Baldwin Public Library
Library Board of Directors

Library Board Meeting

April 17, 2017

Frank Pisano, President
James W. Suhay, Vice President
Bob Tera, Secretary
Ashley Aidenbaum
Sheila Brice
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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612 Davis  
Birmingham, MI 48009  
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Cell: (248) 835-6058  
e-mail: frank.pisano@baldwinlib.org  
Term expires 2017  
Building and Finance Committees  
**Oppenheimer and Co. Inc.**  
325 North Old Woodward Avenue, Suite 370  
Birmingham, MI 48009  
Phone: (248) 593-3723

**SUHAY, JAMES W.**, Vice President  
740 Fairfax  
Birmingham, MI 48009  
Home: (248) 642-8514  
e-mail: jsuhay@sbcglobal.net  
Term expires 2019  
Finance and Building Committees

**TERA, ROBERT**, Secretary  
315 Chesterfield Avenue  
Birmingham, MI 48009  
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Term expires 2019  
Finance and Personnel Committees

**AIDENBAUM, ASHLEY M.**  
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e-mail: ashleymariea@gmail.com  
Term expires 2017  
Communications and Personnel Committees

**BRICE, SHEILA**, President  
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Home: (248) 644-6885  
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Term expires 2017  
Communications and Policy Committees

**UNDERDOWN, DAVID**  
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Term expires 2019  
Policy and Building Committees  
**Douglas Cleaners, Inc.**  
Birmingham, MI 48009  
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Fax: (248) 642-7067

**CAPONE, SIENA**, Student Representative  
Home: (248) 723-9930  
e-mail: siena.capone@gmail.com  
Term expires February 2018

**WEBSTER, GLENNIE**, Student Representative  
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e-mail: gw1519@gmail.com  
Term expires February 2018
AGENDA
Baldwin Public Library Board Meeting
Monday, April 17, 2017 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 March 20, 2017 minutes
   B. Approval of March 2017 vendor payments in the amount of $298,642.27, including payments in excess of $6,000
   C. Approval of total expenses in the amount of $529,466.51

II. Board Reports and Special Announcements
   A. President’s Report
   B. Board Comments
   C. Upcoming Events of Interest – Rebekah Craft

III. Board Committee Reports
   A. Finance Committee (Bob Tera)
   B. Building Committee (David Underdown)
   C. Communications Committee (Sheila Brice)
IV. Library Report and Renovation Update  p. 23

V. Liaisons
   A. Friends of the Baldwin Public Library (LaToya Stroker)
   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. Library Board letter to U.S. Senator Gary Peters  p. 56
   B. Library Board letter to U.S. Senator Debbie Stabenow  p. 57
   C. Library Board letter to U.S. Representative David Trott  p. 58
   D. Birmingham Living article “Favorite reads from the Friends of the Baldwin Public Library”  p. 59
   E. Book Page advertisement “Everyone’s Reading”  p. 60
   F. Great Lakes by Design article “100 Essential Architecture Books Collection”  p. 61
   G. Arch Daily article “8 Exemplary Libraries Selected as Winners of 2017 AIA/ALA Library Building Awards”  p. 62
   H. Upcoming Events of Interest  p. 79

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, May 15, 2017 at 7:30 p.m.
1. **Call to Order and Roll Call**

The meeting was called to order by President Frank Pisano at 7:30 p.m.

Library Board present: Sheila Brice, Frank Pisano, James Suhay, Bob Tera, Ashley Aidenbaum, Dave Underdown and Student Representative Siena Capone.

Absent and excused: None.

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

Pisano asked Brice to read aloud the Library’s mission statement.

2. **Consent Agenda**

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

1st Tera
2nd Underdown

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**Board Reports and Special Announcements:** Pisano mentioned that the Library will host another Books and Bites fundraiser on November 10, 2017, and is soliciting auction items and sponsorships for it. He thanked the City Commission for their recent approval of two modifications to the Adult Services renovation plan, and he expressed appreciation to 220 Merrill for their recent donation of $1,500. Pisano congratulated the employees who recently celebrated work anniversaries, as shown on page 60 of the March Board packet. Brice called attention to the proposed 2018 federal budget, which includes cuts to library services. She urged Board members to look at the American Library Association website and consider writing a letter to their congressional representatives. She also stated her willingness to draft a letter on behalf of the Board and encouraged the Friends to write a letter too. Aidenbaum thanked Brice for calling attention to this matter and suggested communicating with congressional representatives via all forms of communication—letter, telephone, and e-mail.

Pisano introduced the new student representative, Siena Capone, who shared with the Board highlights of her background, her interest in the BPL Board, and her appreciation for this opportunity. Capone’s complete application materials are on page 94-100 of the March Board packet. Tera welcomed her and called attention to the Board contact information in the packet and encouraged her to contact them.
Craft highlighted a few of the upcoming events at Baldwin, which are detailed on page 121 of the March Board packet.

3. **Board Committee Reports**

**Finance Committee:** Tera reported that the Finance Committee met on Monday, March 13, 2017 at 4:30 p.m. Koschik provided an update on the FY 2016-2017 budget, which continues to track well. The complete report of this meeting can be found on page 14 of the March Board packet.

The next meeting of the Finance Committee will be on Monday, April 10, 2017 at 4:30 p.m.

**Building Committee:** Suhay reported that the Building Committee met on Wednesday, March 1, 2017 at 4:30 p.m. Suhay highlighted a few of the items from the complete minutes, which can be found on page 17 of the March Board packet. Pisano asked when the new windows would be installed and Koschik stated that it would happen in the second week of April.

The next meeting of the Building Committee will be on Wednesday, March 29, 2017 at 4:30 p.m.

**Communications Committee:** Aidenbaum reported that the Communications Committee met on Thursday, March 9, 2017 at 8:30 a.m. The complete report is on page 31 of the March Board packet. The RFP for the website redesign and hosting is on page 32 of the March Board packet. Brice mentioned that the mandatory pre-bid meeting for the website will be held on April 4, 2017. Tera asked if there was a deadline for the public to provide input on the website, and Craft stated it is April 8, 2017. An email was sent to all those on the BPL email list, and a link will be put somewhere on the website. Pisano thanked the Communications Committee for their hard work. Craft then gave a presentation outlining the problems, challenges, goals, and timeline of the redesign, as well as the possibility of a new logo. Suhay asked why the globe was removed from the new logo designs. Aidenbaum stated that the globe suggested the world-wide web, an outdated concept of the Internet. Brice mentioned the City and the Village of Beverly Hills are both exploring a new logo, and she and Pisano asked that we keep an open mind relative to the idea. Tera reiterated his belief that the present logo represents us well and does a fine job. He further stated that the suggested logos are much the same as the present one, except for the removal of the globe. Underdown asked how we could solicit input from the public, and discussion ensued about how to accomplish that. Suhay and Pisano suggested following the same template the City is using to solicit input from the public. Member of the public Maria Harris expressed her support for the various new logo designs shown for review. Koschik asked Siena Capone to comment, and she stated that she associates the globe with the Library, but believes the preliminary designs provide a sleeker look. Koschik asked for confirmation that the Library should proceed with issuance of the website RFP on March 21, 2017, and the Board agreed. The RFP will be posted on MITN as well as the Library’s website. Interested parties must attend a mandatory pre-bid meeting on April 4, 2017.

The next meeting of the Communications Committee will be on April 10, 2017 at 8:30 a.m.

4. **Library Report and Renovation Update:** Koschik and Craft presented highlights from the Library Report. Koschik spoke about the following: David Marannis will speak about his book *Once in a Great City* at 7 p.m. on May 22. An additional part-time Youth Librarian is in the process of being hired. The 2017 Boomer Summit will be held on October 14. A previous Library Board member, Sidney W. Smith Jr., recently passed away. Craft mentioned the makerspace naming competition and the online chat service,
which will start in April 2017. She also expressed appreciation for the 2,564 hours donated by our volunteers last year. To honor them, there will be a volunteer appreciation luncheon on April 29, 2017. The complete report Library Report can be found on pages 55-68 of the March Board packet.

5. **Liaisons**

   **Friends of the Library:** Pam DeWeese reported that the Friends’ roster now numbered 379 members; 114 were added after the December mailing. Their goal is 400 by end of the fiscal year. DeWeese mentioned the book sale, which is coming up May 5-8, 2017. Volunteers are needed for set up. Brice noted the February programs and services made possible by donations from the Friends, as shown on page 134 of the March Board packet. Pisano asked about the timing of the elevator replacement in light of the book sale, and Koschik stated that the City assures us it will be available for the sale.

   **Beverly Hills:** There was no report.

   **Bloomfield Hills:** There was no report.

6. **Unfinished Business:** None.


The budget request calls for an additional 0.31 mills in FY 2017-18 to pay off the remainder of the cost of the Adult Services renovation. It also calls for an additional 0.2957 mills in FY 2018-19 to begin the pre-funding of the Youth Room renovation and expansion.

Featured in the budget are:

- Continued strong support for programs, collections, and technology
- More marketing and publicity efforts
- Equipment and supplies for the new makerspace
- Furniture, carpet, painting, and electrical improvements in parts of the building not covered by the long-range building plan (Lower level, Grand Hall, and second floor)
- Potentially, a new integrated library system to handle Baldwin’s circulation, cataloging, acquisitions, and online catalog
- Digitization of the Birmingham Eccentric from existing microfilm (in FY 2018-19)

Aidenbaum stated the need to plan ahead for the ongoing slow decline in patron use revenue. Brice asked about the utilities increase, specifically in water and sewer; Koschik stated that there has been a change in the manner in which storm water is charged. Pisano stated that overall, Baldwin’s utility expenses, especially in electricity, have trended downward due to capital improvements made by the City in recent years. Brice was pleased to see the continued allocation of funds to employee training. Suhay then read the motion on page 81 in its entirety.

**Motion:** To approve the budget as stated in the budget resolution on page 81 of the March Board packet.
1st Underdown
2nd Brice
Yeas: Pisano, Brice, Tera, Aidenbaum, Underdown and Suhay.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

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

9. **Information Only:** See pages 93-121 of the March Board packet.

10. **Adjournment**

    **Motion:** To adjourn the meeting.
    1st Underdown
    2nd Suhay
    Yeas: Pisano, Brice, Tera, Aidenbaum, Underdown and Suhay.
    Nays: None.
    Absent and excused: None.
The motion was approved unanimously.

    The meeting was adjourned at 9:18 p.m. The next regular meeting will take place on Monday, April 17, 2017 at 7:30 p.m.

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### Register of Claims

Baldwin Public Library
300 W. Merrill Street
Birmingham, MI 48009

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Total: 298,642.27

I hereby certify that each of the above invoices are true and correct.

_____________, 20______  
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
March Finance Committee Report

The Baldwin Public Library Board’s Finance Committee met on Monday, April 9, 2017, at 4:30 p.m. in the Delos Board Room. Present were Frank Pisano, Bob Tera, Doug Koschik, and Rebekah Craft.

- Koschik gave an update on the FY 2016-17 budget. After nine months, the budget is tracking well. Large expenditures for March include payments to Luckenbach Ziegelman Gardner Architects and The Dailey Company for renovation expenses and to Southern Computer Warehouse for new public computers.
- The City’s budget hearing will be held on April 22. Koschik will briefly present the proposed Library budget for FY 2017-18, update the Commissioners on the Adult Services renovation, and summarize Phase 2 of the building plan, including the cost, a timetable, and how the pre-funding of the project can be achieved through keeping the Library’s millage rate at its highest voter-approved level.
- Koschik updated the Committee on costs to date of the Adult Services renovation.
- At its next meeting, the Finance Committee will continue a discussion on how to save/invest the $30,000 donation from the Friends of the Library for the naming rights for the Claudia E. Ireland Reading Room. The $30,000 will be used for Phase 2 of the building project—i.e., the Youth Room renovation and expansion.
- Craft discussed March Trust expenditures with the Friends of the Baldwin Public Library’s funds.
- The next meeting of the Finance Committee will take place on Monday, May 8, 2017, at 4:30 p.m.
FINANCIAL REPORT: MARCH 2017

This report references the Revenue and Expense Report 2016-17, found on the following page. At 75% of the way through fiscal year 2016-2017, the Library has spent 56.8% of its budget and received 86.7% of its revenue. By this point of the year, the Library was budgeted to have spent 60% of its budget and to have received 86.4% of its revenue. Payment was made to The Dailey Company for work completed on the AS Renovation ($210,570.30); to Luckenbach-Ziegelman Architects ($11,748.82); and to Southern Computer Warehouse for 25 Dell Computers for the new computer lab ($24,189). March also included three payroll periods.

Vendor payments in excess of $6,000:
- Baker & Taylor Books $10,321.83
- Midwest Tape $7,227.79
- Luckenbach-Ziegelman Architects $11,748.82
- Southern Computer Warehouse $24,305.71
- The Dailey Company $210,570.30

Total vendor payments in excess of $6,000 $264,174.45

Balance of vendor payments less than $6,000 $34,467.82
Total vendor payments $298,642.27

City of Birmingham allocations:
- Payroll Period 2/12-2/25 $69,627.01
- Payroll Period 2/26-3/11 $69,749.53
- Employee Health Care Payroll Deduction ($551.40)
- Payroll Period 3/12-3/25 $69,421.33
- 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
- Purchase of 2016 Winter Markt Photo Books from B’ham Shopping District $59.88
- Water & Sewer Usage 10/15/16-1/15/17 $953.30

Total City of Birmingham allocations $230,824.24

Total expenses for the month $529,466.51
### REVENUES

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<th>% Received/Spent Prior Year</th>
<th>% Received/Spent Y-T-D</th>
<th>% Received/Spent Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TAXES</strong></td>
<td>$2,951,970</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>100.0%</td>
<td>$2,189,180</td>
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<td><strong>PROVISION FOR TAX LOSS</strong></td>
<td>($15,000)</td>
<td>($1,250)</td>
<td>$0</td>
<td>$1,250</td>
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<td>4.3%</td>
<td>($2,970)</td>
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<td><strong>COUNTY AND STATE REVENUE</strong></td>
<td>$83,700</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$5,628</td>
<td>6.7%</td>
<td>$0</td>
<td>0.0%</td>
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<tr>
<td><strong>LOCAL GRANTS</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.0%</td>
<td>$0</td>
<td>0.0%</td>
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<tr>
<td><strong>COMMUNITY CONTRACTS</strong></td>
<td>$867,110</td>
<td>$26,553</td>
<td>$26,553</td>
<td>($0)</td>
<td>$431,377</td>
<td>49.5%</td>
<td>$424,910</td>
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<tr>
<td><strong>PATRON USE REVENUE</strong></td>
<td>$96,240</td>
<td>$8,000</td>
<td>$7,499</td>
<td>($501)</td>
<td>$72,000</td>
<td>68.7%</td>
<td>$73,300</td>
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<tr>
<td><strong>INVESTMENT INCOME</strong></td>
<td>$16,500</td>
<td>$1,375</td>
<td>$0</td>
<td>(5,175)</td>
<td>$0</td>
<td>39.4%</td>
<td>$9,924</td>
<td>60.1%</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$4,000,520</td>
<td>$34,678</td>
<td>$34,052</td>
<td>($626)</td>
<td>$3,456,472</td>
<td>86.7%</td>
<td>$2,694,344</td>
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### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Amended 2016-17 Budget</th>
<th>Current Month Budget March 2017</th>
<th>Current Month Actual March 2017</th>
<th>Variance From Month</th>
<th>Variance From Y-T-D</th>
<th>% Received/Spent Y-T-D</th>
<th>% Received/Spent Prior Year</th>
<th>% Received/Spent Y-T-D</th>
<th>% Received/Spent Prior Year</th>
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</thead>
<tbody>
<tr>
<td><strong>PERSONNEL SERVICES</strong></td>
<td>$2,013,980</td>
<td>$220,000</td>
<td>$220,441</td>
<td>$441</td>
<td>$1,443,500</td>
<td>61.3%</td>
<td>$1,431,748</td>
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<td><strong>SUPPLIES</strong></td>
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<td>$6,500</td>
<td>$3,722</td>
<td>($2,778)</td>
<td>$61,500</td>
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<td><strong>CONTRACTED SERVICES</strong></td>
<td>$321,730</td>
<td>$26,000</td>
<td>$27,875</td>
<td>$1,875</td>
<td>$230,000</td>
<td>67.2%</td>
<td>$265,306</td>
<td>100.0%</td>
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<tr>
<td><strong>TECHNOLOGY &amp; MAINTENANCE</strong></td>
<td>$142,610</td>
<td>$18,000</td>
<td>$973</td>
<td>($7,027)</td>
<td>$93,000</td>
<td>49.3%</td>
<td>$80,112</td>
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<tr>
<td><strong>UTILITIES</strong></td>
<td>$94,000</td>
<td>$8,000</td>
<td>$5,586</td>
<td>($2,414)</td>
<td>$66,000</td>
<td>65.9%</td>
<td>$58,750</td>
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<tr>
<td><strong>OTHER CHARGES</strong></td>
<td>$49,270</td>
<td>$3,500</td>
<td>$2,402</td>
<td>($1,098)</td>
<td>$39,900</td>
<td>70.6%</td>
<td>$32,090</td>
<td>70.9%</td>
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<tr>
<td><strong>BUILDING IMPROVEMENTS &amp; FURNISHINGS</strong></td>
<td>$2,151,240</td>
<td>$300,000</td>
<td>$237,619</td>
<td>($62,381)</td>
<td>$921,500</td>
<td>39.4%</td>
<td>$40,994</td>
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<tr>
<td><strong>COLLECTIONS</strong></td>
<td>$554,450</td>
<td>$35,000</td>
<td>$30,848</td>
<td>($4,152)</td>
<td>$391,000</td>
<td>63.1%</td>
<td>$394,970</td>
<td>77.1%</td>
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<td><strong>TOTAL EXPENSES</strong></td>
<td>$5,410,780</td>
<td>$617,000</td>
<td>$529,467</td>
<td>($87,533)</td>
<td>$3,246,400</td>
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<td><strong>VARIANCE</strong></td>
<td>($1,410,260)</td>
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<td>($495,415)</td>
<td>($86,907)</td>
<td>($210,072)</td>
<td>($392,963)</td>
<td>($182,891)</td>
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</table>

**FUND BALANCE-BEGINNING OF YEAR**

$1,492,161

**FUND BALANCE-CURRENT**

$1,885,125
MINUTES OF MEETING ON 3.29.2017

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 4:30 p.m., in the Delos Board Room.

Present were:
Baldwin Public Library Building Committee members: Jim Suhay, Frank Pisano, Dave Underdown
Baldwin Public Library staff: Doug Koschik
Luckenbach Ziegelman Gardner staff: Bob Ziegelman
One member of the public

I. Approval of minutes of previous committee meetings.
   1. In a motion made by Suhay and seconded by Pisano, the Committee unanimously approved the minutes of the Building Committee’s March 1 meeting.

II. Progress report on construction project
   1. The Committee discussed the initial change order request for the Circulation/Adult Services passageway and Harry Allen Room window. A revised change order request will be issued before the end of the week. The goal is to keep the total cost of these two projects below $40,000.
   2. The change order request for the ductwork revisions in the computer lab/makerspace is ready to be approved. The cost is $6,188, including electrical revisions amounting to $965, not related to ductwork changes.
   3. Library Design Associates has submitted a quote for the Hot Picks shelving designed by Karen Swanson. The estimate was over $9,000. Ziegelman is going to seek a second quote and will also find out there might be a less expensive design that would accomplish the same goal.
   4. The bases of the tables in the study rooms will need to be revised in order to accommodate the extra wiring needed for the kind of computer setup we are looking for there. Library Design Associates will provide us with an estimate.
   5. The project is currently tracking about $180,000 under budget, but the amount changes daily as new change order requests are submitted. Work has not yet begun on the Claudia E. Ireland Reading Room.
   6. Dailey has assured us that the Birkerts Addition will be ready to turn over to the Library on or about April 20. LDA will complete its carpet, shelving, and furniture work by the end of May. The ribbon cutting is scheduled for Sunday, June 11, at 1:00 p.m.
   7. The Committee looked at two samples of different shades of white paint. Of the two, the Committee preferred Sherwin-Williams Extra White, but the Committee requested to see a few more options. Ziegelman was unhappy with the two samples of gray paint that had been provided. More shades of gray will be considered.

III. Future meeting date: The next Building Committee meeting will be on May 3 at 4:30 p.m.
## Adult Services Renovation Project, 2016-2017
### Tracking of Costs
April 13, 2017

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Company</th>
<th>Projections Based on</th>
<th>Amount Paid Or Billed</th>
<th>Amount Paid To Date</th>
<th>Amount Paid Remaining</th>
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</thead>
<tbody>
<tr>
<td><strong>Consulting/Administration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Library Consulting</td>
<td>Aaron Cohen</td>
<td>$ 1,500</td>
<td>$ 1,500</td>
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<tr>
<td>Structural Engineering Consulting</td>
<td>Desai/Nasr</td>
<td>$ 4,008</td>
<td>$ 12/6/16</td>
<td>$ 508</td>
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<tr>
<td></td>
<td>Desai/Nasr</td>
<td></td>
<td>1/9/17 $ 1,523</td>
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<tr>
<td></td>
<td>Desai/Nasr</td>
<td></td>
<td>2/15/17 $ 870</td>
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<tr>
<td>Mechanical/Electrical Consulting</td>
<td>Peter Basso</td>
<td>$ 14,858</td>
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<tr>
<td>Peter Basso-Makerspace exhaust</td>
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<td></td>
<td>3/21/17 $ 4,425</td>
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<tr>
<td>Printing</td>
<td>Luckenbach Ziegelman</td>
<td>$ 2,132</td>
<td>$ 12/9/16</td>
<td>$ 465</td>
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<td></td>
<td>Luckenbach Ziegelman</td>
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<td>3/10/17 $ 289</td>
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<td></td>
<td>Luckenbach Ziegelman</td>
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<td>1/25/17 $ 452</td>
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<tr>
<td>Total Consulting/Administration</td>
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<td>$ 48,000</td>
<td>$ 48,000</td>
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<td><strong>Architectural Services</strong></td>
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<tr>
<td>LZG</td>
<td></td>
<td>$ 162,929</td>
<td>$ 162,929</td>
<td>$ 127,994</td>
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<tr>
<td>LZG-Construction administration</td>
<td></td>
<td></td>
<td>12/9/16 $ 9,054</td>
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<tr>
<td>LZG-Construction administration</td>
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<td></td>
<td>1/25/17 $ 9,054</td>
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<tr>
<td>LZG-Construction administration</td>
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<td>3/10/17 $ 7,243</td>
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<tr>
<td>LZG-Floor cracks consulting &amp; coordination</td>
<td>$ 900</td>
<td></td>
<td>3/10/17 $ 900</td>
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<tr>
<td>LZG-Schematics for passageway &amp; window</td>
<td>$ 1,950</td>
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<td>3/10/17 $ 1,950</td>
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<tr>
<td>LZG-Addl. Cost for passageway &amp; window</td>
<td>$ 1,215</td>
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<tr>
<td>LZG-Revision to ceiling for COR 3</td>
<td>$ 2,267</td>
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<td>3/10/17 $ 2,267</td>
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<tr>
<td>LZG-Makerspace exhaust</td>
<td>$ 500</td>
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<tr>
<td>Total Architectural Services</td>
<td></td>
<td>$ 169,761</td>
<td>$ 158,461</td>
<td>$ 11,300</td>
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</table>
## Adult Services Renovation Project, 2016-2017
### Tracking of Costs
#### April 13, 2017

<table>
<thead>
<tr>
<th>Building Improvements</th>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFE</td>
<td>Library Design Associates</td>
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<td>$ 535,026</td>
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<tr>
<td>LDA-Carpeting</td>
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<td>1/6/17</td>
<td>$ 46,728</td>
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<tr>
<td>LDA-Refinish folio case</td>
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<td></td>
<td>$ 1,350</td>
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<tr>
<td>Book case for Hot Picks</td>
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<td>$ 9,380</td>
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<tr>
<td>Modifications to study room tables</td>
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<td></td>
<td>$ 5,322</td>
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<td><strong>Total FFE</strong></td>
<td></td>
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<td>$ 551,078</td>
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<td></td>
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<td>$ 46,728</td>
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<td></td>
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<td></td>
<td><strong>504,350</strong></td>
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<tr>
<td>Construction</td>
<td>Dailey Company</td>
<td>11/30/16</td>
<td>$ 59,850</td>
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<td></td>
<td>Dailey Company</td>
<td>1/5/17</td>
<td>$ 119,666</td>
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<tr>
<td></td>
<td>Dailey Company</td>
<td>1/31/17</td>
<td>$ 163,643</td>
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<tr>
<td></td>
<td>Dailey Company</td>
<td>2/28/17</td>
<td>$ 205,465</td>
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<tr>
<td></td>
<td>Dailey Company</td>
<td>3/31/17</td>
<td>$ 210,570</td>
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<td></td>
<td>Presidio Company-Computer cabling</td>
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<td>$ 12,832</td>
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<td></td>
<td>NBS-PA and AV wiring</td>
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<td>$ 10,443</td>
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<tr>
<td></td>
<td>Dailey Co-Remove ceiling gate (COR 1)</td>
<td>12/5/16</td>
<td>$ 1,005</td>
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<td></td>
<td>Dailey Co-Plumbing (COR 2)</td>
<td>12/6/16</td>
<td>$ 4,480</td>
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<td>Dailey Co-Ceiling Revisions (COR 3)</td>
<td>12/15/16</td>
<td>$ 25,188</td>
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<td>Dailey Co-Floor Receptacle Boxes (COR 4)</td>
<td>12/14/16</td>
<td>$ 2,713</td>
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<td>Dailey Co-Walls in Lab/Makerspace (COR 5)</td>
<td>1/17/17</td>
<td>$ 3,721</td>
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<td>Dailey Co-Bulkhead &amp; Plaster Repair (COR 6)</td>
<td>1/18/17</td>
<td>$ 4,542</td>
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<td>Dailey Co-Duct Work in Youth Corridor (COR 7)</td>
<td>1/20/17</td>
<td>$ 1,462</td>
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<tr>
<td></td>
<td>Dailey Co-Addl. Column Enclosures (COR 8)</td>
<td>2/27/17</td>
<td>$ 756</td>
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<td>Dailey Co-Exhaust in Makerspace (COR 9)</td>
<td>2/10/17</td>
<td>$ 5,805</td>
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<td>Dailey Co-Conduit &amp; Wiring in Lobby (COR 10)</td>
<td>2/10/17</td>
<td>$ 1,071</td>
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<tr>
<td></td>
<td>Dailey Co-Relocate Duct in Lobby (COR 11)</td>
<td>2/27/17</td>
<td>$ 1,669</td>
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<td></td>
<td>Dailey Co-Counter Cut (COR 12)</td>
<td>4/10/17</td>
<td>(653)</td>
</tr>
<tr>
<td></td>
<td>Dailey Co-Misc. Electrical Revisions (COR 13)</td>
<td>3/13/17</td>
<td>$ 3,198</td>
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<tr>
<td></td>
<td>Dailey Co-Addl. Exit Light (COR 14)</td>
<td>3/13/17</td>
<td>$ 1,017</td>
</tr>
</tbody>
</table>
# Adult Services Renovation Project, 2016-2017

## Tracking of Costs

### April 13, 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dailey Co-Fix limestone entrance (COR 15)</td>
<td>$2,668</td>
<td>3/6/17</td>
<td>$2,668</td>
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<tr>
<td>Dailey Co-Light Cove Revision (COR 16)</td>
<td>$3,427</td>
<td>3/8/17</td>
<td>$3,427</td>
</tr>
<tr>
<td>Dailey Co-Lab Duct Work Revisions (COR 17)</td>
<td>$6,188</td>
<td>3/28/17</td>
<td>$6,188</td>
</tr>
<tr>
<td>Dailey Co-Passageway &amp; Window (COR 18)</td>
<td>$35,165</td>
<td>4/4/17</td>
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<tr>
<td>Dailey Co-Epoxy Injections in Slab (COR 19)</td>
<td>$4,329</td>
<td>3/28/17</td>
<td>$4,329</td>
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<tr>
<td>McDowell-Steel inspection</td>
<td>$500</td>
<td>1/31/17</td>
<td>$500</td>
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<tr>
<td>Absolute Locksmiths-AS door</td>
<td>$1,270</td>
<td>4/2/17</td>
<td>$1,270</td>
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<tr>
<td>BDS Environmental-Lead analysis</td>
<td>$250</td>
<td>2/28/17</td>
<td>$250</td>
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<tr>
<td>Guardian Alarm-Wireless protection for security</td>
<td>$454</td>
<td>3/16/17</td>
<td>$454</td>
</tr>
<tr>
<td>Guardian Alarm-Repair damaged wire</td>
<td>$230</td>
<td>3/1/17</td>
<td>$230</td>
</tr>
<tr>
<td>Wiss, Janney, Elstner-X-ray of concrete floor</td>
<td>$340</td>
<td>1/12/17</td>
<td>$340</td>
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<tr>
<td><strong>Total Building Improvements</strong></td>
<td>$1,286,170</td>
<td>$1,937,243</td>
<td>$595,351</td>
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<tr>
<td>Owner's Contingency</td>
<td>$70,000</td>
<td>$70,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,125,099</td>
<td>$2,218,172</td>
<td>$784,841</td>
</tr>
</tbody>
</table>
The Baldwin Public Library Board’s Communications Committee met on Monday, April 10, 2017, at 8:30 a.m. in the Delos Board Room. Present were Sheila Brice, Ashley Aidenbaum, Doug Koschik, and Rebekah Craft.

- The Committee reviewed the results of the card sorting survey that ran from March 15 through April 7. The Committee discussed adjustments to the site navigation plan based on information gleaned from the survey.
- The Committee discussed the status of the RFP for a new website. The pre-bid meeting was held on April 4, and nine companies attended. Interviews of the top three firms will be held the week of May 1 with the Communications Committee and members of the Library’s web committee.
- The Committee would like to include a virtual tour of the Library building on the new website. One option would be to have a virtual walk through tour and another would be to have photographs of different locations around the building with descriptions of each photo. The Committee will investigate further.
- The Library has purchased a touchscreen digital monitor for the lobby that will, among other things, list events and display a building map.
- The next meeting of the Communications Committee will be on Wednesday, April 26 at 4:00 p.m.
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
<table>
<thead>
<tr>
<th>Financials</th>
<th>Current Month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
<th>FY 16-17 End of Q3 Target</th>
<th>Better/ (Worse) Target</th>
<th>Off Target Cautionary On Target</th>
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</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$34,052</td>
<td>$11,179</td>
<td>$3,467,727</td>
<td>$2,694,344</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>$529,467</td>
<td>$351,837</td>
<td>$3,074,763</td>
<td>$2,348,459</td>
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| Circulation                      |               |                      |              |               |                          |                        |                               |
| Circ (Charges & Renewals)        | 40,151        | 48,607               | 373,184      | 432,307       | 362,685                   | 10,499                 | On Target                     |
| Self-Check Usage                | 22.4%         | 24.1%                | 21.4%        | 24.3%         | 25.0%                     | -3.6%                  | Off Target                    |
| % of Circ by Residents           | 91.6%         | 89.3%                | 90.4%        | 89.7%         | 90.0%                     | 0.4%                   | On Target                     |
| % of Circ by Non-Residents       | 8.4%          | 10.7%                | 9.6%         | 10.3%         | 10%                       | -0.4%                  | On Target                     |

| Interlibrary Loans               |               |                      |              |               |                          |                        |                               |
| Items borrowed                   | 838           | 819                  | 6,819        | 5,917         |                          |                        |                               |
| Items loaned                     | 898           | 555                  | 7,619        | 3,954         |                          |                        |                               |

| Technology Usage                 |               |                      |              |               |                          |                        |                               |
| Database Sessions                | 1,168         | 1,336                | 9,363        | 9,448         | 8,958                     | 405                    | On Target                     |
| Downloadable Content             | 7,506         | 5,880                | 60,008       | 50,320        | 64,017                    | (4,009)                | Off Target                    |
| Public Computer Usage            | 1,393         | 2,301                | 14,752       | 20,228        | 15,855                    | (1,103)                | Off Target                    |
| Wireless Sessions                | 20,646        | 17,190               | 157,295      | 34,901        | 135,000                   | 22,295                 | On Target                     |
| Website Hits/Pageviews          | 23,435        | 30,134               | 208,027      | 325,959       | 260,745                   | (52,718)               | Off Target                    |

| Program Attendance               |               |                      |              |               |                          |                        |                               |
| Adults                           | 542           | 326                  | 3,227        | 3,038         |                          |                        |                               |
| # of Programs for Adults         | 21            | 21                   | 159          | 151           |                          |                        |                               |
| Teens                            | 109           | 110                  | 850          | 683           |                          |                        |                               |
| # of Programs for Teens          | 8             | 10                   | 55           | 133           |                          |                        |                               |
| Youth                            | 4,342         | 1,161                | 16,784       | 12,468        |                          |                        |                               |
| # of Programs for Youth          | 60            | 62                   | 435          | 392           |                          |                        |                               |
| Computer Classes                 | 35            | 22                   | 286          | 334           |                          |                        |                               |
| # of Computer Programs           | 5             | 5                    | 48           | 60            |                          |                        |                               |
| Online Video Views               | 47            | 121                  | 606          | 573           |                          |                        |                               |
| Total Program Attendance         | 5,075         | 1,740                | 21,753       | 17,096        | 13,161                    | 8,592                  | On Target                     |
| Total # of Programs              | 94            | 98                   | 697          | 736           | 648                       | 49                     | On Target                     |

| Gate Count                       | 21,433        | 23,446               | 200,065      | 213,984       | 186,312                   | 13,753                 | On Target                     |

| Volunteer Hours                  | 186           | 145                  | 1,597        | 1,776         | 1,732                     | (135)                  | Off Target                    |

| Social Media                     |               |                      |              |               |                          |                        |                               |
| e-Newsletter Subscribers         | 12            | 1559                 | 1695         | (136)         | Off Target               |
| Facebook Page Likes              | 25            | 1604                 | 1681         | (77)          | Off Target               |
| Twitter Followers                | 3             | 1045                 | 1020         | 25            | On Target                |
**Strategic Plan Status Report**

Comparisons of actual results to projections are made on a quarterly basis—in the months of October, January, April, and July.

Comparisons of actual results to projections are made on a quarterly basis—in the months of October, January, April, and July.

**Key Metrics Explanation: March 2017**

- **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. It is, however, higher than the goal we had set for the first three quarters of the fiscal year. We knew that circulation would be down in FY 2016-17 because of the disruptions caused by the construction project and the need to place a considerable portion of the Adult Services collection into storage. Self-check usage is off target by 3.6%. Bibliotheca, the company from whom we purchased the self-check machines, plans to release soon a software update that will allow our patrons to check out multidisc items at the self-check machines. We expect that this update will help to increase self-check usage.

- **Technology Statistics**: The Library’s database usage and wireless usage are on target. Downloadable content usage, while higher than FY 2015-16, is less than anticipated and below the ambitious target we had set for this year. We have been heavily promoting downloadable content throughout the renovation and have hosted several classes that cover downloadable content available through the Library. Website hits continue to decrease. We hope to see the hits on our website increase once the new site is unveiled this fall.
• **Program Attendance:** Program attendance has been surprisingly strong throughout the first three quarters of the fiscal year and is running far ahead of the level we had anticipated. Youth program attendance was significantly higher in March due to the Battle of the Books and the school visits by Battle author Rita Williams Garcia.

• **Gate Count:** Gate count (i.e., the number of people entering the Library) has exceeded our quarterly goal by 13,753 visits but is lower than the third quarter gate count in FY 2015-16.

• **Volunteer Hours:** Total volunteer hours continue to decrease and are off target by 135 hours for the quarter. 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. Since that time, we have seen continuous 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 continue to promote our e-newsletters in person and at programs to increase usage. Last year we received a large surge of e-newsletter subscribers after giving Summer Reading program participants the option to subscribe to the e-newsletter on the registration form.

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**Services and Programs**

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

**Makerspace Naming Competition**

The Library hosted a naming competition for our new makerspace and received 36 submissions. The top five names, as voted on by Library management and Library Board members are:

- Idea Lab
- Tech Zone
- Innovation Station
- Maker Lab
- Maker Zone

We will ask staff and patrons to vote on the top five names to select the final winner.
**Everyone’s Reading: Once in a Great City**

Tickets are now available for our annual Everyone’s Reading program. Everyone’s Reading is a community-wide reading program sponsored by the MetroNet Library Consortium and several Detroit area libraries. The purpose of the program is to promote community dialog through the shared experience of reading and discussing the same book. The featured author for Everyone’s Reading 2017 is David Maraniss. Mr. Maraniss is an associate editor at the *Washington Post* and has written several *New York Times* bestsellers, including *Once in a Great City*, *Barack Obama*, *The Clinton Enigma*, *Rome 1960*, and *The Prince of Tennessee*.

Mr. Maraniss will be speaking and signing books at The Community House in Birmingham on May 22 at 7:00 p.m., at The Detroit Institute of Arts on May 23 at 11:00 a.m., and at Congregation Shaarey Zedek in Southfield on May 23 at 7:00 p.m. He will also be speaking at the Birmingham Rotary Club luncheon at The Community House at 12:00 noon on May 22. CNN is working on a documentary of the civil unrest during 1967 in Detroit and will be interviewing Mr. Maraniss and using material from his book in the documentary.

Doug Koschik will be leading a book discussion of the featured title, *Once in a Great City*, on May 18 at 10:00 a.m. at the Library. The Library will be hosting several events this summer to commemorate the 50th anniversary of civil unrest in Detroit.

**Online Chat Service**

Beginning on April 18, the Library will be offering an online chat service on the Library’s website through an Indiana company, Unique Integrated Communications. The chat service will be available during the following hours:

- Monday to Friday: 9:00 a.m. to 11:00 p.m.
- Saturday: 9:00 a.m. to 9:00 p.m.
- Sunday: 12:00 p.m. to 9:00 p.m.

A trained librarian, working off-site in Indiana, will be able to answer ready reference questions, troubleshoot issues with ebooks, and assist with any account issues, including renewals. Library staff will receive transcripts of all chats. We currently use the same company to answer telephones and direct calls from Friday through Monday and have been happy with the service.
**Financial Times Online Access**
The *Financial Times* stopped print delivery service to Michigan several weeks ago. Since then, Adult Services librarian Josh Rouan has worked closely with The *Financial Times* to persuade them to offer unlimited online access to all Baldwin cardholders. In early April, Baldwin signed an agreement with the *Financial Times* to make that possible.

To access the *Financial Times* inside the Library, either via WiFi or a wired connection, visit www.ft.com.

To access the *Financial Times* outside of the Library, go to baldwinlib.org/reference. Click on the link to the *Financial Times* and then enter your library card number and PIN.

**LocalHop**
Josh Rouan and Rebekah Craft met with staff from LocalHop on April 11. We will begin using their Events and Registration online software at the end of May. LocalHop will be hosting a training session with Baldwin staff on April 27. Their software has a streamlined design that is mobile-friendly and will allow patrons to pay online for program registrations.

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

**Books & Bites**
We will host a fundraising event in honor of the 90th anniversary of the original building on Friday, November 10, from 6:00 to 9:00 p.m. A committee is hard at work planning the event and finding sponsors and donors of auction items. More information about sponsorship opportunities can be found at baldwinlib.org/booksandbites.

**FY2017-18 Budget**
Koschik will present the Library’s proposed FY 2017-2018 budget to the City Commission at its public budget hearing on Saturday, April 22. The City of Birmingham’s recommended budget for FY 2017-18, published the week of April 10, incorporates all of the Library’s budget requests, including an extra 0.31 mills in revenue for FY 2017-18 and an extra 0.2957 mills for FY 2018-19. In FY 2017-18, the City is also planning to spend $360,000 to replace the roof over the Birkerts Addition and $5,000 to repair the loading dock.

The City Commission will vote to approve the budget at one of its regularly scheduled meetings in May or early June.
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 from the last month included:

- Behind the Scenes of Avenue Q with The Theatre Company
- Local Elementary Students Battle in Library Reading Contest
- Friends of the Library Spring Book Sale
- Library Hosts Shakespeare Tea at the Townsend Hotel

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 created an advertisement for our Everyone’s Reading program and is creating materials for our Summer Reading 2017 program, which has the theme “Build a Better World.”

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
A staff talk was held on March 22 as a follow-up to the March Library Board meeting.

Volunteer Hours
186 volunteer hours were utilized in the month of February.
Staff Updates
Melissa Bekemeyer, Circulation Assistant II, reached 8 years of service on April 13.
Nickia Bell, Substitute Librarian and Page, will reach 2 years of service on April 27.
Belinda Bolivar, Page, will reach 2 years of service on April 24.
Cameron Crawford, Circulation Substitute and Page, will reach 2 years of service on April 21.
Kimberley Fisher, Circulation Assistant I, will reach 2 years of service on April 22.
Carri Fritz-Gvozdich, Circulation Assistant I, reached 8 years of service on April 13.
Bob Glenn, Operations Assistant, will reach 5 years of service on April 23.
George Kasparian, Page, reached 21 years of service on April 15.
Lauren Ziolkowski, Adult Services Librarian, will reach 2 years of service on April 20.

Hiring
Library staff have conducted interviews to hire additional pages in the Circulation department and an additional part-time librarian in the Youth Services department. We expect to offer jobs to qualified candidates during the week of April 17.

Reed Hall, Operations Assistant, resigned at the end of March. His last day was April 8. His position was posted at the beginning of the month, and we will be conducting interviews to hire his replacement during the week of April 17.

Job Shadowing
In April and May, Adult and Youth librarians will shadow Circulation Supervisors. Based on feedback from participants so far, staff members are coming away with a better understanding of the typical transactions handled in in the Circulation Department.

March is Reading Month
Stephanie Klimmek, Head of Youth Services, was a guest reader at Beverly Elementary School and Bingham Farms Elementary School as part of their March is Reading Month celebrations. At Beverly Elementary, Stephanie read to a Kindergarten class while at Bingham Farms Elementary, she read to fourth graders.

Spring Institute
In March, Cathy Gimby, Susan Dion and Jocelyn Leven—all part of Baldwin’s Youth Department—attended the Michigan Library Association’s Spring Institute conference in Frankenmuth. This conference provides professional development opportunities for Youth Services workers.
At the “Shelf Ready STEAM Kits on Any Budget” session, librarians from Novi Public Library presented information on their circulating STEAM kits. They gave very specific information, including lists of items in each kit as well as the cost. Representatives from the U of M School of Information and Houghton Lake Public Library presented some examples of maker-related programs and tools they have used at a “Makerspace Idea Swap” session. Session participants had time to discuss success stories from their own libraries. The U of M representatives put together and posted helpful notes, which are organized into categories such as paper, recycled materials, sewing/knitting/needlework, design thinking, circuits/electronics, etc.

Francis Vallejo is an illustrator and professor at the Center for Creative Studies (CCS). He gave an interesting talk about his background, and why diversity is essential to the literary world. Eric Ode, an author, poet and songwriter, shared some high-participation ideas and activities for teaching through song, music, and poetry.

**Letters About Literature**
This year Caroline Salucci has served as a Michigan judge for the “Letters About Literature” program. This annual program, sponsored by the Library of Congress, asks students in grades four through twelve to write a letter to an author whose book has affected their life. Caroline read letters from students in fourth, fifth, and six grades as part of one of the judging committees. The committee then meets on a specified date and chooses a statewide winner. The statewide winner goes onto the national committee. Winners are announced in June.

**Josh Rouan**
Mergent—a provider of business and financial data on publicly-listed companies, from whom Baldwin buys several financial services—is hosting an innovation summit in Charlotte, North Carolina, on May 9 and 10. They invited only 20 participants nationwide, one of whom was Josh Rouan. It is an honor to have Baldwin represented at this summit.

The keynote speaker is Anthony Scirfignano, Chief Data Scientist at Dun & Bradstreet. The summit will include sessions on the compilation, analysis, and application of data. Mergent will also be conducting product innovation research and hopes that feedback from the attending librarians will help the company improve the efficiency and effectiveness of its products.

Josh’s expenses for the summit are covered entirely by Mergent.
Volunteer Luncheon on April 29
Baldwin will be acknowledging its many volunteers with a luncheon on April 29 at 1:00 p.m. In FY 2015-16, volunteers donated 2,564 hours of time to the Library. We are immensely grateful for the support and help of our volunteers.

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.

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 1,419. Bloomfield Hills residents checked out 1,741 items in February.

Birmingham Next
Rebekah Craft continues to host the Popular Reads book club at Next. Bart Gioia, Technology Trainer, is hosting computer classes on Mondays at Next through May 2017, while the Library’s computer lab is unavailable due to construction. Because of the popularity of his classes, beginning in June he will continue to host one class a month at Next.

Maria Williams presented her “Cut the Cord” presentation to 65 members of Next on April 5.

Koschik will attend a Boomer Summit planning meeting at Next on April 17. The 2017 Boomer Summit will be held on Saturday morning, October 14.
Birmingham All Seasons
Lauren Ziolkowski, Adult Services librarian, is facilitating a monthly book club at All Seasons, the independent senior living facility in Birmingham.

Baldwin House
Steve Remenapp, Adult Services librarian, is facilitating a monthly book club at Baldwin House, a senior living facility in Birmingham.

Cedarbrook of Bloomfield Hills
Claire Fielder, Substitute Adult Services librarian, is facilitating a monthly book club at Cedarbrook, a senior living facility in Bloomfield Hills.

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

Birmingham Youth Assistance, School Community Partnership
Internationally recognized educator and best-selling author, Dr. Michele Borba, lectured to an audience of over 200 parents, teachers, and residents at Seaholm High School on March 20. Dr. Borba’s presentation focused on character education, empathy, and ethics, with techniques to help families learn skills to build stronger families and help reduce peer cruelty. Dr. Borba’s book, Unselfie: Why Empathic Kids Succeed in our All-About-Me World is available at the library. The evening event was co-sponsored by Birmingham Youth Assistance, School Community Partnership, and the Baldwin Public Library.

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
Information, updates, and pictures of the renovation can be found in the Adult Services Renovation section of the Board Packet.

Bed Bug Screening
A bed bug screening was held on April 13. No bugs were detected during the inspection of the building. These screenings are held once per quarter.
Terminix Treatment
The first floor lobby and staff areas were treated for spring insects on April 14. We have seen an influx of spiders this spring and wanted to be proactive before an infestation occurred.

Passenger Elevator
The passenger elevator replacement project is on hold until the end of the Friends of the Library spring used book sale.
Battle of the Books 2017 Final Report

Purpose: The purpose of the Battle of the Books has evolved over time. It started as an enrichment program in the schools, designed to challenge and reward strong readers. The program has gradually broadened in scope to include a wider audience. This past year, the Battle transitioned from being run by the district with Baldwin Public Library support, to being run by the Baldwin Public Library with district support. This year, the purpose of Battle was to foster and encourage reading for fourth and fifth grade students who attend Birmingham Public Schools.

How did Battle of the Books 2017 work?

- Students formed teams of 3-6 students with an adult coach. Teams could have students at any BPS school in fourth or fifth grade.
- Students read from a selected list of 6 books, chosen by Librarians and Media Specialists.
- Coaches were responsible for keeping their team on track and arranging transportation for their team to and from Battle.
- This year, the Battle had 142 teams comprised of 723 students from Birmingham Covington School, Beverly Elementary, Bingham Farms Elementary, Greenfield Elementary, Harlan Elementary, Pembroke Elementary, Pierce Elementary, Quarnton Elementary, and West Maple Elementary.
- At the Battle, teams answered 24 trivia-based questions from the six books. Teams could earn up to five points per question: one point for the correct name of the author and 4 points for the correct answer. The winner is the team with the most points.
- Prizes were awarded for first, second, and third place. Winning teams received gift cards to Book Beat bookstore in Oak Park, MI.
- Registration opened in December 2016, closed in February 2017, and the actual Battle was March 25, 2017 at Seaholm High School.
- It took 30 staff members including librarians from Baldwin Public Library, Media Specialists from the district, support staff from Seaholm High School, and 12 high school volunteers to make Battle of the Books a success.

Books

1. Space Case: a Moon Base Alpha Novel by Stuart Gibbs
2. Unusual Chickens for the Exceptional Poultry Farmer by Kelly Jones
3. Masterminds by Gordon Korman
4. The Biggest, Bestest Time Ever! By Stephen McCranie
5. Greenglass House by Kate Milford
6. One Crazy Summer by Rita Williams Garcia
Winners

First Place:
- Booknappers (Beverly Elementary)

Second Place:
- Fantastic Three (Birmingham Covington School)
- The Ingredients (Pierce Elementary, Harlan Elementary, and Birmingham Covington School)

Third Place:
- The Smugglers (Quarton Elementary)
- Book Crooks (Beverly Elementary and Pierce Elementary)
- CBBD (Bingham Farms Elementary)

Baldwin would like to thank the BPS district, Seaholm High School staff, the Friends of the Baldwin Public Library, the Birmingham Education Foundation, and Book Beat for their sponsorship of this amazing event.
In early March BPL patrons packed the house to hear local Irish band *Blackthorn*.

We also welcomed U.S. Circuit Court Judge Robert L. Wilkins to speak about his book *Long Road to Hard Truth*, a personal memoir and story of his involvement in the establishment of the Smithsonian Institution’s National Museum of African American History and Culture.
In March local real estate agent, Stuart Jeffares, visited Baldwin to give patrons *10 Steps for a Successful Home Sale*. All who attended appreciated his time and expertise.

The cast and production crew of The Theatre Company at University of Detroit Mercy also visited Baldwin to talk about their production of the multiple Tony Award-winning musical, “Avenue Q.” They brought their puppets, sang songs, and took questions from attendees.
Teen Event Photos

Pysanky Egg Decorating on Thursday, March 23:

Teens got creative in this fun and culturally educational Ukrainian egg-decorating program.
Youth Event Photos

Block Party
Over Midwinter break, children had the opportunity to come to the Library for crafts, a scavenger hunt, and programs. For one of these programs, Caroline Salucci brought out many of the building toys from the Library’s circulating toy collection and the PanelCraft toys donated through the Michigan Architecture Foundation. Children of all ages had the opportunity to build and create anything they could imagine.
Michigan Reads Family Story Time

Michigan Reads is a program that supports the development of early literacy and focuses on the role adults play in helping to support early literacy skills in children. The committee chooses one book each year and schools and libraries are encouraged to use the book for programming. Cathy Gimby used this year’s book, *Bubble Gum* by Lisa Wheeler as a basis for a fun bubble gum themed family story time.
Project Progress

The exterior windows were installed on April 7 and 8. On April 10 the windows were sealed and the plywood protection was removed. During the daytime, the windows bring a lot of into the interior.
On April 10, contractors began installing light fixtures.
The wooden ceiling slats will be installed the week of April 17.

The glass for the three group study rooms was installed on April 12 and 13. These rooms have independent HVAC vents.
The glass for the sorter room was installed on April 13. The sorter will be cleaned and the carpet will be installed beginning April 20. We expect the sorter to be accessible to the public beginning the week of April 24.

The wall behind the Glen Michaels statue was painted on April 12. New ceiling lights highlight the artwork. The sculpture will be professionally cleaned on April 27.
The Computer Lab will be opened to the public on April 17. The room was painted on April 10, and carpet was installed on April 12.
On April 17, the Harry Allen Room will be closed off to the public to begin restoration of the original window. The Birmingham map will be relocated to the Jeanne Lloyd Room.

On April 17, the Adult Services offices will be moved to their new lower-level space, which used be the computer lab. New shelving units and countertops have been installed.
Below is an exterior shot, taken by Birmingham resident David Bloom, of the Adult Services area at dusk.

On the evening of April 18, work will begin on the transformation of the former Gryphon Room and Adult Services office to the new Claudia E. Ireland Reading Room.

Koschik and Craft, as well as Library Board Secretary Suhay are meeting with representatives from The Dailey Company, Luckenbach Ziegelman Gardner Architects, and the City of Birmingham on a weekly basis to discuss issues that arise during the construction process.
Communications Update

Library Patrons
- The Renovation Updates email list now has 127 subscribers. An update on the project was sent on April 14.
- The regular Youth, Teen and Adult eNewsletters for April included a small renovation update along with a photo.
- Photos and brief updates have been added to Facebook, Twitter and Instagram as needed.
- The homepage and www.baldwinlib.org/renovation is being updated during milestones.

Neighbors & Business Community
- No new updates have been sent.

City of Birmingham
- Koschik updates City staff each Tuesday morning at the City staff meeting.

Contract Communities
- Beverly Hills has published one additional renovation update in their Friday eNewsletter.

Friends of the Library
- Craft gave an update on the project and a tour to the Friends Board at their April Friends of the Library Board Meeting.

Press
- No press releases have been sent about the project yet. Releases will be sent at milestone moments.

Staff
- Koschik, Craft, Jamie Richards, Maria Williams, and Kristen Tait have been sending updates to staff as needed. Rather than posting information on the Intranet blog each morning, staff has decided to send emails.
April 12, 2017

United States Senator Gary Peters  
Patrick V. McNamara Federal Building  
477 Michigan Avenue  
Suite 1837  
Detroit, MI 48226

Senator Peters:

As library board trustees representing stakeholders in the Cities of Birmingham and Bloomfield Hills and the Villages of Beverly Hills and Bingham Farms, we know how vital federal funding is to maintain the Institute of Museum and Library Services and the critical support IMLS provides for every state to assist rural and urban libraries.

We are greatly concerned about the possibility that essential federal funds for lifelong learning might be at risk in the 2018 proposed budget. Public libraries provide a great return on investment for youth, teens, adults, veterans and businesses by enhancing learning, ensuring access to information for all and empowering individuals and teams to improve their quality of life.

Thriving communities need informed citizens. Libraries collaborate in every state to provide online and hardcopy materials to support health, wellness and economic vitality. Defunding the support for the Institute of Museum and Library Services would negatively impact an essential resource that serves all ages and backgrounds.

Our Library Board strongly recommends that you advocate for opposing elimination of critical federal funding for the Institute of Museum and Library Services for 2018. Thank you for representing your Michigan constituents.

Sincerely,

Baldwin Public Library Board  
Frank Pisano     President  
Jim Suhay       Vice President  
Bob Tera        Secretary  
Ashley Adenbaum  
Sheila Brice    
David Underdown
April 12, 2017

United States Senator Debbie Stabenow
719 Griswold Street
Suite 700
Detroit, MI 48226

Senator Stabenow:

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Baldwin Public Library Board
Frank Pisano President
Jim Suhay Vice President
Bob Tera Secretary
Ashley Adenbaum
Sheila Brice
David Underdown
April 13, 2017

United States Representative David Trott
625 East Big Beaver
Suite 204
Troy, MI 48083

Congressman Trott:

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Sincerely,

Baldwin Public Library Board
Frank Pisano President
Jim Suhey Vice President
Bob Tera Secretary
Ashley Adenbaum
Sheila Brice
David Underdown
The Friends of the Baldwin Public Library have been an integral part of the Baldwin Public Library since 1950. Through their volunteer efforts, the organization raises and donates over $35,000 to the Library each year to fund programs, Summer Reading, book clubs, and more.

Friends volunteers are working hard behind the scenes to prepare for their spring used book sale. The sale will take place from Friday, May 5, to Sunday, May 9 in the Library’s lower level. At the sale, shoppers can browse thousands of books and media in great condition, including paperbacks, hardcovers, DVDs, music CDs, audiobooks, children’s books, and gift-quality items.

Vice President Deb Mohatarem coordinates the semi-annual used book sales alongside a dedicated team of volunteers. The Library accepts used book donations throughout the year and volunteers process all donations and sort each item by category to make shopping easy. Before each sale, teens from Groves and Seaholm High School work together with the book sale volunteers to set up for the sale. It’s truly a team effort!

The money raised from the semi-annual book sales and through yearly membership support are the biggest sources of income for the Friends each year. Pam DeWeese, Birmingham resident and President of the Friends, invites you to support their energetic group as a member or volunteer by visiting www.baldwinlib.org/friends and filling out an application.

Enjoy these favorite titles recommended by members of the Friends Board of Directors:

*The Rule of Four* by Ian Caldwell and Dustin Thomason is at once a passionate love story, an intricate mathematical labyrinth, and a tale of arcane brutality. It is a riveting novel about power, obsession, a priceless Renaissance book and a centuries-old mystery. – recommended by Carol Young

*CROSSING TO SAFETY* by Wallace Stegner
This is the timeless tale of friendship between two couples as it ebbs and flows over a forty-year span. The book has universal themes and beautiful writing. – recommended by Pam DeWeese

*All Creatures Great and Small* by James Herriot.
My all-time favorite series takes one back in time to an entertaining and warm-hearted reading experience that I go back to from time to time to get away from today’s world. All the books take place in the Yorkshire Dales after World War II, and describe the experiences of the veterinarian, James Herriot. – recommended by Candee Repa

One of my favorites is the classic *A Tale of Two Cities* by Charles Dickens. For well-researched historical fiction and characters that draw you in, I’ve enjoyed the *Outlander* series by Diana Gabaldon. A cozy mystery series like Rhys Bowen’s *Royal Spyness* series is always fun. – recommended by Deb Mohatarem
Everyone's Reading
April 10 – May 23, 2017
Join in the 16th Annual Metro Detroit Book Discussion
Book Talks, Author Appearances and Special Programs

Meet the Author
You are invited to hear David Maraniss speak about Once In A Great City: A Detroit Story and his experiences as a writer. A variety of titles by the author will be available for purchase and signing.

Monday, May 22 at 7 PM*
The Community House • 380 S Bates • Birmingham, MI 48009

Tuesday, May 23 at 11 AM
Detroit Institute of Arts • 5200 Woodward Ave. • Detroit, MI 48202
Tickets to the DIA-hosted author appearance are free of charge and open to anyone in Wayne, Oakland and Macomb counties. Order tickets at tickets.dia.org or by calling (313) 833-4005.

Tuesday, May 23 at 7 PM*
Congregation Shaarey Zedek • 27375 Bell Rd. • Southfield, MI 48034

*Due to popular demand, a ticket will be required for David Maraniss's appearances in Birmingham and Southfield. Tickets are free but limited. Contact your local participating library for more information and ticket availability.

For program information, go to www.everyonesreading.org.

Participating Libraries:
Baldwin Public Library | Berkley Public Library | Bloomfield Township Public Library | Chesterfield Township Library
Clarkston Independence District Library | Farmington Community Library | Franklin Public Library | Plymouth District Library
Rochester Hills Public Library | Royal Oak Public Library | Southfield Public Library | West Bloomfield Township Public Library
100 Essential Architecture Books Collection

Funded by:
The Rae Dumke Fund of the Michigan Architectural Foundation

Curated by:
MAF Committee

In 2014 the Baldwin Public Library unveiled an architectural book collection featuring some of the most influential and well-read titles on the subject, such as: "The Search for Form in Art and Architecture" by Eliel Saarinen; "Vitruvius: The Ten Books on Architecture" translated by M.H. Morgan; "The Fountainhead" by Ayn Rand; and "The Future of Architecture" by Frank Lloyd Wright.

The Rae Dumke Collection of 100 Essential Architecture Books was developed by a Michigan Architectural Foundation committee comprising: Rae Dumke, Honorary AIA; Alan Cobb, Albert Kahn Associates; Doug Koschik, Baldwin Library; Jeffrey Rynhart, Saroki Architecture; Michelle Saroki, Saroki Architecture; and Stephen Smith, TMP Architecture. Taking into account suggestions from other architects and individuals throughout the country, the committee curated a collection of the top 100 books on architecture. The collection incorporates fiction and non-fiction works, as well as highlighting topics such as history, biography, sustainability, interior design, preservation, urban planning, and landscape architecture.

The 100 Essential Architecture Books Collection is housed at the Baldwin Public Library in Michigan, but is accessible to library cardholders across the country through an interlibrary loan.
The American Institute of Architects (AIA) and the American Library Association (ALA) have selected eight projects as recipients of the 2017 AIA/ALA Library Building Awards. Founded to “encourage and recognize excellence in the architectural design of libraries,” the award draws attention to the changing role of libraries in society, and how exemplary community spaces can change to reflect the needs of their surrounding residents.

The eight winners of the 2017 AIA/ALA Library Building Awards are:

**Boston Public Library, Central Library Renovation / William Rawn Associates**
The renovation of this 156,000-square-foot civic monument provides immersive and engaging learning experiences for patrons inside as well as pedestrians who pass by. Originally constructed in 1895, this renovation has dramatically transformed a wing of the library from a solid stone bunker to an inviting light-filled space that spills out into a newly defined public plaza. The interior space was carefully reconsidered through the lens of a 21st-century patron to address the needs of all visitors, from pre-readers to adults. To further serve as a hub for education and innovation, the library boasts a range of spaces for both formal and informal convening. A 340-seat auditorium, open space for performances, and a conference center have helped increase public interest and the free flow of ideas. The greatest benefit to patrons, however, is the much more fluid connection between both wings of the library.
Surrounded by lawns, meadows, and planting beds, the library’s façades are clad in metal panels complemented by storefront glazing with varying levels of transparency—greater in public areas and less in staff and support areas. The simple configuration, flooded by reading-friendly northern light, provides maximum flexibility for the rapidly changing needs of modern libraries. Having achieved LEED Silver certification, the library’s sustainable strategies can be noted throughout. Interior fins and external louvers on the library’s west-facing glass control heat gain while still providing quality reading light, and advanced HVAC systems in the public areas provide service from only the perimeter, allowing easy accommodation of new technologies and future opportunities. Further adding to the library’s arsenal of teaching tools, a series of LED screens displays the structure’s energy performance in real time.
With its glass façades overlooking the 18-acre park that emerged from the city’s Big Dig project, the new library boasts an airy column-free reading room with dedicated areas for adults, teens, and children. The open plan allows families to visit together and not be corralled into separate rooms, while clear sightlines maximize staffing efficiency. Shelving on casters lends extra flexibility, allowing librarians to curate the collections over time and adapt to the evolving needs of a modern library. Capping the library is an undulating roof that admits ample daylight to fill wood-wrapped common areas. The site was a former brownfield and, beyond its transformation into a civic hub, the library has a number of sustainable features. In addition to high-performance mechanical systems and proximity to mass transit, a stormwater garden greets visitors at the sidewalk, with signage describing its role in promoting the health of Boston.
Harbor. Overshooting the city’s target of Silver, the new library received LEED Gold certification.

The new library, at nearly 600,000 square feet, is situated at the terminus of a bridge spanning the River Daugava. It was envisioned as a place to store, preserve, and make accessible the country’s cultural heritage. To that end, it is supported by state-of-the-art technology that allows for easy digitization and safe storage. The library’s form dovetails with functionality by accommodating the various collections areas. Presented in vertical arrays in appropriately sized spaces, they all connect to the central stack core. A full wall display of books donated by
Latvians as a symbolic gesture soars through the atrium and teases the massive adjacent stack area. The atrium itself, with its central stair, provides connectivity to all the public levels and serves as a unifying element that illustrates the library’s logical organization and circulation.

New York Public Library Stapleton Branch Renovation and Expansion / Andrew Berman
Architect

Expanding from a single-room Carnegie branch library that had served Stapleton, Staten Island, for a century, this project has created a new 12,000-square-foot library that better serves the community. Open, inviting, and accessible, the project stitches together new and old buildings, and provides equal space for tactile and digital learning opportunities. Restored to its original design, the existing Carnegie library now houses the children’s area, while the expansion on the other side of a transparent community room contains teen and adult reading areas and research facilities. The library’s exposed-wood structure provides rhythm and richness, while the glazed façade supplies natural light and invites participation. Additional natural light comes courtesy of
multiple framed skylights, and the variegated surfaces of the roof and façade diffuse and deflect sound waves to soften the acoustics of the open plan.

Rosa F. Keller Library and Community Center; New Orleans / Eskew+Dumez+Ripple

Funded entirely through the Federal Emergency Management Agency’s recovery program, the project involved the restoration of a 1917 Arts and Crafts bungalow that serves as a community center and reconstruction of an adjacent 6,300-square-foot library wing. Together, the new library and restored community center provide the neighborhood with an innovative 21st-century facility that offers ample opportunities to engage with technology and alternative educational outreach programs. The project has achieved LEED Silver certification, with all its aspects bearing hallmarks of sensitive community engagement. Key programmatic elements—
evident in the catering kitchen and café—reference the importance of culture as the driving force that helps communities recover from disaster. With food and its preparation playing a pivotal role in the lives of so many Louisianans, the adjacency of food and words is the perfect match for a very New Orleans–style approach to sustainability.

University of Oregon Allan Price Science Commons & Research Library Remodel and Expansion / Opis Architecture

Guided by feedback provided by the University of Oregon’s student body, this project included a complete renovation and addition to an existing underground library. Atop an 48,000-square-foot underground library, the project added 4,000 square feet of new space. Occupying a difficult site wedged between two buildings, sub-floor-to-high-ceiling windows illuminate the commons space with natural light. A new entry pavilion supplements a brutalist courtyard that
exacerbated the subterranean conditions of the existing library and maximizes available light below. A wood curtain wall sprouts organically in the courtyard, creating a calming forest atmosphere that completes the expression of light and nature. Students and faculty have enjoyed the variety of spaces, with some students remarking that they had forgotten they were underground since the space no longer feels like a basement.

Varina Area Library; Henrico, Virginia / BCWH + Tappe Architects

Varina Area Library; Henrico, Virginia / BCWH + Tappe Architects. Image © Chris Cunningham Photography

Firmly rooted in its natural environment, the library’s design was inspired by the community’s vernacular. With a series of pavilions that emerge and cascade down the landscape, the design’s simple palette and forms evoke an assemblage of tobacco barns. Inside, the new library provides countless opportunities for patrons to engage with the collections and the staff. The client and the design team worked hand in hand to develop an intuitive floor plan that maximizes views of the natural setting, further amplified by a back porch–style overlook in the rear of each pavilion.
To provide easy access for its nearly 300,000 cardholders, the library’s configuration allows for quick transactions when needed. Following that directive allowed the team to consolidate programming and take a balanced approach to open day-lit spaces and enclosed quiet spaces, and to increase efficiency in the mechanical systems and ductwork runs.

The jury for the 2017 AIA/ALA Library Building Awards included:

- Will Bruder, FAIA, (Chair) Will Bruder Architects
- Duncan Ballash, AIA, EHDD
- Luren E. Dickinson, Beaumont Library District
- Ameet Doshi, Georgia Institute of Technology Library
- Alan Grosenheider, UCSB Library
- Alexander Lamis, FAIA, Robert A.M. Stern Architects.

More information on the award and the winning projects can be found here.

News and project descriptions via AIA.

- Boston Public Library, Central Library Renovation / William Rawn Associates. Image © Bruce T. Martin
• National Library of Latvia / Gunnar Birkerts Architects + Gelzis-Smits/Arhetips. Image © David Oldham

• New York Public Library Stapleton Branch Renovation and Expansion / Andrew Berman Architect. Image © Naho Kubota

• New York Public Library Stapleton Branch Renovation and Expansion / Andrew Berman Architect. Image © Naho Kubota

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• New York Public Library Stapleton Branch Renovation and Expansion / Andrew Berman Architect. Image © Naho Kubota

• New York Public Library Stapleton Branch Renovation and Expansion / Andrew Berman Architect. Image © Naho Kubota
- Rosa F. Keller Library and Community Center; New Orleans / Eskew+Dumez+Ripple. Image © Timothy Hursley

- University of Oregon Allan Price Science Commons & Research Library Remodel and Expansion / Opsis Architecture. Image © Christian Columbres
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University of Oregon Allan Price Science Commons & Research Library Remodel and Expansion / Opsis Architecture. Image © Christian Colombres

Varina Area Library; Henrico, Virginia / BCWH + Tappe Architects. Image © Chris Cunningham Photography

Varina Area Library; Henrico, Virginia / BCWH + Tappe Architects. Image © Chris Cunningham Photography
Upcoming Events of Interest

**Planting Spring Porch Pots**
*Wednesday, April 19 at 7:00 p.m. Registration required.*
Get inspired for spring gardening with a porch pot planting demonstration by Robbin Yelverton of Blumz by JR Designs. Learn about how to select plants, containers, and care for planted pots.

**Let’s Go Shopping**
*Saturday, April 22 at 10:30 a.m. Registration required.*
Invest an hour spending time and saving memories at our pretend mall, where young shoppers can learn dollars and sense at a variety of store-like stations.

**Tea at the Townsend, with Shakespeare Expert Jim Glenn**
*Sunday, April 23 at 12:00 p.m.*
Enjoy the fine tea service of the Townsend while listening to Shakespeare expert Jim Glenn speak. A portion of the proceeds from this event will be donated to the Baldwin Public Library. Reservations are required with the Townsend Hotel at 248-642-7900. Admission is $45.

**The Remarkable Life of Mary Cassatt**
*Tuesday, April 25 at 7:00 p.m. Registration required.*
Join art and literature lecturer, Karen Imarisio, for a fascinating portrait of artist Mary Cassatt and other female artists in Paris including Cassatt's unique artistic relationship with Edgar Degas.

**International Tabletop Day for Teens**
*Saturday, April 29 from 1:30 to 4:30 p.m. Grades 6 to 12.*
You may bring your own games, or play games provided at the event. Games will include Forbidden Desert, Settlers of Catan, Munchkin, King of Tokyo, Sushi Go and more!

**Jazz in Classical Music, with Dr. Kristen Tait**
*Tuesday, May 2 at 7:00 p.m. Registration required.*
The first jazz record was issued in 1917 during World War I. Dr. Tait will discuss how jazz spread and influenced American and European classical composers.

**Friends of the Library Semi-Annual Book Sale**
*Friday, May 5 from 7:00 p.m. to 9:00 p.m.*
  *Members Preview Night (Memberships are available at the door)*
*Saturday, May 6 from 9:30 a.m. to 4:30 p.m.*
*Sunday, May 7 from 12:00 p.m. to 4:00 p.m.*
  *Half Price Day*
*Monday, May 8 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*

**Intro to eBooks**
*Monday, May 8 at 7:00 p.m. Registration required.*
Learn how to borrow e-books on your tablet, smart phone, or e-reader. Bring your Baldwin Library card, device, and passwords for your device and/or Kindle, iTunes, or Google Play accounts.

**Nelson's Wildlife Safari Presents:**
*Saturday, May 13 at 10:30 a.m. Registration required.*
See and touch creatures great and small while learning about these unique animals and their habitats. This is a fun hands-on experience.
BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda
Trust Minutes
Trust Financial Reports
Gifts to Trust: Receipts
Check Register: Claims
Baldwin Public Library Trust Meeting
Monday, April 17, 2017
Rotary Tribute & Donor Rooms
Immediately following regular Board meeting

Agenda

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 March 20, 2017 minutes
   B. Acceptance of the March 2017 receipts of $32,099.09
   C. Approval of the March 2017 disbursements of $9,557.42

II. New and Miscellaneous Business

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, May 15, 2017.
1. **Call to Order**

The meeting was called to order by President Frank Pisano at 9:18 p.m.

Library Board present: Frank Pisano, Sheila Brice, James Suhay, Bob Tera, Ashley Aidenbaum, Dave Underdown.

Absent and excused: None.

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

Contract community representatives present: Pam DeWeese.

Members of the public present: Maria Harris.

2. **Consent Agenda**

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

1st Tera
2nd Underdown

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. **New and Miscellaneous Business:** There was none.

4. **Adjournment**

**Motion:** To adjourn the meeting.

1st Tera
2nd Brice

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

Nays: None.

Absent and excused: None.
The motion was approved unanimously.

The meeting was adjourned at 9:20 p.m. The next regular meeting will be on Monday, April 17, 2017.
Baldwin Public Library Trust: March 2017

March receipts totaled $32,099.09. March disbursements totaled $9,557.42.

The current value of the Trust is $1,478,824.29, divided up in the following way:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total endowment investments*</td>
<td>$1,112,717.34</td>
</tr>
<tr>
<td>Endowment funds distributed for use</td>
<td>$67,020.98</td>
</tr>
<tr>
<td>Total endowment funds</td>
<td>$1,179,738.32</td>
</tr>
<tr>
<td>General spendable funds</td>
<td>$233,890.33</td>
</tr>
<tr>
<td>Restricted funds**</td>
<td>$36,606.75</td>
</tr>
<tr>
<td>Naming rights for Rotary Tribute Room</td>
<td>$28,588.89</td>
</tr>
<tr>
<td>Total non-endowment funds</td>
<td>$299,085.97</td>
</tr>
<tr>
<td>Total endowment funds</td>
<td>$1,179,738.32</td>
</tr>
<tr>
<td>Total non-endowment funds</td>
<td>$299,085.97</td>
</tr>
<tr>
<td>Total of all Trust funds</td>
<td>$1,478,824.29</td>
</tr>
</tbody>
</table>

* 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.

Expenditures in March included the following:

- Deposit to Lorio-Ross for gaming entertainment at the November 10 Books and Bites fundraiser
- Annual payment to Johnston Lewis Associates for liability insurance for Library Board members in their capacity as Trustees of the Baldwin Library Trust
## Baldwin Public Library Trust
### Portfolio Performance Benchmarks
### As of March 31, 2017

<table>
<thead>
<tr>
<th>Index</th>
<th>2017: Year-to-Date</th>
<th>2016: Entire Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&amp;P 500 (Equity benchmark)</td>
<td>5.20%</td>
<td>11.95%</td>
</tr>
<tr>
<td>Global Aggregate (Bond benchmark)</td>
<td>1.93%</td>
<td>2.09%</td>
</tr>
<tr>
<td>Blended Return of Both Benchmarks*</td>
<td>4.22%</td>
<td>8.99%</td>
</tr>
<tr>
<td>Baldwin Trust’s Portfolio Return</td>
<td>5.32%</td>
<td>9.70%</td>
</tr>
<tr>
<td>Trust’s Portfolio Performance Compared to Blended Return of Benchmarks</td>
<td>1.10%</td>
<td>0.71%</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**

**March 31, 2017**

### Investment and Cash Report

<table>
<thead>
<tr>
<th>Prior Month</th>
<th>Current</th>
<th>Change in</th>
<th>Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>Month</td>
<td>Year to Date</td>
<td>Transfer</td>
</tr>
<tr>
<td>02/28/17</td>
<td>Revenue</td>
<td>Revenue</td>
<td>Expenses</td>
</tr>
</tbody>
</table>

#### Chemical Bank Checking:

- **Endowment Money**
  - 02/28/17: $0.00
  - 03/31/17: $1,505.84

- **2012 Books & Bites at Baldwin Fundraiser**
  - 02/28/17: $0.00
  - 03/31/17: $1,275.90

- **2013 Books & Bites at Baldwin Fundraiser**
  - 02/28/17: $0.00
  - 03/31/17: $2,127.50

- **2015 Books & Bites at Baldwin Fundraiser**
  - 02/28/17: $0.00
  - 03/31/17: $54.50

- **Restricted Funds**
  - 02/28/17: $1,517.82
  - 03/31/17: $4,853.54

- **General Spendable Funds**
  - 02/28/17: $110.59
  - 03/31/17: $1,058.62

#### Chemical Bank Money Market:

- **Endowment Budgeted Funds**
  - 02/28/17: $69,040.14
  - 03/31/17: $67,777.87

- **Endowment Investment Funds**
  - 02/28/17: $585.00
  - 03/31/17: $30,610.00

- **2012 Books & Bites at Baldwin Fundraiser**
  - 02/28/17: $17.94
  - 03/31/17: $17.94

- **2013 Books & Bites at Baldwin Fundraiser**
  - 02/28/17: $6,183.26
  - 03/31/17: $4,055.76

- **2015 Books & Bites at Baldwin Fundraiser**
  - 02/28/17: $13,513.56
  - 03/31/17: $13,459.06

- **Restricted Funds**
  - 02/28/17: $20,697.13
  - 03/31/17: $17,513.59

#### Raymond James & Associates:

- **Endowment Fund Investments**
  - 02/28/17: $1,097,679.08
  - 03/31/17: $1,104,910.96

- **Endowment Cash**
  - 02/28/17: $4,956.55
  - 03/31/17: $71.83

- **Sub-total Endowment Funds**
  - 02/28/17: $1,102,635.63
  - 03/31/17: $1,109,939.34

- **General Spendable Funds Cash**
  - 02/28/17: $0.02
  - 03/31/17: $0.00

- **General Spendable Mutual Funds**
  - 02/28/17: $224,549.52
  - 03/31/17: $225,183.05

- **General Spendable CD Funds**
  - 02/28/17: $0.00
  - 03/31/17: $0.00

- **Sub-total General Spendable Funds**
  - 02/28/17: $224,549.54
  - 03/31/17: $225,183.07

**Total All Funds**

- 02/28/17: $1,448,345.38
- 03/31/17: $1,478,824.29
<table>
<thead>
<tr>
<th>FUND</th>
<th>NAME OF FUND</th>
<th>PURPOSE</th>
<th>AMOUNT</th>
<th>VALUE AS OF JULY 1, 2016</th>
<th>EARNINGS JULY 1, 2016- VALUE OF MARCH 31, 2017</th>
<th>ENDOWMENT INVESTMENTS</th>
<th>INCOME OUT</th>
<th>DONATIONS</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>401</td>
<td>Frances Balfour</td>
<td>Adult Reading</td>
<td>$10,000.00</td>
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<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>$6,321.73</td>
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<td>403</td>
<td>Jane Cameron</td>
<td>Programs</td>
<td>$68,770.00</td>
<td>$77,177.74</td>
<td>$10,491.51</td>
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<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>$762.80</td>
<td>$6,743.74</td>
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<tr>
<td>405</td>
<td>Jan Coil</td>
<td>Baldwin Public Library</td>
<td>$10,500.00</td>
<td>$12,409.58</td>
<td>$1,601.87</td>
<td>$14,011.45</td>
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<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>$762.80</td>
<td>$6,743.74</td>
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<td>407</td>
<td>Paul R. Francis</td>
<td>Staff Appreciation</td>
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<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>$4,881.90</td>
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<td>409</td>
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## Baldwin Public Library Trust
### Endowment Funds by Designation
#### March 31, 2017

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<th>Current Year to</th>
<th>Current Year to</th>
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## Receipts by Bank

**10-Apr-17**

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<td>793</td>
<td>31-Mar-17</td>
<td>302.0000.999.00.03 Memorial Funds</td>
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**Receipt Number Total:** $32,099.09

**Total Amount For This Bank:** $32,099.09
# Check Register

**Baldwin Public Library**  
300 W. Merrill Street  
Birmingham, MI  48009

**10  Talmer Bank and Trust**

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<tr>
<th>Check Number</th>
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<td>GORDON FOOD SERVICE</td>
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**Total Amount of Warrants:**  
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提交人：Rebekah Craft
提交日期：2017年 4月1日