed and what to expect.
  - Post any alerts or unexpected closures
- Library displays - pillar posters announcing the project to be hung in mid-October
  - Michelle Hollo will create a board to display at the entrance.
    - Renderings
    - Basic facts about the project
    - Budget
    - Dedicated spot for staff to pin project updates (noise to expect, what’s happening this week, etc.)
- Email newsletters - include a small update with a photo in each newsletter (sent last day of the month) - reach: Youth, Teen, Adult
- Designer will create a visual status bar will be used to show project status
- Birmingham Around Town eNews and e-mail update blasts - Rebekah will send updates to Marianne Gamboa and Joellen Haines
- City and City Commissioners - Koschik will send periodic updates
- Rental groups - Craft and Poprafsky will notify rental groups of upcoming renovation
- Beverly Hills newsletter - Rebekah will email weekly updates to Village Clerk Ellen Marshall to be included in Friday newsletter.
• Handouts for Youth Room parents - Prepare small guides/updates on a half sheet of paper to hand out in the Youth Room and at storytimes and programs.
• Messaging for neighborhood associations - Craft will create a contact list of presidents to notify about the project status.
• Messaging for school district - Brice will contact BPS to determine best way to reach parents with news of the project

Updates for Staff
• Emails as needed
• Relevant daily details will be posted on Intranet blog each morning

Deliverables
• One-page summary for Bingham Farms and other communities (Koschik)
• Youth Room handouts (Koschik)
• Director’s article in winter Learn Connect Discover (Koschik)
• Communications with TCH, Baldwin House, St. James Church, YMCA, Shain Park Realty. (Koschik)
• Board to display at entrance (Hollo and Craft)
• E-newsletter updates (Craft)
• BCTV display card (Craft)
• Website updates (Craft)
• Social media (Craft)
• Press releases (Craft)
LIBRARY REPORT

Key Metrics Dashboard
Strategic Plan Status Report
Services and Programs
Marketing and Public Relations
Financial Stability
Personnel and Organization
Community Relationships and Partnerships
Facilities and Technology
### Strategic Plan Status Report

#### Key Metrics Dashboard: September 2016

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<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
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<th>Better/ (Worse) Target</th>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$6,825</td>
<td>$10,711</td>
<td>$2,977,155</td>
<td>$2,216,711</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>$302,298</td>
<td>$249,806</td>
<td>$679,725</td>
<td>$651,640</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Circulation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circ (Charges &amp; Renewals)</td>
<td>42,348</td>
<td>44,403</td>
<td>145,617</td>
<td>155,452</td>
<td>130,417</td>
<td>15,200</td>
<td>On Target</td>
<td></td>
</tr>
<tr>
<td>Self-Check Usage</td>
<td>21.3%</td>
<td>24.6%</td>
<td>21.9%</td>
<td>25.2%</td>
<td>25.0%</td>
<td>-3%</td>
<td>Off Target</td>
<td></td>
</tr>
<tr>
<td>% of Circ by Residents</td>
<td>89.6%</td>
<td>90.5%</td>
<td>89.8%</td>
<td>90.2%</td>
<td>90.0%</td>
<td>0%</td>
<td>On Target</td>
<td></td>
</tr>
<tr>
<td>% of Circ by Non-Residents</td>
<td>10.4%</td>
<td>9.5%</td>
<td>10.2%</td>
<td>9.8%</td>
<td>10%</td>
<td>0%</td>
<td>On Target</td>
<td></td>
</tr>
<tr>
<td><strong>Interlibrary Loans</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items borrowed</td>
<td>587</td>
<td>635</td>
<td>2,067</td>
<td>1,849</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items loaned</td>
<td>958</td>
<td>370</td>
<td>2,811</td>
<td>1,124</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Technology Usage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database Sessions</td>
<td>916</td>
<td>713</td>
<td>2,972</td>
<td>2,436</td>
<td>2,310</td>
<td>662</td>
<td>On Target</td>
<td></td>
</tr>
<tr>
<td>Downloadable Content</td>
<td>6,146</td>
<td>5,220</td>
<td>18,845</td>
<td>15,692</td>
<td>19,963</td>
<td>(1,118)</td>
<td>Off Target</td>
<td></td>
</tr>
<tr>
<td>Public Computer Usage</td>
<td>1,785</td>
<td>2,219</td>
<td>5,919</td>
<td>7,455</td>
<td>5,843</td>
<td>76</td>
<td>On Target</td>
<td></td>
</tr>
<tr>
<td>Wireless Sessions</td>
<td>15,900</td>
<td>2,290</td>
<td>52,015</td>
<td>6,378</td>
<td>45,000</td>
<td>7,015</td>
<td>On Target</td>
<td></td>
</tr>
<tr>
<td>Website Hits/Pageviews</td>
<td>22,214</td>
<td>31,776</td>
<td>73,768</td>
<td>107,738</td>
<td>86,183</td>
<td>(12,415)</td>
<td>Off Target</td>
<td></td>
</tr>
<tr>
<td><strong>Program Attendance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults</td>
<td>476</td>
<td>257</td>
<td>1,222</td>
<td>746</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Programs for Adults</td>
<td>15</td>
<td>15</td>
<td>48</td>
<td>43</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teens</td>
<td>39</td>
<td>88</td>
<td>373</td>
<td>146</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Programs for Teens</td>
<td>4</td>
<td>5</td>
<td>21</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>896</td>
<td>907</td>
<td>6,597</td>
<td>4,888</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Programs for Youth</td>
<td>43</td>
<td>39</td>
<td>136</td>
<td>104</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Classes</td>
<td>32</td>
<td>37</td>
<td>151</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Computer Programs</td>
<td>6</td>
<td>7</td>
<td>22</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Video Views</td>
<td>103</td>
<td>35</td>
<td>232</td>
<td>147</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Program Attendance</td>
<td>1,546</td>
<td>1,324</td>
<td>8,575</td>
<td>6,047</td>
<td>4,655</td>
<td>3,920</td>
<td>On Target</td>
<td></td>
</tr>
<tr>
<td>Total # of Programs</td>
<td>68</td>
<td>66</td>
<td>227</td>
<td>177</td>
<td>128</td>
<td>99</td>
<td>On Target</td>
<td></td>
</tr>
<tr>
<td><strong>Gate Count</strong></td>
<td>21,089</td>
<td>22,184</td>
<td>77,974</td>
<td>77,514</td>
<td>67,488</td>
<td>10,486</td>
<td>On Target</td>
<td></td>
</tr>
<tr>
<td><strong>Volunteer Hours</strong></td>
<td>119</td>
<td>159</td>
<td>646</td>
<td>743</td>
<td>724</td>
<td>(79)</td>
<td>Off Target</td>
<td></td>
</tr>
<tr>
<td><strong>Social Media</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e-Newsletter Subscribers</td>
<td>12</td>
<td></td>
<td>1408</td>
<td>1485</td>
<td>(77)</td>
<td>Off Target</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facebook Page Likes</td>
<td>13</td>
<td></td>
<td>1484</td>
<td>1543</td>
<td>(59)</td>
<td>Off Target</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twitter Followers</td>
<td>19</td>
<td></td>
<td>979</td>
<td>960</td>
<td>19</td>
<td>On Target</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Comparisons of actual results to projections are made on a quarterly basis—in the months of October, January, April, and July.

Key Metrics Explanation: September 2016

On Target = Met or exceeded goal, or no more than 0.1% below goal
Cautionary = 0.1% to 3% beneath goal
Off Target = More than 3% beneath goal

At the end of the first quarter:

• **Financials:** Revenues and expenses are higher this year, primarily due to the increased millage and expense for the Adult Services renovation project.

• **Circulation:** Circulation has decreased compared to FY 2015-16; however, circulation is higher than anticipated for the first quarter. The projected circulation for FY 2016-17 has decreased to account for the disruptions that will be caused by construction and the placement into storage of a considerable portion of the Adult Services collection. Self-check usage is off target by 3%. Because of the Baldwin’s current item tagging system, the new machines give users an error message when they attempt to check out an item with multiple parts (audiobooks, Playaways, 2-disc DVDs, etc.). The software company is aware of this issue and expects to release an upgrade to the system that will allow checkouts of all of these items by the end of the year. In the meantime, this error requires patrons to check out items with a Circulation staff member rather than independently.

• **Technology Statistics:** The Library’s database usage, public computer usage, and wireless usage are on target. Downloadable content usage, while higher than FY 2015-16, is less than anticipated and under the ambitious target we had set for this year. We will be heavily promoting downloadable content throughout the renovation. Website hits have also decreased significantly. Hits may be lower because the Library’s online catalog is not mobile friendly, and staff has been encouraging patrons to download the BookMyne app to browse for materials instead of accessing our catalog through our website. We will continue to monitor this.
• **Program Attendance**: Program attendance has been strong in the first quarter. Attendance has surpassed first quarter goals and is higher than in FY 2015-16. We anticipate this number to decrease as we progress through the renovation and cut back on programming due to space limitations.

• **Gate Count**: Gate count (i.e., the number of people entering the Library) is higher than the first quarter in FY 2015-16 and has surpassed the quarterly goal by 10,488 visitors. Because of building construction and limited programming, we anticipate this to decrease in the final quarters of the year.

• **Volunteer Hours**: Total volunteer hours continue to decrease and are off target by 79 hours for the quarter. After the renovation is underway, we will need to hold a discussion about what is the proper level of volunteer hours for the Library and then how best to achieve it.

• **Social Media**: We began tracking social media usage in May 2016 and have continued to see growth in e-newsletter subscribers, Twitter followers, and Facebook Page Likes. Though we are seeing modest increases each month, e-newsletter subscribers and Facebook Page Likes are off target. We will be promoting our e-newsletters in person and at programs to increase usage. We will continue to adjust Facebook content to extend our reach and increase followers.

**Services and Programs**

*Strategic goal: Focus on fresh, dynamic services, and programs that meet Library users’ changing needs.*

*BrainFuse*

In October, Baldwin added Brainfuse, a new online tutoring service, to our list of services. With BrainFuse, students of all ages can interact with tutors in a wide range of subjects, including math, science, reading, and writing. Live tutors are available through online chat daily from 2:00 p.m. to 11:00 p.m. BrainFuse is available to all Baldwin Library card holders online at baldwinlib.org/materials/research. Brainfuse prompts users to select their grade or age level and subject before assigning students to a tutor. All tutors are located in the United States, have passed background checks, and have at least a bachelor’s degree. Sixty-seven percent of tutors have master’s degrees in the field in which they tutor. In addition to live tutoring, BrainFuse offers an online writing lab with grammar analysis and constructive feedback, quizzes and interactive flash cards, and test preparation for SAT, ACT, GRE, GED, HiSET, TOEFL, ASVAB, and AP exams.
Store our Stories
Baldwin has invited patrons to check out items for long-term storage to help store items during the renovation and to make the collection available to those patrons who might like to savor a book for longer than the typical three-week lending period. As of October 13, over 1,300 items have been checked out; all have a due date of May 15, 2017.

Battle of the Books
The Baldwin Library, under the leadership of Stephanie Klimmek, Head of Youth Services, will assume the responsibility for leading the 2017 Battle of the Books. Stephanie will be working closely with the staff of Birmingham Public Schools to make this transition as smooth as possible. The move to a Library-led Battle will allow more students to participate and will create the potential for greater community partnership. Fourth- and fifth-grade students who attend a Birmingham Public School will form teams with an adult coach, read from a selected list of six books, and then participate in a contest where they will compete with other teams by answering questions based on the books. The dates and the chosen books will be announced in December.

Courier Service between Baldwin and Bloomfield Township Public Library
Beginning on October 18, The Library Network will be making three extra deliveries per week between Baldwin and the Bloomfield Township Public Library (BTPL). This will allow for faster loans and returns of items between Baldwin and BTPL during the renovation.

Financial Stability
Strategic goal: Develop and implement a solid financial plan that maximizes existing resources and actively pursues cost efficiencies and additional revenue streams.

Patriot Week Library Initiative
Rebekah Craft worked with Rose Ann Gordon, Director of the National Library Initiative for Patriot Week, to display materials related to the Founding Fathers, the First Principles, and the symbols of the United States. As a thank you for creating this display, the Oakland County Bar Association donated $100 to Baldwin to be used to purchase books on American government and history. Following is a picture of the display.
Marketing and Public Relations

Strategic goal: Improve marketing tools to ensure that the community is more aware of what the Baldwin Library has to offer and comes to view the Library as its first choice for accessing the world’s knowledge.

New Releases and Upcoming Events

Paul Gillin, Administrative Assistant, continues to send a list of upcoming events to local media contacts twice per month.

Craft submitted press releases about programs and events to local media outlets. Press releases included:

- Banned Books in the Motor City
- Baldwin Library Invites Patrons to Store our Stories
- Library Hosts SAT Test Prep Session
- Reflections on Michigan’s Train Depots
- Live Online Tutoring Now Available from Baldwin Library

eNewsletters

Bart Gioia, Computer Trainer, continues to compile and distribute the Library’s four monthly eNewsletters (Adult Events, Teen Events, Youth Events, and Library Board News).
**Marketing**
Michelle Hollo continues to work with Rebekah Craft designing projects and marketing materials for the Library. She is working on the following:
- 2016-17 book clubs
- Fall posters for the exterior pillars to advertise the renovation and E. Lockhart’s visit
- A lobby display board to feature updates about the renovation
- Materials to advertise E. Lockhart’s visit in December
- Brochures for the Michigan Architectural Foundation’ Build Imagination collection
- Winter Learn.Connect.Discover newsletter
- Battle of the Books materials

**Personnel and Organization**

*Strategic goal: Provide the most effective governing framework, and maintain a flexible, efficiently organized management structure staffed by multi-talented professionals with active support from well-trained volunteers.*

**Communications with Staff**
Staff talks were held on September 21 and 22 as a follow-up to the June Library Board meeting. An all-staff meeting was held on October 12 to bring everyone up-to-date on the Adult Services renovation.

**Volunteer Hours**
119 volunteer hours were utilized in the month of September.

**Staff Updates**
Gary Eisele reached 7 years of service on October 1.
Claire Fielder reached 2 years of service on October 20.
Mona Geisler reached 10 years of service on October 23.
Stephanie Klimmek reached 5 years of service on October 17.
Jamie Richards reached 1 year of service on October 19.

Sarah Bowman has been hired as a substitute librarian in the Adult Services department. Sarah received her MIS degree from Indiana University and has recently worked as a research assistant at the University of Turku in Finland and as the Adult and Teen Programming Coordinator at Monroe County Public Library in Indiana.
STEAM Programming and Inclusive Story Time Workshop
Caroline Salucci and Stephanie Klimmek attended an all-day workshop at the Pontiac Public Library, put on by the Library of Michigan with financial support from a grant. In the morning session, attendees learned how to use Little Bits and a MakeyMakey, which are products that teach children basic circuitry and coding. In the afternoon, Stephanie attended a session on brainstorming and discussing ways to create mobile makerspaces in Youth areas of the Library while Caroline attended a seminar on inclusive story times. It was a very informative and productive workshop that gave both Caroline and Stephanie many ideas to use at Baldwin.

Making as Learning Workshop
In August 2016 Maria Williams, Head of Adult Services, attended a free three-day workshop called “Making as Learning,” at Frankenmuth High School. The event was sponsored by the University of Michigan’s School of Information, and co-facilitated by Michigan faculty and librarians from the Frankenmuth Wickson Library. The workshop provided background about the ‘maker movement’; opportunities for hands on exploration of potential tools and materials, including a peek inside the Delta College STEM Explorer bus; and sessions led by local makers and maker-educators, with assessment strategies and guidance for next steps. The information provided in the workshop will be helpful as the Library develops maker programming and equips its makerspace.

Community Relationships and Partnerships
Strategic goal: Strengthen relationships with stakeholders and expand partnership opportunities with community organizations for everyone’s mutual benefit.

City of Birmingham
Koschik has attended weekly City of Birmingham staff meetings. Craft submitted content to the City of Birmingham for inclusion in its monthly Around Town email newsletter.

Beverly Hills
Craft submitted information to the Village of Beverly Hills for inclusion in its weekly email newsletter. Koschik will attend the October 18 Village Council meeting to give a brief update on the Adult Services renovation.

Bingham Farms
Craft submitted information to the Village of Bingham Farms for inclusion in its quarterly newsletter.
Bloomfield Hills
The number of Bloomfield Hills residents registered at Baldwin now stands at 1,368. Bloomfield Hills residents checked out 1,815 items in September. Koschik will attend the October 18 City Council meeting to give a brief update on the Adult Services renovation.

Birmingham Next
On October 12, Koschik attended a meeting at Next to review the 2016 Boomer Summit and begin planning for next year’s event.

Rebekah Craft continues to host the Popular Reads monthly book club at Next. Bart Gioia, Technology Trainer, will be hosting computer classes on Mondays at Next in October and November while the Library’s computer lab is unavailable due to construction.

Birmingham All Seasons
Lauren Ziolkowski, Adult Services librarian, is facilitating a monthly book club at All Seasons, the independent senior living facility in Birmingham.

Birmingham Rotary Club
Koschik has continued to attend Birmingham Rotary Club meetings.

Michigan Architectural Foundation
With the help of Stephanie Klimmek of Youth Services, as well as Roxanne Sander and Brandon Bolek of Technical Services, Craft has coordinated the purchase and delivery of six Build Imagination collections, along with accompanying promotional brochures. Rae Dumke and Michigan Architectural Foundation Board members will be delivering these collections to five children’s hospitals and cancer centers in Traverse City, Kalamazoo, Grand Rapids, and Ann Arbor. A final set of books will reside at the AIA Michigan office in Detroit. The purchase of these books is funded by the Rae Dumke Endowment Fund of the Michigan Architectural Foundation.

Makerspace Collaboration
On September 20, Doug Koschik, Rebekah Craft, Maria Williams, Stephanie Klimmek, and Jamie Richards met with staff from Birmingham Public Schools (BPS) to discuss ways to collaborate together as Baldwin launches its new makerspace. BPS has offered to provide volunteers from its robotics team to help with Baldwin programs. Baldwin will be purchasing software programs and training manuals used at the schools in order to provide continuity for students. The group will meet again on December 14 to tour the Seaholm High School makerspace.
Facilities and Technology

Strategic goal: Adapt the existing facility for more flexible use and employ technology more effectively in order to improve internal operating efficiency and better serve Library patrons.

Adult Services Renovation
The Adult Services Renovation will officially begin on October 17. At that time, the first floor Birkerts addition will be closed to the public while Library Design Associates moves the books and shelving into storage and recycles the furniture. On October 24, The Dailey Company will be installing a temporary fence around the Birkerts curved wall to prepare for the removal of limestone and installation of windows.

Unified Messaging
Members of the management team now receive voicemail messages on their phones and sent directly to their emails via an audio file.

Freight Elevator
The freight elevator has been repaired and is now fully closing at a level height.

Guardian Alarm
Guardian Alarm removed motion detectors in the Birkerts addition on October 14 and will replace the sensors in April when the renovation is complete.

Security Cameras
Shaw will be removing the security cameras located in the Birkerts addition on October 24. The cameras will be re-installed in April once the renovation is complete.

Bed Bug Inspection
On October 13 Baldwin had its quarterly bed bug inspection. No bugs were detected. The next inspection will take place in January.

HVAC
Filters were changed on October 11.
Public Elevator
The City issued an RFP for the replacement of the public passenger elevator on October 13. The elevator installation is expected to begin on April 1, 2017 and will be completed, inspected, and ready for use by June 30, 2017. The RFP is contained in this Board packet, on page 43.

Tree Removal
The small maple tree to the left of the front entrance was removed on October 13 because it was not in good condition. In the spring, the tree will be replaced with a specimen better suited to the area.

Library Sidewalk
A granite edging was added to the sidewalk along the curve of the Birkerts addition. This retaining wall will help to prevent runoff.
Changes to Circulation Desk
Library Design Associates modified the Circulation Desk to accommodate the two new self-check machines and to streamline to Circulation area. Granite pieces from the original ledge were retrofitted into the existing counter top to create a level surface.
Baldwin’s patrons celebrated Banned Books Week in September with a pair of special events and an Instagram project.

Playwright Kenneth Jones, pictured at the left with actress Melissa Beckwith, visited the Library to talk about his play, *Alabama Story*, which was produced by The Theatre Company of the University of Detroit Mercy and debuted in late September.

Inspired by true events, it is the story of a librarian to stand up to prevent the removal of a children’s book depicting the marriage of a black rabbit and a white rabbit from the Alabama State Library.

Local author and historian John Cohassey also came to Baldwin to tell the story of the Wayne County Prosecutor’s 1938 banning of Ernest Hemingway’s novel, *To Have and Have Not*.

Cohassey is shown at the right posing in front of the backdrop that was available during Banned Books Week so that patrons could “get caught reading a banned book” and share the photo on Instagram.
Teen Services Photos

In September volunteers from Paws With A Cause visited with BPL’s Teens to introduce them to some custom-trained Assistance Dogs. PAWS increases awareness of the rights and roles of Assistance Dog Teams through education and advocacy. Everyone had fun!
**Youth Event Photos**

*Outreach Storytimes*
Every month, Youth Librarians Miss Donna and Miss Susan present outreach story times to The Community House Early Childhood Center. Here Miss Donna is doing a story time for their toddlers.

*Mobile Makerspace*
Youth Services is starting to create Mobile Makerspace kits that will be used in STEM and maker programs. One of the items is called an Ozobot. It is a small robot that is programmed to follow black lines and respond with different actions to different colors of code. Here the Ozobot is following a path drawn by the creators. Students will have the chance to draw their own paths for the Ozobot to follow.

Thank you to the Friends of the Baldwin Public Library for their generous support of our programs.
INFORMATION ONLY
September 21, 2016

Ms. Rebekah Craft
Associate Director
Baldwin Public Library
300 W. Merrill
Birmingham, MI 48009

Dear Ms. Craft,

On behalf of the Patriot Week Foundation and the Oakland County Bar Foundation we thank you for your library’s participation in Patriot Week’s First Annual National Library Initiative!

Your participation along with some 20+ public and private libraries in the metropolitan Detroit area is the first of its kind in the country to pay tribute in this unique manner to the history of our country, to our veterans and current military personnel as well as the victims and heroes of September 11, 2001.

If you get a chance please go to the Patriot Week website at www.patriotweek.org where you will find an acknowledgement of your library along with others who joined in this initiative. Your library has also been recognized in press releases in Detroit area newspapers and in Michigan chapters of various bar associations. An article will also be featured in the Oakland County Bar Foundation newsletter in the near future.

In addition, as a token of our appreciation, please accept the enclosed donation of $100.00 for the purchase of American history related books for your library.

Thank you, once again, and we eagerly look forward to your participation in 2017!

Sincerely,

Rose Ann Gordon
Director, National Library Initiative
Library joins with acting troupe to celebrate banned books

BIRMINGHAM — The Theatre Company of the University of Detroit Mercy will present an evening with playwright Kenneth Jones, author of "Alabama Story," at 7 p.m. Sept. 26 at Baldwin Public Library.

The play takes audiences back in time to follow the stories of an African-American man in Detroit and a white woman in Alabama, and the joys — and wounds — they share in their past.

Jones' work is inspired by true events and will be presented by the Theatre Company Sept. 22-Oct. 9. As part of BPL's celebration of Banned Books Week, Jones will join actress Melissa Beckwith and Theatre Company Managing Director Greg Grobis for a special program.

There is no cost to attend, but pre-registration is required. For more information or to sign up for "An Evening with the Playwright," call BPL at (248) 554-4650.

Baldwin Public Library is located at 300 W. Merrill St. in downtown Birmingham.

— Tiffany Eshkati
Readers get shot at 'banned' books

Librarian Lauren Ziolkowski reads "A Curious Incident of the Dog in the Nighttime."


Every year, people make hundreds of attempts to remove books from the shelves of bookstores, libraries and schools. Banned Books Week draws national attention to the harms of censorship by focusing on efforts across the country to remove or restrict access to books.

Through Oct. 1, readers can visit the Baldwin Library to participate in Banned Books Week events and get caught reading a "banned" book.

“Baldwin values free and open access to information to ensure that everyone has the freedom to seek and express ideas,” said Rebekah Craft, associate director. “Intellectual freedom is one of our library’s core values. We aim to offer materials that cover a wide range of views and opinions and to give readers the opportunity to choose what works best from our well-rounded collection.”

To celebrate and bring attention to the importance of intellectual freedom, Baldwin is featuring two special programs during Banned Books Week:

- “Alabama Story”: An Evening with the Playwright at 7 p.m. Monday, Sept. 26 — This fall, The Theatre Company of the University of Detroit Mercy is presenting “Alabama Story,” a play inspired by true events, with unique ties to The Motor City. When a children’s picture book about a black rabbit marrying a white rabbit is discovered on the shelves of the Alabama State Library, an enraged politician demands it be removed and burned.
Greg Grobis, The Theatre Company’s Managing Director, and playwright Kenneth Jones will talk about the show and the story that inspired it, actress Melissa Beckwith will read the story at the center of controversy, and attendees will have a chance to ask questions.

- Banned in Detroit: The Suppression of Hemingway’s “To Have and Have Not” at 7 p.m. Tuesday, Sept. 27 — In 1938, a patron checked out Hemingway’s “To Have and Have Not” from the Detroit Public Library. Disgusted by the book’s content, she brought it to the attention of the Wayne County Prosecutor, who banned the book. Opposed to the ban, two Detroit booksellers defended their right to sell the book and filed a case in Detroit Circuit Court. Author John Cohassey will talk about this legal battle, which occurred at a turbulent time in Detroit.

The Baldwin Public Library is located in downtown Birmingham at 300 W. Merrill St. The library’s hours are 9:30 a.m. to 9 p.m. Monday through Thursday; 9:30 a.m. to 5:30 p.m. Friday and Saturday; and noon to 5 p.m. Sunday. The library website www.baldwinlib.org has information on how to register for a library card and access all of the Library’s services.
In 1960, the Baldwin Library was expanded to add a new youth room, and sent an S.O.S. to the community to ask for help storing materials from its collection during the renovation project.

Called Save Our Stories, the S.O.S. program asked citizens to check out as many books as possible and return them when the project had finished. The public responded enthusiastically, saving the library thousands of dollars in moving costs.

Fifty-six years later, history will repeat itself during the Baldwin Library’s Adult Services renovation, which begins in early November. For approximately six months, the first floor of the 1980s Gunnar Birkerts wing of the library will be under construction and materials will be moved off site into storage.

In anticipation of moving nearly 40,000 items into storage, library staffers are encouraging patrons to check out items on a long-term basis as a way to help store these materials. All items will have a due date of May 15, 2017. During October, patrons are invited to check out items from the Adult Services area that will otherwise go into storage, including fiction and non-fiction books, biographies, CDs, and non-feature DVDs and Blu-Rays.

Library Director Doug Koschik first developed this plan after seeing a photo of the S.O.S. project from 1960.

“We have a rich and extensive collection and we would love to see the items being used and enjoyed by our patrons rather than sitting in a warehouse for six months,” Koschik said.

While many materials from the library’s adult nonfiction, DVD, audiobook, music, and teen collections will be moved into storage for approximately six months, the highest-demand items will be available for checkout in the Grand Hall during the construction project.
Librarians will also be available to fulfill requests for items from interlibrary loan. The library is expected to remain open for normal hours during the entirety of the project.

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BIRMINGHAM — Plans have been approved, a contractor is in place, and a long-awaited $2 million renovation of the adult services section of Baldwin Public Library is set to begin in a few short weeks.

And now, like any homeowner or business undergoing construction, the library is faced with a dilemma: where to stash their stuff.

Space is short at BPL, according to Circulation Services Coordinator Kristen Tait, who explained that while work is happening in the first-floor Gunnar Birkerts wing of the library, those resources will be moved to the Grand Hall.

“We expect the renovation to begin in the beginning of November and last through mid-April, so we can be ready to open to the public at the beginning of May, in an ideal world,” Tait said. “We hope to not have to close to the public during that time, but we know we’ll have a reduced amount of material available to the public from our adult section. Youth services will go on as normal.”

With little time or space to spare, the library is sending out an SOS to the community for help.

The Store Our Stories program is an opportunity for patrons to check out as many books as they like on a long-term basis, essentially storing the materials at their homes while work ensues, saving the library thousands in moving costs.

Tait said lots of patrons have already expressed interest in the SOS program, seeing it as an opportunity to study up on a new topic or take on an extended project.
“We have one patron who’s going to teach himself advanced computer skills, so he took out quite a few computer books. Someone else is taking an in-depth look at operas, and another man took out several cookbooks, and he’s obviously looking to cook his way through them,” she said.

Fiction and nonfiction books are among the finds available for SOS, along with biographies, CDs, and nonfeature DVDs and Blu-Rays.

The library’s entire collection of Shakespeare is up for grabs, if someone wants to make their way through the classics.

SOS materials will be clearly labeled with large, colorful stickers so borrowers are able to keep track of them and distinguish them from other library media that needs to be returned in a more timely manner. The items will have a due date of May 15, 2017, though Tait said she suspects that some patrons will extend their time even longer to complete their project goals.

“We have a rich and extensive collection, and we would love to see the items being used and enjoyed by our patrons rather than sitting in a warehouse for six months,” said Library Director Doug Koschik in a prepared statement.

While renovations take place, BPL will have many high-demand items available for checkout on-site, and will continue to fulfill requests for materials from the interlibrary loan program.

For more information, visit Baldwin Public Library at 300 W. Merrill St. in downtown Birmingham.
BIRMINGHAM

Library needs your help as it starts to renovate Adult Services section

In 1960, when the Baldwin Library was expanded to add a new youth room, library officials appealed to the community to help store library materials during the renovation by checking out as many books as possible and returning them when the renovation was complete. The public responded enthusiastically and saved the library thousands of dollars in moving costs.

Now the library is making a similar S.O.S. — Save Our Stories — appeal to the community as it renovates its Adult Services section beginning in early November.

For about six months, the first floor of the 1980s Gunnar Birkerts wing of the library will be under construction, with nearly 40,000 items requiring movement into storage.

During October, patrons are invited to check out items from the Adult Services area that will otherwise go into storage, including fiction and nonfiction books, biographies, CDs, and non-feature DVDs and Blu-Rays. All items will have a due date of May 15, 2017.

Library Director Doug Koschik first developed this plan after seeing a photo of the S.O.S. project from 1960. “We have a rich and extensive collection and we would love to see the items being used and enjoyed by our patrons rather than sitting in a warehouse for six months,” he said.

The Baldwin Public Library is at 300 W. Merrill St. Hours are 9:30 a.m.-9 p.m. Monday through Thursday, 9:30 a.m.-5:30 p.m. Friday and Saturday and noon-5 p.m. Sunday. The website www.baldwinlib.org has information on how to register for a library card and access all of the library’s services.
Museum friends look at train depots

Travel through time from the earliest utilitarian train depots of the 1850s to the grand terminals at the peak of passenger service with preservation architects Ron Campbell and Jackie Hoist. The Friends of the Birmingham Museum will host an engaging look into historic train depots at the Baldwin Public Library at 7 p.m. Wednesday, Oct. 12.

The train depot, one of America’s most recognizable and romantic building types, was once the center of commerce, information and transportation. Created across America by the railroads, this first corporate building style evolved to oftentimes become the landmark identity of a community.

At the turn of the 20th century, Martha Baldwin, the founder and namesake of the Baldwin Library, worked with the Ladies Library Association and the Village Improvement Society to landscape and maintain the grounds of Birmingham’s depot. Campbell and Hoist will share the history of Birmingham’s depot along with other depots across Michigan and the United States.

Daniel Patton, President of the Friends of the Birmingham Museum, invites attendees to recall the memories and explore the future legacy of these lighthouses along the rivers of steel. The Friends of the Birmingham Museum are dedicated to supporting the Birmingham Museum through programs, financial support and research.

Activities emphasize community awareness of the museum and local Birmingham history. The Friends sponsor community history projects and encourage preservation of Birmingham’s
architectural heritage. Information about the Friends of the Birmingham Museum can be found at www.bhamgov.org/history/friends.php.

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Popular Picks For October
Baldwin Public Library

Looking for book suggestions? Stop by the Baldwin Library for recommendations from librarians. We’re here to help you find your next great read and we love to hear about favorites you’ve read, too.

**FOR ADULTS**

"The Fireman" by Joe Hill
In this post-apocalyptic novel, the world is grinding to a halt and a disease is spreading that causes the infected to burst into flames. Follow along with Harper Grayson, a nurse, as she learns more about the Fireman and attempts to survive. –recommended by Shayna

"Something Fresh," “Leave it to Smith” and “Summer Lightning” by P.G. Wodehouse
These three books are the start of Wodehouse’s Blandings series, recently turned into a comedy series by the BBC (Life at Blandings). The series loosely centers around the “woolly-headed” Lord Emsworth and his prize-winning pig, The Empress of Blandings. I reread all of Wodehouse again and again -- his blend of perfect turns of phrase and gentle humor never fails to comfort and calm me.
–recommended by Kristen

"Highly Illogical Behavior" by John Corey Whaley
This young adult novel is the laugh-out-loud story of how three friends rescued one another. This is a delightful read with plenty of references to “Star Trek,” a feisty grandma, and a lesson about what it means to change your mind about someone or something. –recommended by Susan

"Sure Signs of Crazy" by Karen Harrington
In this funny and poignant twist on the coming of age novel, Sarah Nelson has a difficult relationship with her troubled mom. The author handles serious issues in a way that kids can relate to without being overwhelmed.
–recommended by Stephanie

"Hippopotamister" by John Green
Hippopotamus ventures out into the real world with his friend, Red Panda. After trying all kinds of jobs and nothing turning out quite right, he heads back to the zoo. Hippopotamus then decides to fix up the zoo and make it a better place for everyone. This colorful and fun graphic novel is an enjoyable read.
–recommended by Caroline
COMING UP: ADULT SERVICES RENOVATION

The Adult Services area of the Baldwin Library will be renovated this fall and winter. The renovation, which is expected to last six months, will bring the following enhancements:

- Improved acoustics, energy efficiency, infrastructure, wayfinding and lighting
- More natural light, let in by new exterior windows along the curved wall on the southwest side of the building
- Exposure of the original brick color of the 1927 building
- Transformation of the Birkerts Addition, with furniture, fixtures, carpeting and layout reflecting the modernist style of the space
- More study and collaboration rooms, an updated computer lab, a new makerspace, and a new reading room off the Grand Hall

During the renovation, some materials from the library's adult non-fiction, DVD, audiobook, music and teen collections will be moved into storage, although the highest-demand items will be made available in the Grand Hall. If you're unable to locate an item you need, a librarian can arrange for you to obtain it through interlibrary loan.

Baldwin's digital services - including downloadable ebooks, audiobooks, magazines, music and streaming movies and TV shows - will remain available without interruption. Visit www.baldwinlib.org for access to those resources.
Register for these and many more classes on-line at www.BirminghamNext.org. Next is your place for anyone 50 and better looking for a place to learn something new, discover a passion or meet friends. In addition, Next has a comprehensive Support Service Department. Call for more information: 248-203-5270.

IT’S JUST POLITICS! Oct. 13, 6 p.m. - Join us for this very special evening with NPR’s political reporters, Zoe Clark and Rick Pluta. We are thrilled to host this fascinating presentation and get an insider’s view of this year’s turbulent election cycle. Is something strange going on, or is it just politics? Members: Complimentary/Non-Members $5.

ONE-ON-ONE PERSONAL TRAINING SESSIONS - Monday evenings, Tuesday and Wednesday afternoons. Cost: $60 for one hour-long session. Working out but not getting the results you wanted? Need extra encouragement and motivation? Next is now offering one-on-one Personal Training with ACE Certified Personal Trainer, Sharon Claye. Whether you want to strengthen your core, improve your golf game, or just take your workout to the next level, Sharon will work with you individually to get the outcomes you desire.

NEXT WELCOMES THE BALDWIN PUBLIC LIBRARY FOR A SERIES OF COMPUTER CLASSES. The Baldwin Public Library is partnering with Next. Cost: $5 (pre-registration and payment required). Learners of all ages are welcome. Oct. 10 and Oct. 17, PowerPoint 2010 An Introduction: Learn the fundamentals of slideshow creation with Microsoft PowerPoint in this two-session class.

ARTIST’S OPEN HOUSE EXHIBIT - Wednesday, Oct. 19 from 5-7 p.m. NEXT is home to numerous amazingly talented artists, who work in a wide variety of mediums from acrylic, oil, watercolor, and pastels, to our photographers and potters. This event showcases resident artists’ work at Next. A few light nibbles will be served. To display work in this non-juried exhibit, you must be a member or currently be registered in an art class.
Prescriptions for Joy
Librarians, Collections, and Bibliotherapy in Pediatric Hospital Settings

By Jarrett Dapier

"Adults who work with hospitalized children look beneath the casts and bandages, behind the conditions of serious illness and disability, to find the child within. Young people in pediatric settings are patients, but they are still children. And wherever children are, books must be there also."—Marcella F. Anderson, "Children and Books in Pediatric Hospitals"

When I was three years old, I was hospitalized after I broke my arm in a nasty fall from some baseball bleachers. The fracture was such that my arm needed to be in traction, necessitating a hospital stay that lasted a little over three weeks. I have few memories from the stay—receiving a large teddy bear from my grandfather, feeling lonely one night after my parents had gone home and I couldn’t sleep—but my parents remember all of it. Specifically, they remember how often I wanted to be read to.

As I lay on my small back in that big bed, my arm suspended from a fabric sling strung up above me, my book of choice was The Cat in the Hat by Dr. Seuss (1957). According to my parents, they read me that book hundreds of times during my hospital stay. At one point, according to my mom, I tired of it and requested The Cat in the Hat Comes Back (1958), which the hospital had in the pediatric department playroom. I was a Dr. Seuss-reading machine. When my parents reached the end of each read-aloud, my response was irrevocable to one word: “Again.”

I don’t remember any of these Seuss readings, but aside from that one lonely night, I don’t remember any kind of trauma from what must have felt like an interminable hospital stay either. I have to imagine that the experience of being read to by people who loved me, of hearing Dr. Seuss’s tales of scrapball rhymes and feline tomfoolery, entertained, soothed, and distracted me. It conveyed something of home, comfort, and care. I was safe while I listened to Dr. Seuss being read to me by someone I loved.

But many hospitalized children don’t have it so easy. In her article “Creating Bibliotherapeutic Libraries For Pediatric Patients,” Mary Katherine Waibel Duncan writes that “parents’ stress reactions to the diagnosis and treatment of pediatric illness, injury, or victimization as well as their increased involvement in the physical care of young patients may tax their coping resources and impact the quantity and quality of psychosocial support they are able to provide to their children.”

Duncan examines the creation of two libraries built to serve pediatric patients and their families in an effort to “support [their] psychological adjustment to their exceptional, and potentially traumatizing, circumstances.”

Duncan notes that access to library collections and the read-aloud interactions between parents and children enabled by the presence of collections returns parents and children to “one of the most comforting rituals of childhood and parenting—the shared experience of reading together.” She also argues that “stories and story-related discussions may help children understand that they are not alone and that someone (the story character or a real-life reader/discussant) understands what they are experiencing.”

Finally, “the libraries were established to support patients’ and family members psychological health and healing by complementing existing child life programs or psychosocial interventions.” It seems that it is not a fluke that the potential trauma of my hospitalization when I was three was alleviated.

About the Author

JARRETT DAPIER, MLIS, is the 2016 recipient of the ALA John Phillip Immroth Memorial Award for the defense of intellectual freedom. He lives in in Evanston, Illinois.

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Jarrett is currently reading A City in Terror: Calvin Coolidge and the 1939 Boston Police Strike by Francis Russell.
by having my favorite book at hand and people who would read to me.

In 2009, there were nearly 6.4 million hospital stays for children seventeen and under in the United States, "comprising 16 percent of all hospitalizations." While 72 percent of the 6.4 million recorded hospital stays were for newborns and infants under one year of age, 28 percent of those visits were for children between one and seventeen years old. Within that age range, children between one and four and teens between fourteen and seventeen accounted for the majority of hospital stays.8

How many of the millions of children hospitalized each year in the United States have access to book collections during their hospital stays? How many are offered treatment plans that include bibliotherapy? Public libraries have a responsibility to know the answers to these questions pertaining to hospitalized children in their communities and also to serve these young, isolated patients.

The Role of Bibliotherapy in Hospital Library Collection Building

Bibliotherapy can be defined as helping one's self—or helping others—process and alleviate painful experiences or discomfort through reading. It can be as simple as a warm feeling one might get from holding a beloved book. (To a hospitalized child, a book may ease anxiety by simply being a familiar object in an unfamiliar setting.) It can be as complex as pairing a depressed teen being treated for cancer, which can feel like an unending series of chemotherapy and radiation treatments, with a fictional book like Roland Smith's Peak (2008), about the youngest boy to climb Mount Everest and live. Bibliotherapy can guide collection development in pediatric settings by connecting material acquisition choices with a deep consideration of pediatric patients and families and their emotional needs.

Books can alleviate anxiety for hospitalized children by providing fun—and the confidence that comes from learning new skills. Elizabeth Weimer, director of early childhood education and director of bibliotherapy at Cleveland (OH) Clinic Children's Hospital, writes of her experience with a boy named Gilbert who came to the hospital with no exposure to books or English-language skills. During his hospital stay, Gilbert learned how books work, what they are, and that they bring pleasure and fun. Weimer stresses that the work she did reading to Gilbert eased his pain and stress and that it calmed his parents to see their son so positively engaged by reading. Gilbert made cognitive gains during his experiences with Weimer, picking up not only an understanding of books, but an understanding of basic English.9

In her 1992 book, Hospitalized Children and Books: A Guide for Librarians, Families, and Caregivers, Marcella F. Anderson writes, "The long-term and frequently hospitalized patient should be a major focus of concern. . . . A library program that nurtures the child with enriching materials, as he or she moves through developmental stages while hospitalized, supports the 'fullest possible development and expression of individual potential.' . . . In addition to supporting that potential, the library program—with other pediatric therapies—helps to normalize the hospital experience.114

Anderson's book is an outstanding, sensitively written resource for anyone seeking to build or elevate the quality of hospital book collections. She offers readers a framework for the necessity of the hospital library, finding funding, building the collection, and choosing titles based on the emotional and cognitive needs of patients of different ages. She also provides guidance on successful storytime programming with hospitalized children, bibliotherapy, and working with hospitalized children with special needs like those with severe head injuries or quadriplegia.

Anderson's book is full of advice for how to manage a hospital library collection, advice that public librarians, working in partnership with local hospital staff, can follow to create or bolster collections for hospitalized kids. For example, she notes the distinction between collection management in public libraries and the same job in hospital libraries, where it is crucial to meaningfully connect with patients in vulnerable circumstances: "Books that do not circulate, do not serve a place in a hospital collection. Hospital libraries have limited space that can be better used for holding multiple copies of favorite books."15 She recommends collecting books in foreign languages based on local language demographics, multicultural literature, and special materials like audiobooks, books in braille, adaptive computer software, and tactile books for children with various neurological processing challenges and visual or auditory impairments.

In her book and other articles, Anderson stresses the importance of humor for the hospitalized child: "Studies show that humor helps to reduce stress and to release endorphins, the body's natural pain blockers that lower pain levels and contribute to a sense of well-being. Also, humor helps patients to relax by the diversion it offers."16 She also emphasizes the effectiveness of what she calls "quiet books" for reaching the child's heart. To Anderson, humorous books and quiet books offer support and solace.

Beyond the criteria of humor and quiet, Anderson usefully separates considerations for collection building into emotional and cognitive needs of patients. She determines emotional and cognitive needs of patients based on different age groups (zero to thirty months; thirty months to five years; six to twelve years) and recommends staff and volunteers building collections do the same. This involves an understanding of child psychology, as well as the psychology of the hospitalized child. Anderson conveys some of the basic needs of hospitalized children in different age groups and models how to think like a collection developer for these children: "Mastery experienced vicariously through a story can carry over to mastering the difficulties of hospitalization—hard feelings, pain, and the medical environment. School-age children respond particularly well to these possibilities."17 She also recommends books with language "that flows and rhymes," that provide escape from
boredom, and notes that "it is better to read a book that speaks to the emotion rather than one that mirrors the specific trauma.”

Beyond the building of collections for patients, Anderson writes with authority on how to build a family resource collection:

A Family Resource Collection is based on the premise that family centered care is a desirable goal and that knowledgeable parents are resourceful and supportive partners in the multidisciplinary care of their child.

The general purposes of a Family Resource Collection are:
1. To supplement information provided by the health care staff.
2. To help families develop coping skills with respect to the diagnosis of their child’s illness or disability.
3. To encourage and support the family in participating in the treatment process.

While Anderson’s book could be updated to include information on the use of certain technologies and modern materials such as DVDs, videogames, tablets, and smartphones, her book is an invaluable guide for hospital library collection developers—and anyone who wants to pair books and children together in a hospital setting.

Analysis
“Underserved communities” are defined by Tonya Badillo, director of the Long Branch (NJ) Free Public Library, as "groups that do not have equal access to programs and services, or have not been identified as a key audience for library services." 

Badillo’s definition of underserved populations would seem to include hospitalized children and their families. Children and families in both short- and long-term hospitalization situations are often confined to the hospital building (let alone confined to beds, incubators, or isolation units) in which medical care is administered. Many parents of hospitalized children rarely want to leave their child’s bedside, preferring to stay nearby and certainly within the building. It is not possible for many pediatric in-patients and their families—members of the public nonetheless—to have equal access to public library programs and services. Nor are these individuals commonly identified as a key audience for library services.

Anderson elaborates further to define hospitalized children as a minority in need of library service:

Chronically ill, frequently hospitalized children can be viewed by themselves and by others as comprising a unique culture group within our larger community. These children can become physically and psychologically separated from family, from friends, from normal growing experiences, from information needed for success in school and job, and from participation in and knowledge of the larger world. Voids in growth and development contribute to a child’s sense of isolation and lowered self-esteem. To encourage, respect, and strengthen these young people is to give them a chance to be an integral part of society. Books can be a powerful tool in accomplishing these goals.

The American Library Association (ALA) states that “diversity is a fundamental value of the association and its members,” and that the association recognizes “the critical need for access to library and information resources, services, and technologies by all people.”

Hospitalized children and families are not, however, listed as an underserved population on the ALA’s list of outreach areas.

Because of the specialized care required by hospitalized children and families that makes them unable to access regular library services, outreach to these communities should be a priority of public library service. Children’s outreach librarians could identify local healthcare clinics and hospital pediatric departments where children are regularly treated to establish and tend waiting room collections of books. These books could be culled from library book donations and weeded library items in good condition. Librarians could also partner with child life specialists at local hospitals to create high-quality book collections in family resource centers and play therapy rooms. Reach Out and Read, a national organization that promotes literacy in the context of pediatric care, partners with public libraries to reach children who might otherwise lack access to library services because of illness or physical impairments. Their work includes building collections in waiting rooms serving low-income children, providing story time read-aloud services, and educating parents on promoting literacy at home. Because many long-term pediatric patients require academic support and schooling in the hospital, libraries with “school outreach” librarians can support academic services in pediatric hospitals by providing research instruction and delivering public library books and materials needed to supplement research projects.

Public librarians are in a unique position to bring their professional training and knowledge to bear on book and resource collections in pediatric hospital settings. In doing so, they would satisfy the ALA’s exhortation that we find ways to serve traditionally underserved populations in our community.

Conclusion
Hospitalized children and their families have particular information needs. Through the establishment and management of carefully curated library collections, hospital staff and librarians can partner to provide children and families with invaluable resources and programming to help them cognitively and emotionally. The work of building rich, comprehensive book collections for young hospital patients can help enable read-aloud work and bibliotherapeutic activities that will alleviate anxiety, bolster cognitive functioning, emotionally soothe, and provide moments of grace and joy for young patients and their families. 


References


3. Ibid.

4. Ibid.


8. Ibid., 3.


11. Ibid., 7.

12. Ibid., 25.

13. Ibid., 27.


15. Ibid.


Additional Resources

Benzonia Public Library Earns 2016 State Librarian's Excellence Award

September 26, 2016
LANSING – The Benzonia Public Library (BPL) has earned the 2016 State Librarian's Excellence Award for its superior customer service, State Librarian Randy Riley announced today.

Riley presents the annual award, including $2,000 in privately-donated funds, October 28 at the Michigan Library Association's annual conference in Lansing.

“Michigan libraries are doing amazingly creative things to serve their communities,” Riley said. “Benzonia Public Library has been able to provide its users with an experience that rivals or exceeds those offered by much larger or greater-funded library systems.”

The Library of Michigan Foundation and Library of Michigan (LM) present the State Librarian's Excellence and Citations of Excellence awards each year to highlight the importance of services provided by Michigan's libraries.

This year’s Citations of Excellence went to the Troy Public Library (TPL) and Orion Township Public Library (OTPL). Each library receives $1,000 as a Citation of Excellence winner.

The State Librarian’s Excellence Award is sponsored by Roger Mendel and his late wife June. The Citation of Excellence Awards are funded by Martin L. Gibbs in memory of his late wife, Carole Sorenson and the Library of Michigan Foundation in recognition of former Executive Director Carolyn “Sparky” Mowery.

“The staff, board, volunteers and friends of Benzonia Public Library could not be more delighted with this incredible honor,” said Benzonia Public Library Director Amanda McLaren. “It is always our goal to give our best to our community. Our community is our purpose, our focus and our inspiration.”

Riley said BPL’s proactive, collaborative approach to establishing meaningful partnerships in its community is a model for other libraries of all sizes.

Some BPL programs and partnerships include:
• Selected by the University of Michigan School of Information to host a three-day “Making in Michigan Libraries” workshop
• Partnering with three other Benzie county libraries to offer the Great Benzie Read Program
• In response to an increase in local teen overdoses and suicides, worked with a local child psychiatrist to offer a session on childhood depression
• Teamed with Frankfort Community Credit Union to offer a program during Money Smart Week
• The Summer Reading program “Building S.T.E.A.M. at the Benzonia Public Library” provided
weekly sessions focusing on science, technology, engineering, art or mathematics
• Active member of the Crystal Lake Community Business Association
• Presented the “Power Tool Basics for Women” program

State Librarian's Excellence Award evaluation factors include: demonstrating that the library provides superior service to its customers and community in a cost-effective manner, with a can-do attitude; always delivering on promises; and fulfilling the library’s commitment to high standards of customer service.

In earning Citations of Excellence, the Troy and Orion Township libraries also are recognized for customer service.

TPL has embraced its community’s teens and challenged them to help make the library more teen-friendly, to grow the next generation of users and to improve services overall. Young patrons responded enthusiastically and actively took on more “ownership” of the facility.

OTPL strives to provide superior service with a goal to engage a thriving community of lifelong learners. It successfully has positioned itself as a community gathering and learning place where children, teens, entrepreneurs, educators and seniors are all welcome. OTPL received the first annual Library of Congress Award from the Michigan Department of Education for its work on early literacy initiatives.

# # #
The Library of Michigan – Michigan’s official state library agency for more than 175 years – is part of the Michigan Department of Education. To learn more, visit www.michigan.gov/libraryofmichigan.
Last month, The New Yorker announced the longlists for the 2016 National Book Awards in the categories of Young People’s Literature, Poetry, Nonfiction, and Fiction. Today, we present the finalists in each category.

When Jacqueline Woodson accepted her 2014 National Book Award for Young People’s Literature for “Brown Girl Dreaming,” her memoir in verse of growing up in South Carolina and Brooklyn in the nineteen-sixties and seventies, she thanked her mother for being part of the Great Migration that brought Woodson and her siblings to New York City, and told the audience, “It’s so important that we talk to our old people before they become ancestors, and get their stories.” From the first page of “Another Brooklyn,” her first novel for adults in two decades, we find evidence of an author once again engaged in excavating family narratives, and in exploring the painful experience of making her way as a black girl in America. The novel, which is one of this year’s National Book Awards finalists in the Fiction category, tells the story of August and her friends Gigi, Angela, and Sylvia, four adolescents in nineteen-seventies Brooklyn who are “sharing the weight of growing up... as though it was a bag of stones we passed among ourselves saying, Here. Help me carry this.” It is a book, Woodson writes in an author’s note, for which she mined her own teen-age years in New York, revisiting “the slow-motion ferocity of the end of childhood.”

Memory, childhood, and the legacy of race in America are preoccupations that propelled works in each of the categories for this year’s finalists. Colson Whitehead’s “The Underground Railroad,” another Fiction nominee, imagines a young fugitive’s escape from slavery in the antebellum South. Kate DiCamillo’s “Raymie Nightingale,” a finalist in the Young People’s Literature category, is a tale of three girls experiencing friendship and loss during a summer in Florida. The nonfiction nominees include studies of slavery, the Attica prison uprising, and the collective memory of the Vietnam War, and “Collected Poems 1974–2004,” a finalist in the Poetry category, gathers four decades of work by Rita Dove, the Pulitzer Prize-winner and former poet laureate of the United States, who found poetic inspiration in the civil-rights movement.
Below is the full list of finalists in each category. The winners will be announced at the National Book Awards ceremony on November 16th.

**Finalists for Fiction:**

Chris Bachelder, “The Throwback Special”  
W. W. Norton & Company

Paulette Jiles, “News of the World”  
William Morrow

Karan Mahajan, “The Association of Small Bombs”  
Viking Books

Colson Whitehead, “The Underground Railroad”  
Doubleday

Jacqueline Woodson, “Another Brooklyn”  
Amistad

* 

**Finalists for Nonfiction:**

Arlie Russell Hochschild, “Strangers in Their Own Land: Anger and Mourning on the American Right”  
The New Press

Ibram X. Kendi, “Stamped from the Beginning: The Definitive History of Racist Ideas in America”  
Nation Books

Viet Thanh Nguyen, “Nothing Ever Dies: Vietnam and the Memory of War”  
Harvard University Press

Andrés Reséndez, “The Other Slavery: The Uncovered Story of Indian Enslavement in America”  
Houghton Mifflin Harcourt

Pantheon

* 

**Finalists for Poetry:**

Daniel Borzutzky, “The Performance of Becoming Human”  
Brooklyn Arts Press
W. W. Norton & Company

**Peter Gizzi**, “Archeophonics”  
Wesleyan University Press

**Jay Hopler**, “The Abridged History of Rainfall”  
McSweeney’s

**Solmaz Sharif**, “Look”  
Graywolf Press

* 

**Finalists for Young People’s Literature:**

**Kate DiCamillo**, “Raymie Nightingale”  
Candlewick Press

**John Lewis, Andrew Aydin, and Nate Powell**, “March: Book Three”  
Top Shelf Productions

**Grace Lin**, “When the Sea Turned to Silver”  
Little, Brown Books for Young Readers

**Jason Reynolds**, “Ghost”  
Atheneum Books for Young Readers

**Nicola Yoon**, “The Sun Is Also a Star”  
Delacorte Press

*The New Yorker offers a signature blend of news, culture, and the arts. It has been published since February 21, 1925.*

MORE: LITERATURE LISTS NATIONAL BOOK AWARDS

**READ SOMETHING THAT MEANS SOMETHING**

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**WATCH:** In a live stream, we present the National Book Award finalists in each category.
Sheila Brice recently visited the newly remodeled Quebec City Library. She was impressed with how the library balanced the historic features of the window details with a modern interior renovation.
Stillwater Public Library Renovation

The Stillwater Public Library recently renovated their 1920's building after receiving 5 mills from the city for an underground parking lot and a rooftop parking lot.
Upcoming Events of Interest

Ghost Hunting in Michigan
Thursday, October 20 at 7:00 p.m. - Registration Required.
Director of the Southeast Michigan Ghost Hunters Society Brad Mikulka will discuss ghostly investigations, demonstrate equipment, share some actual investigation stories of ghostly encounters, and bring samples of evidence captured.

Annual Teen & Tween Halloween Lock-In
Friday, October 21 from 6:30-10:00 p.m. - Registration required.
If you dare, hang out inside the library after it’s closed. Enjoy spooky stories, snacks, face painting, games, and of course, our Library Ghost Walk. A signed permission slip is required to participate.

Resume Writing Workshop
Monday, October 24 at 7:00 p.m. - Registration required.
If you need to craft a new resume or spruce up the one you currently have, this librarian-led workshop is for you.

Every County Has a Story, with Barbara VanderMolen
Tuesday, October 25 at 7:00 p.m. - Registration required.
Barbara VanderMolen, author of “Discovering Michigan County by County,” will guide attendees through highlights of each of the 83 counties in the Great Lakes State.

Coffee Cupping Party with Chazzano Coffee Roasters
Tuesday, November 1 at 7:00 p.m.
Wine has 750 different flavor profiles, but coffee has 1500 - twice the complexity of wine! Join Master Roaster Frank Lanzkron-Tamarazo from Chazzano Coffee Roasters in Ferndale for an exciting evening learning all about coffee and its many flavors.

Give Thanks for Chocolate with The Happy Cake Lady
Thursday, November 3 at 6:30 p.m. Registration required.
In this demo style chocolate class, each student will get hands-on experience and will take home a variety of goodies.

Friends of the Library Semi-Annual Book Sale
Friday, Nov. 4 from 7:00 p.m. to 9:00 p.m.
   Members Preview Night (Memberships are available at the door)
Saturday, Nov. 5 from 9:30 a.m. to 4:30 p.m.
Sunday, Nov. 6 from 12:00 p.m. to 4:00 p.m.
   Half Price Day
Monday, Nov. 7 from 10:00 a.m. to 2:00 p.m.
   Bag Day - Buy a bag for $5.00 and stuff it to the brim with books

Holiday Mail for Heroes with the American Red Cross
Stop by the Library any time from November 14-November 26 to fill in a card with holiday wishes and thanks for our veterans, military families, and active duty service members. The American Red Cross will coordinate the card delivery to the vets, servicemen and women, and their families.
BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda
Trust Minutes
Trust Financial Reports
Gifts to Trust: Receipts
Check Register: Claims
Call to order and establishment of a quorum

I. Consent Agenda

   All items on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no discussion of these items unless a board member or a citizen so requests, in which case the item will be removed from the general order of business and considered as the last item under new business.

   A. Approval of the September 19, 2016 minutes
   B. Acceptance of the September 2016 receipts of $363.59
   C. Approval of the September 2016 disbursements of $7,144.62

II. New and Miscellaneous Business

   Linne Underdown Hage Forester Endowment Fund to benefit Professional Development.

III. General Public Comment Period

   The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but cannot debate items not on the agenda.

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, November 21, 2016.
1. **Call to Order**

The meeting was called to order by President Sheila Brice at 8:43 p.m.

Library Board present: Frank Pisano, Sheila Brice, David Underdown, James W. Suhay, Bob Tera, Ashley Aidenbaum, and Student Representative Brigitte Gagnier.

Absent and excused: None.

Library Staff present: Doug Koschik, Director; Rebekah Craft, Associate Director; and Paul Gillin, Administrative Assistant

Contract community representatives present: Mayor Pro Tem Lee Peddie, Beverly Hills

Members of the public present: None

2. **Consent Agenda**

**Motion:** To approve the consent agenda, which included the Trust minutes, and receipts and disbursements.

1st Tera
2nd Suhay

A roll call vote was taken.

Yeas: Pisano, Brice, Underdown, Suhay, Tera, Aidenbaum

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. **New and Miscellaneous Business:** Koschik noted that Dave Underdown had established a new endowment fund in the Baldwin Trust in memory of his sister Linne Underdown Hage Forester. The purpose of the endowment fund is to support professional development of Library staff. Koschik and the Board thanked Underdown, and Underdown spoke about his sister.

4. **Adjournment**

**Motion:** To adjourn the meeting.

1st Suhay
2nd Aidenbaum

Yeas: Pisano, Brice, Underdown, Tera, Suhay and Aidenbaum

Nays: None.

Absent and excused: None.
The motion was approved unanimously. The meeting was adjourned at 8:49 p.m. The next regular meeting will be on Monday October 17, 2016.

Jim Suhay, Secretary

Date
Baldwin Public Library Trust: September 2016

September receipts totaled $363.59. September disbursements totaled $7,144.62.

The current value of the Trust is $1,386,278.31, divided up in the following way:

- Total endowment investments*  $999,865.67
- Endowment funds distributed for use $83,692.04
- Total endowment funds  $1,083,557.71

- General spendable funds $223,859.86
- Restricted funds** $35,311.49
- Naming rights for Rotary Tribute Room $43,549.25
- Total non-endowment funds $302,720.60

- Total endowment funds  $1,083,557.71
- Total non-endowment funds $302,720.60
- Total of all Trust funds  $1,386,278.31

* The principal of the endowment funds is $815,449.98.

**Includes memorials, proceeds from fundraisers, and donations from the Friends of the Baldwin Public Library.

The Baldwin Public Library Trust has a new named endowment fund. Library Board member David Underdown has established the Linne Underdown Hage Forester Endowment Fund in memory of his sister, who passed away earlier this year. Earnings from this fund will be used to pay for staff professional development. On the next page are photographs of Underdown helping to install, close to the Circulation Desk, the plaque commemorating Linne Underdown Hage Forester.
## Baldwin Public Library Trust
### Portfolio Performance Benchmarks
#### As of September 30, 2016

<table>
<thead>
<tr>
<th>Index</th>
<th>2016: Y-T-D</th>
<th>2015: Entire Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&amp;P 500 (Equity benchmark)</td>
<td>7.62%</td>
<td>1.37%</td>
</tr>
<tr>
<td>Global Aggregate (Bond benchmark)</td>
<td>9.72%</td>
<td>-3.15%</td>
</tr>
<tr>
<td>Blended Return of Both Benchmarks*</td>
<td>8.25%</td>
<td>0.01%</td>
</tr>
<tr>
<td>Baldwin Trust’s Portfolio Return</td>
<td>6.93%</td>
<td>-2.97%</td>
</tr>
</tbody>
</table>

**Trust’s Portfolio Performance Compared to Blended Return of Benchmarks**

<table>
<thead>
<tr>
<th></th>
<th>2016: Y-T-D</th>
<th>2015: Entire Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>-1.32%</td>
<td>-2.98%</td>
<td></td>
</tr>
</tbody>
</table>

*Since September 2013, the blended return for 2013 has been calculated according to the Baldwin Trust’s current allocation of 70% equities and 30% fixed income, cash and cash alternatives.*
# BALDWIN PUBLIC LIBRARY TRUST

## BALANCES BY FINANCIAL INSTITUTIONS

### SEPTEMBER 30, 2016

**Investment and Cash Report**

<table>
<thead>
<tr>
<th></th>
<th>Prior Month</th>
<th>Current</th>
<th>Current</th>
<th>Change in</th>
<th>Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Balance</td>
<td>Month</td>
<td>Year to Date</td>
<td>Month</td>
<td>Year to Date</td>
</tr>
<tr>
<td></td>
<td>08/31/16</td>
<td>Revenue</td>
<td>Expenses</td>
<td>09/30/16</td>
<td></td>
</tr>
</tbody>
</table>

### Talmer Bank and Trust Checking:

- **Endowment Money**
  - $0.00
  - $0.00
  - $0.00
  - $1,337.61
  - $13,524.26
  - $1,337.61
  - $0.00
  - $0.00

- **2012 Books & Bites at Baldwin Fundraiser**
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00

- **2013 Books & Bites at Baldwin Fundraiser**
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00

- **2015 Books & Bites at Baldwin Fundraiser**
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00

- **Restricted Funds**
  - $1,402.90
  - $0.00
  - $0.00
  - $5,123.94
  - $16,181.62
  - $5,179.32
  - $1,458.28

- **General Spendable Funds**
  - $110.59
  - $0.00
  - $0.00
  - $683.07
  - $1,238.07
  - $683.07
  - $110.59

**TOTAL**

- $1,513.49
- $0.00
- $0.00
- $7,144.62
- $30,943.95
- $7,200.00
- $1,568.87

### Talmer Bank and Trust Money Market:

- **Endowment Budgeted Funds**
  - $86,078.90
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - ($1,337.61)
  - $84,741.29

- **Endowment Investment Funds**
  - $185.00
  - $100.00
  - $250.00
  - $0.00
  - $0.00
  - $0.00
  - $285.00

- **2012 Books & Bites at Baldwin Fundraiser**
  - $6,183.26
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $6,183.26

- **2013 Books & Bites at Baldwin Fundraiser**
  - $13,513.56
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $0.00
  - $13,513.56

- **2015 Books & Bites at Baldwin Fundraiser**
  - $17,799.87
  - $242.00
  - $242.00
  - $0.00
  - $0.00
  - ($5,179.32)
  - $12,862.55

- **Restricted Funds**
  - $8,932.48
  - $21.59
  - $520.76
  - $0.00
  - $0.00
  - $0.00
  - ($683.07)
  - $8,271.00

- **General Spendable Funds**
  - $8,932.48
  - $21.59
  - $520.76
  - $0.00
  - $0.00
  - $0.00
  - ($683.07)
  - $8,271.00

**TOTAL**

- $133,986.91
- $363.59
- $1,012.76
- $0.00
- $0.00
- $0.00
- ($7,200.00)
- $127,150.50

### Raymond James & Associates:

- **Endowment Fund Investments**
  - $1,024,774.75
  - $0.00
  - $0.00
  - $1,861.81
  - $1,026,636.56

- **Endowment Cash**
  - $15,373.23
  - $0.00
  - $0.00
  - $70.88
  - $15,444.11

- **Sub-total Endowment Funds**
  - $1,040,147.98
  - $0.00
  - $0.00
  - $1,932.69
  - $1,042,080.67

- **General Spendable Funds Cash**
  - $0.02
  - $0.00
  - $0.00
  - $0.02

- **General Spendable Mutual Funds**
  - $214,925.81
  - $0.00
  - $0.00
  - $552.44
  - $215,478.25

- **General Spendable CD Funds**
  - $0.00
  - $0.00
  - $0.00
  - $0.00

- **Sub-total General Spendable Funds**
  - $214,925.83
  - $0.00
  - $0.00
  - $552.44
  - $215,478.27

**TOTAL**

- $1,255,073.81
- $0.00
- $0.00
- $2,485.13
- $1,257,558.94

**Total All Funds**

- $1,390,574.21
- $363.59
- $1,012.76
- $7,144.62
- $30,943.95
- $7,200.00
- ($7,200.00)
- $2,485.13
- $1,386,278.31
### Baldwin Public Library Trust
#### Endowment by Individual Fund

**September 30, 2016**

<table>
<thead>
<tr>
<th>Fund No.</th>
<th>Name of Fund</th>
<th>Purpose</th>
<th>Principal Value</th>
<th>Change in Value</th>
<th>Current Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>401</td>
<td>Frances Ballou</td>
<td>Adult Reading</td>
<td>$10,000.00</td>
<td>$11,961.87</td>
<td>$12,475.43</td>
</tr>
<tr>
<td>402</td>
<td>Gladys E. Brooks</td>
<td>Large Print Books/Senior Citizens</td>
<td>$41,437.86</td>
<td>$49,566.57</td>
<td>$51,694.63</td>
</tr>
<tr>
<td>403</td>
<td>Jane Cameron</td>
<td>Programs</td>
<td>$68,770.00</td>
<td>$77,177.74</td>
<td>$80,709.46</td>
</tr>
<tr>
<td>404</td>
<td>Jane Martin Clark</td>
<td>Baldwin Public Library</td>
<td>$5,000.00</td>
<td>$5,980.94</td>
<td>$6,237.72</td>
</tr>
<tr>
<td>405</td>
<td>Jan Coil</td>
<td>Baldwin Public Library</td>
<td>$10,500.00</td>
<td>$12,409.58</td>
<td>$12,948.81</td>
</tr>
<tr>
<td>406</td>
<td>Aubrey &amp; Grace Flood</td>
<td>Youth Services</td>
<td>$5,000.00</td>
<td>$5,980.94</td>
<td>$6,237.72</td>
</tr>
<tr>
<td>407</td>
<td>Jane Martin Clark</td>
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<td>$10,000.00</td>
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<td>$11,495.07</td>
</tr>
<tr>
<td>408</td>
<td>Friends of the Library</td>
<td>Library Collections</td>
<td>$32,000.00</td>
<td>$38,278.35</td>
<td>$39,921.73</td>
</tr>
<tr>
<td>409</td>
<td>Priscilla Goodell</td>
<td>Baldwin Public Library</td>
<td>$113,718.00</td>
<td>$136,028.75</td>
<td>$141,868.80</td>
</tr>
<tr>
<td>410</td>
<td>Emmeleene Homac</td>
<td>Youth Services &amp; Adult Reading</td>
<td>$50,000.00</td>
<td>$59,809.44</td>
<td>$62,377.22</td>
</tr>
<tr>
<td>411</td>
<td>H. G. Johnston</td>
<td>Reference Collection</td>
<td>$6,350.00</td>
<td>$7,533.16</td>
<td>$7,859.27</td>
</tr>
<tr>
<td>412</td>
<td>Bob &amp; Jean Kelly</td>
<td>Youth Services Programs</td>
<td>$10,508.00</td>
<td>$11,832.47</td>
<td>$12,372.11</td>
</tr>
<tr>
<td>413</td>
<td>William Kernan, Jr.</td>
<td>Library Collections</td>
<td>$25,000.00</td>
<td>$29,904.73</td>
<td>$31,188.62</td>
</tr>
<tr>
<td>414</td>
<td>Merle L. Roninger</td>
<td>Reference Collection</td>
<td>$250,890.00</td>
<td>$300,013.73</td>
<td>$312,898.31</td>
</tr>
<tr>
<td>415</td>
<td>Rosso Family Foundation</td>
<td>Baldwin Public Library</td>
<td>$10,000.00</td>
<td>$11,961.89</td>
<td>$12,475.45</td>
</tr>
<tr>
<td>416</td>
<td>Marion G. Sweeney</td>
<td>Youth Services</td>
<td>$10,000.00</td>
<td>$11,633.44</td>
<td>$12,147.00</td>
</tr>
<tr>
<td>417</td>
<td>Stephen Vartanian</td>
<td>Audio Visual Material</td>
<td>$10,000.00</td>
<td>$11,961.89</td>
<td>$12,475.45</td>
</tr>
<tr>
<td>418</td>
<td>Clarice G. Taylor</td>
<td>Professional Development</td>
<td>$59,852.76</td>
<td>$74,281.70</td>
<td>$77,355.47</td>
</tr>
<tr>
<td>421</td>
<td>Eric &amp; Julie Gheen</td>
<td>Adult Reading Print Books</td>
<td>$10,000.00</td>
<td>$10,955.10</td>
<td>$11,468.66</td>
</tr>
<tr>
<td>422</td>
<td>Jeanie Thal</td>
<td>Baldwin Public Library</td>
<td>$39,913.98</td>
<td>$41,126.09</td>
<td>$43,175.89</td>
</tr>
<tr>
<td>423</td>
<td>Judith Nix</td>
<td>Adult &amp; Youth Programs</td>
<td>$15,207.48</td>
<td>$16,010.73</td>
<td>$16,791.29</td>
</tr>
<tr>
<td>424</td>
<td>MAF-Rae Dumke</td>
<td>Architecture Books</td>
<td>$10,000.00</td>
<td>$11,010.73</td>
<td>$11,524.29</td>
</tr>
<tr>
<td>425</td>
<td>Linne Underdown Hage Forester</td>
<td>Professional Development</td>
<td>$11,301.90</td>
<td>$11,301.90</td>
<td>$11,882.31</td>
</tr>
</tbody>
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<td>$11,961.89</td>
<td>$12,475.45</td>
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<td>Marion G. Sweeney</td>
<td>Youth Services</td>
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<td>$11,633.44</td>
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<td>417</td>
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<td>Eric &amp; Julie Gheen</td>
<td>Adult Reading Print Books</td>
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<td>$10,955.10</td>
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<td>422</td>
<td>Jeanie Thal</td>
<td>Baldwin Public Library</td>
<td>$39,913.98</td>
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<td>423</td>
<td>Judith Nix</td>
<td>Adult &amp; Youth Programs</td>
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<td>MAF-Rae Dumke</td>
<td>Architecture Books</td>
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<td>$11,301.90</td>
<td>$11,301.90</td>
<td>$11,882.31</td>
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</table>

**Total**

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| **Endowment** | **$815,449.98** | **$946,400.92** | **$11,301.90** | **$41,877.85** |

| | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| **Investments** | **$999,580.67** | **$11,301.90** | **$0.00** | **$41,877.85** |

**Notes:**
- The table above lists the principal amount, current value, change in value, and current investments for each fund.
- The total endowment is $999,580.67.
- The total investments are $41,877.85.
### BALDWIN PUBLIC LIBRARY TRUST
#### ENDOWMENT FUNDS BY DESIGNATION
#### SEPTEMBER 30, 2016

<table>
<thead>
<tr>
<th>Gift &amp; Tribute Funds</th>
<th>Purpose</th>
<th>Prior Month Balance</th>
<th>Current Revenue</th>
<th>Year to Date Expense</th>
<th>Current Revenue</th>
<th>Year to Date Expense</th>
<th>Transfer In</th>
<th>Transfer Out</th>
<th>Change in Investment</th>
<th>Ending Balance</th>
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<tbody>
<tr>
<td>General Spendable Funds</td>
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<td>Memorials</td>
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<td>Adult Services Programs</td>
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<td>Young Adult Programs</td>
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<td>Director's Discretionary</td>
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<td>Sub-total Restricted</td>
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<td>Naming Rights-Principal</td>
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<td>Total Gift and Tribute Funds</td>
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### Endowment Funds

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<thead>
<tr>
<th>Endowment Budgeted Funds</th>
<th>Purpose</th>
<th>Prior Month Balance</th>
<th>Current Revenue</th>
<th>Year to Date Expense</th>
<th>Current Revenue</th>
<th>Year to Date Expense</th>
<th>Transfer In</th>
<th>Transfer Out</th>
<th>Change in Investment</th>
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<td>General Funds</td>
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<td>Adult Audio Visual</td>
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<td>Staff Appreciation</td>
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</table>

### Total Endowment Investments

| All Funds | $997,832.98 | $100.00 | $250.00 | $0.00 | $0.00 | $1,932.69 | $999,865.67 |
| Endowment Funds | $1,082,862.63 | $100.00 | $250.00 | $1,337.61 | $13,524.26 | $0.00 | $1,083,557.71 |

### Total All Trust Funds

| Total All Trust Funds | $1,390,574.21 | $363.59 | $1,012.76 | $7,144.62 | $30,943.95 | $0.00 | $1,386,278.31 |
## Receipts by Bank

**11-Oct-16**

<table>
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<th>Bank Number</th>
<th>Talmer Bank and Trust</th>
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<td>784</td>
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</tbody>
</table>

**Receipt Number Total:** $363.59

**Total Amount For This Bank:** $363.59
### Check Register

**Baldwin Public Library**

**300 W. Merrill Street**

**Birmingham, MI 48009**

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Check Date</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4464</td>
<td>9/20/2016</td>
<td>CAPITAL ONE BANK</td>
<td>$1,350.87</td>
</tr>
<tr>
<td>4465</td>
<td>9/20/2016</td>
<td>SIGNGRAPHIX INC</td>
<td>$664.00</td>
</tr>
<tr>
<td>4466</td>
<td>9/20/2016</td>
<td>DEARBORN LITHOGRAPH, INC.</td>
<td>$3,277.00</td>
</tr>
<tr>
<td>4467</td>
<td>9/20/2016</td>
<td>GORDON FOOD SERVICE</td>
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<tr>
<td>4468</td>
<td>9/20/2016</td>
<td>REBEKAH CRAFT</td>
<td>$178.55</td>
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<td>4469</td>
<td>9/20/2016</td>
<td>MARIA WILLIAMS</td>
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<td>4470</td>
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<td>JOHN COHASSEY</td>
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<td>$177.96</td>
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</table>

**Total Amount of Warrants:** $7,144.62
## Baldwin Public Library: Friends Funds
### September 2016 Expenditures

#### Adult Services
- Program supplies: $73.97
- Program refreshments: $120.07
- Paddling the Great Lakes - Speaker Hotel: $127.69

Total: $321.73

#### Teen Services
- Program supplies: $166.21
- Program refreshments: $25.00
- Anime Club supplies: $14.32

Total: $205.53

#### Youth Services
- Book Club books: $969.63
- Program supplies: $55.07
- Bats of the World Program: $210.00
- Born Yoga - Storytimes (3): $75.00

Total: $1,309.70

#### Outreach & Equipment
- Learn Connect Discover Printing: $3,277.00

Total: $3,277.00

**Total Expenditures**: $5,113.96

### September 2016 Balances

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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</thead>
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<td>Teen Services</td>
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<td>Youth Services</td>
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<tr>
<td>Outreach &amp; Equipment</td>
<td>$473.63</td>
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**Total Balance**: $7,054.08

### September Book Sale Proceeds

- $291.00

Submitted by Rebekah Craft

October 10, 2016