Baldwin Public Library
Library Board of Directors

Library Board Meeting

January 17, 2018

James W. Suhay, President
Bob Tera, Vice President
Ashley Aidenbaum, Secretary
Melissa Mark
Frank Pisano
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

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

TERA, ROBERT, Vice President
315 Chesterfield Avenue
Birmingham, MI 48009
Home: (248) 646-2575
e-mail: bob.tera@baldwinlib.org
Term expires 2019
Finance and Policy Committees

AIDENBAUM, ASHLEY M., Secretary
327 Southfield Rd. Apt. 2CS
Birmingham, MI 48009
Home: (248) 892-2149
e-mail: ashleymariea@gmail.com
Term expires 2021
Communications and Personnel Committees

MARK, MELISSA S.
635 Puritan
Birmingham, MI 48009
Home: (248) 644-8451
e-mail: weir527@gmail.com
Term expires 2021
Communications and Personnel Committees

PISANO, FRANK
612 Davis
Birmingham, MI 48009
Home: (248) 644-0463
Cell: (248) 835-6058
e-mail: frank.pisano@baldwinlib.org
Term expires 2021
Oppenheimer and Co. Inc.
325 North Old Woodward Avenue,
Suite 370
Birmingham, MI 48009
Phone: (248) 593-3723
Building and Finance Committees

UNDERDOWN, DAVID
437 Suffield
Birmingham, MI 48009
Home: (248) 642-5337
Cell: 248 909-1072
e-mail: underdown34@gmail.com
Term expires 2019
Douglas Cleaners, Inc.
Birmingham, MI 48009
Phone: (248) 644-6864
Fax: (248) 642-7067
Policy and Building Committees

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

WEBSTER, GLENNIE, Student Representative
Home: (248) 594-0086
e-mail: gw1519@gmail.com
Term expires February 2018
Baldwin Public Library Board Meeting  
Wednesday, January 17 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 December 18, 2017 minutes  
      B. Approval of December 2017 vendor payments in the amount of $59,105.02,  
         including payments in excess of $6,000  
      C. Approval of total expenses in the amount of $220,382.80

II. Board Reports and Special Announcements
   A. President’s report  
   B. Board comments  
   C. Thanks to outgoing student representatives Siena Capone and Glennie Webster for their year of service  
   D. Announcement that new student representative will be announced at February meeting  
   E. Fundraising update (Melissa Mark)  
   F. Liaison update from Friends of the Baldwin Public Library (Judy Vindici)  
   G. Upcoming events of interest (Rebekah Craft)

III. Board Committee Reports
   A. Finance Committee (Bob Tera)  
   B. Building Committee (Frank Pisano)  
      a. Presentation by Koschik about the conceptual/schematic design of  
         the proposed Youth Room expansion and renovation—a preview of  
         his upcoming presentation to the City Commission at its long-range  
         planning session
IV. Library Report
   A. Library Report

V. Liaisons
   A. Beverly Hills (Lee Peddie, Mayor Pro Tem, Beverly Hills Village Council)
   B. Bloomfield Hills (Susan McCarthy, Mayor Pro Tem, Bloomfield Hills City Commission)

Unfinished Business

VI. New Business

VII. Items Removed from Consent Agenda

VIII.

IX. Information Only
   A. Downtown Publications article “Kids can have fun at library over break” p. 66
   B. Eccentric article “Baldwin Library schedules winter break activities” p. 67
   C. Downtown Publications article “Baldwin Library Books & Bites” p. 68
   D. Eccentric article “Celebrate MLK Day at Baldwin Library” p. 69
   E. Tribune article “Martin Luther King Jr. celebrations happening in Oakland County” p. 70
   F. Birmingham Living article “Baldwin Beat – December Selections” p. 72
   G. Birmingham Living article “Baldwin Beat – January Selections” p. 74
   H. Eccentric article “Help pick a new logo for the City of Birmingham” p. 75
   I. Eagle article “Birmingham looks for input on new logo” p. 77
   J. Library Journal article “Lance Warner: LJ’s 2018 Librarian of the Year” p. 79
   K. Upcoming events of interest p. 84

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. Adjournment
   Next regular meeting of Library Board: Monday, February 19, 2018 at 7:30 p.m.
Persons with disabilities that may require assistance for effective participation in this public meeting should contact the Library at the number (248) 647-1700 or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

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

The meeting was called to order by Jim Suhay at 7:30 p.m.

Library Board present: Frank Pisano, Bob Tera, Ashley Aidenbaum, Jim Suhay, David Underdown, Melissa Mark and Student Representative Sienna Capone.
Absant and excused: None.

Library Staff present: Doug Koschik, Library Director; Rebekah Craft, Associate Director; Paul Gillin, Administrative Assistant; H Jennings, Adult Services Librarian and Jeff Jimison, Idea Lab Supervisor.

Friends of the Library Liaison: None.

Contract community representatives present: None.

Members of the public present: Sean Campbell, Tim Hill, Pamela Hill, David Bloom, and two others

Suhay asked Capone to read aloud the Library’s mission statement.

2. **Consent Agenda**

**Motion to approve the consent agenda.**

1st Underdown
2nd Pisano

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. **Board Reports and Special Announcements:**

Suhay introduced H Jennings, new part-time Adult Services Librarian, who talked about her background. The Board warmly welcomed her to Baldwin. Next, Jeff Jimison, Idea Lab Supervisor, gave a short demonstration of a 3D printer and showed off a few recent projects. Board members asked questions about the Lab’s age requirements and the training/certification process.

Suhay announced the Board’s committee assignments for the next year. Then he asked Capone to outline the application process for becoming the Library Board’s new student representative (see pages 66-69 of the December board packet). The deadline to apply is January 12, 2018. For further information, contact Koschik or Craft.

Craft highlighted a few of Baldwin’s upcoming events of interest, which can be found on page 103 of the
December board packet.

Next, Pisano acknowledged the following staff anniversary: MacMillan (3 years).

Board Committee Reports:

Building Committee: Pisano introduced Sean Campbell, Birmingham’s Assistant City Planner. Campbell described the piece of art—*Eastern Hophornbeam* by Robert Lobe—recommended by the Birmingham Public Arts Board to replace the prior sculpture, which had been sold to the University of Michigan. He also described another possible piece for the southwest lawn, called *Stack* by Tom Joyce. At Aidenbaum’s request, Tim and Pamela Hill then provided background on the concept and construction of the proposed piece as well as the possible alternate piece. Underdown stated that he thought *HophornBean* didn’t fit well in the space in front of the Library and stated that he hoped we had other choices. Tera also spoke out against *Eastern HophornBeam*. Suhay expressed his disapproval of the color and the dissonance between it and the building.

Motion: To deny approval of the proposed loan of *Eastern Hophornbeam*.

1st Pisano
2nd Suhay

Further discussion ensued. Underdown and Aidenbaum expressed the desire for more time to consider, now that they had a greater understanding of the pieces. Koschik expressed his reasons for not liking *Eastern Hophornbeam* in this particular setting. In general, staff preferred *Stack* to *Hophornbeam*. Craft echoed similar sentiments. A member of the public asked about the cost of installation, maintenance etc. Campbell mentioned that insurance is covered by the Cultural Council of Birmingham-Bloomfield; he did not know the cost of installation but stated that the City does not cover the cost of installation. Hill stated that the installation cost could be worked out collaboratively, if necessary. Koschik gave a little background on the City-Library tenant-landlord relationship and noted that the Library has never spent money on outside art installations. The City has the right to do what it wishes with the exterior of the Library property and has ultimate responsibility for any required cost. Capone stated that she feels that *Hophornbeam* is not optimal for the site. Another member of the public agreed with Koschik and Capone that *Eastern Hophornbeam* was not the best choice for the site. In his view *Stack* looks more natural and has the added advantage of looking like a bunch of books. Mark mentioned that this sculpture had been vetted by the City and that the artist was responsible for the installation (page 20 of the December board packet). Campbell stated that this referred more to the process of installation and not the cost.

The motion was re-read and a vote was taken:

Yeas: Suhay, Tera, Underdown, Aidenbaum and Mark.
Nays: Pisano.
Absent and excused: None.
The motion was approved by 5 to 1.
Motion: To postpone approval of the proposed loan of Stack until a thorough review has been conducted of suitable alternatives for the site.

1st Pisano
2nd Tera

Another motion was made to amend the prior motion by adding the following: and furthermore to instruct the Library Director to initiate discussions with the City of Birmingham on how to carry out such a review.

The complete amended motion for consideration was: To postpone approval of the proposed loan of Stack until a thorough review has been conducted of suitable alternatives for the site, and furthermore to instruct the Library Director to initiate discussions with the City of Birmingham on how to carry out such a review.

1st Pisano
2nd Tera

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

Pisano reported that there had been a working session about the proposed Youth Room project on November 15, 2017 at 4:30 p.m. Complete notes from this meeting are on page 40 of the December Board packet. The Building Committee met on November 29, 2017 at 4:30 p.m. Complete minutes of this meeting are on pages 17-18 of the December board packet. Pisano also discussed the Building Committee meeting of December 14, 2017, minutes of which are not in the December Board packet. They will, however, be provided in the January 2018 Board packet. The next meeting of the Building Committee will take place on January 3, 2018 at 4:30 p.m.

Finance Committee: Tera reported that the Committee met on December 11, 2017 at 4:30 p.m. Ron Carpenter from Raymond James reviewed the investment performance of the Trust and recommended some rebalancing of the Trust assets due to the upward movement of equities. The FY 2017-2018 budget continues to track well. Complete minutes of this meeting are on page 14 of the December Board packet. Pisano reported that he had attended both the City’s Investment Committee meeting and the Retirement Board Committee meeting; their funds are all performing well. The next meeting of the Finance Committee will be held on Tuesday, January 9, 2018 at 4:30 p.m.

Library Report:

Koschik reported that the Foundation for Birmingham Senior Residents has awarded the Library an $8,200 grant to procure four items, listed on page 52 of the December Board packet. He also reviewed numerous staff changes since the November Board meeting. Craft updated the Board on the Battle of the Books program and a few other items of interest. Aidenbaum stated that she had trouble navigating the website on an iPad; Craft will investigate. Additional details of the Library Report can be found on pages 49 – 62 of the December Board packet.
Suhay and Pisano acknowledged the ongoing success of the Friends of the Library lobby book sales.

5. **Liaisons**

*Friends:* There was no report.

*Beverly Hills:* There was no report.

*Bloomfield Hills:* There was no report.

6. **Unfinished Business:** None.

7. **New and Miscellaneous Business:** None.

8. **Information Only:** See pages 65 – 103 of the December Board packet.

9. **Adjournment:**

Motion to adjourn the meeting.

1st Pisano
2nd Underdown

Yea: Suhay, Pisano, Tera, Underdown, Aidenbaum and Mark.
Nay: None.

Absent and excused: None.
The motion was approved unanimously. The meeting was adjourned at 9:23 p.m. The next regular meeting will be on Wednesday, January 17, 2018.
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I hereby certify that each of the above invoices are true and correct.

[Signature]

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
January Finance Committee Report

The Baldwin Public Library Board’s Finance Committee did not meet in January 2018 because staff illnesses had prevented the creation of financial reports before the scheduled meeting date.

Furthermore, the expenditures report contained in this Board packet is incomplete. The February Board packet will contain some December expenses that failed to make it into this month’s report.

The budget for FY 2017-18 is tracking well, despite the reporting delays.

The next Finance Committee meeting will be on a date to be decided. When a meeting date has been selected, it will be publicly noticed.
This report references the Revenue and Expense Report 2017-18, found on the following page. At 50% of the way through fiscal year 2017-2018, the Library has spent 44.9% of its budget and received 81.2% of its revenue. By this point of the year, the Library was budgeted to have spent 45.2% of its budget and to have received 80.8% of its revenue. Payment was made to Farmington Community Library for Metro Net membership dues & various electronic resources ($10,110.87); and Markit, Inc. for final payment for Website development & hosting ($8,633.34). Payment to Baker & Taylor for December book purchases will be recorded in the January financial report.

### Vendor payments in excess of $6,000:
- **Farmington Community Library**: $10,110.87
- **Markit, Inc.**: $8,633.34
- **Midwest Tape**: $7,960.56

**Total vendor payments in excess of $6,000**: $26,704.77

**Balance of vendor payments less than $6,000**: $32,400.25

**Total vendor payments**: $59,105.02

### City of Birmingham allocations:
- **Payroll Period 11/19-12/2**: $69,096.66
- **Payroll Period 12/3-12/16**: $72,376.97
- **Employee Health Care Payroll Deduction**: ($551.40)
- **Fixed Past Retirement Cost**: $2,937.75
- **Fixed Past Retirement Health Care Cost**: $6,929.92
- **Credit Card Processing Fees-October**: $238.27
- **Beier Howlett**: $37.50
- **Plante & Moran-Fiscal Year 2016/17 Audit Fee**: $688.50
- **Water & Sewer Usage 7/15-1/15**: $3,828.00
- **BS&A Software Charge**: $248.19
- **Administrative Services**: $8,740.83
- **MML Insurance Premium**: $380.83

**Total City of Birmingham allocations**: $164,952.02

### Reconciling Adjustment:
- **Friends Book Sale Credit Card Charges-Reimbursed Friends in December**: ($297.00)
- **Trust Credit Card Donation-Reimbursed Trust in December**: ($500.00)
- **Library Network-E-Rate Rebate**: ($2,877.24)

**Total expenses for the month**: $220,382.80
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MINUTES OF MEETING ON 12.14.2017

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 4:35 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, Rebekah Craft, Stephanie Klimmek
Luckenbach Zeigelman Gardner staff: Bob Ziegelman, John Gardner, Karen Swanson
One member of the public

I. Approval of minutes of previous committee meeting.
   1. In a motion made by Suhay and seconded by Pisano, the Committee unanimously approved the minutes of the Committee’s November 29 meeting.

II. Floor plan revisions
   1. Gardner and Swanson outlined minor changes to the proposed floor plan. These changes were made after Swanson had met with Koschik, Craft, and Klimmek on December 12 to discuss the space.
   2. Gardner shared plans for ADA-compliant restrooms. The doors to each restroom will need to be moved to the opposite corner to allow clearance for wheelchair access. On the one hand, this will make part of the interior of each restroom (by the sink) less private, but on the other hand, it will allow for one additional stall in the women’s restroom and one additional urinal in the men’s restroom. Making the restrooms ADA-compliant will cost more than had originally been budgeted for this part of the project, but the Committee agreed that ADA-compliant restrooms are crucial for the project’s success.
   3. LZG does not yet know whether it will be possible to expose the brick on the 1927 building, adjacent to the Youth Room. The Dailey Company will need to investigate and report. The Committee stressed that it was important for Dailey to do this work as soon as possible. Ziegelman said that exposing the brick on at least the far east end of the 1927 building (next to the entrance to the Grand Hall) should be considered seriously as an “add alternate.” The Committee expressed concern about cost.

III. Interior perspectives and floorplan imagery
   1. Swanson showed a video walk-through of the interior of the youth room. This allowed the Committee and staff to pinpoint further adjustments to the floor plan, including the location of glass walls, furniture, and shelving.
   2. Gardner will meet with staff on Friday, December 15, to ensure that furniture, shelving, storage, and cabinetry are sufficient for the needs of staff and patrons.

IV. Exterior perspectives
   1. Ziegelman shared several iterations of exterior plans for Phases 2 and 3. The Committee narrowed the choices down to two. LZG will work with a general contractor to price out the construction cost of the more expensive iteration. The Library will seek input from a variety of Birmingham persons and boards before making a final decision, which will come only in the design development phase of the project. At this point, the most important thing is to ensure that the budget contains enough funds for the exterior.
   2. The exterior rendering of Phase 3, which shows a street-level entrance, will need to be refined further. The Committee asked that LZG illustrate a vending machine café and “activity” inside the glassed-in area. All of this must be considered tentative, for Phase 3 will be developed in detail only in the future.
3. The Committee requested that LZG work with a landscape architect to create an accurate cost proposal for exterior landscaping around the expanded Youth Room, and that that cost be built into the budget. The cost of landscaping had not been included in the preliminary Phase 2 cost estimate from a couple of years ago.

4. Gardner reported that he had examined the existing roof over the Youth Room and that it is in excellent shape. It will not have to be replaced during the expansion/renovation.

V. HVAC – Peter Basso proposal
1. LZG presented a proposal for an engineering evaluation of the existing HVAC system. This will determine whether or not the current system is sufficient for an expanded Youth Room. Peter Basso and Associates will do the work in conjunction with LZG. The Committee authorized Koschik to sign the proposal and urged that the work be done quickly. The work will cost $1,500.

VI. Costs
Gardner discussed the rapid price escalation taking place in the construction industry, as the economy recovers from the recession. The Committee told him to make sure that the budget he develops for Phase 2 is realistic, given the current environment. The Committee is looking forward to receiving budget numbers soon, so that it can proceed with value engineering if that proves necessary. Koschik must hand in the written report for the long-range planning session by January 5. It needs to contain budget numbers.

VII. Sculpture
The appropriateness of sculpture alternatives for the Library’s southwest lawn were discussed. The Committee recommended that the offer of the Eastern Hophornbeam sculpture be declined and that a decision on Stack should be postponed until a review of other alternatives for that location has been conducted.

VIII. Location of future sessions: A working session will be held on Wednesday, December 20 at 2:30 p.m. in the LZG office. The next Building Committee meeting will take place on Wednesday, January 3 at 4:30 p.m. in the Delos Board Room.
NOTES FROM WORKING SESSION ON 12.20.2017

RE: BALDWIN PUBLIC LIBRARY
BIRMINGHAM, MICHIGAN

Subject: Baldwin Public Library Building Committee

The working session, which was held at the Luckenbach Ziegelman Gardner office, began at 2:30 p.m.

BPL: Jim Suhay, Frank Pisano, Dave Underdown, Doug Koschik, Rebekah Craft, Stephanie Klimmek,
LZG: Bob Ziegelman, John Gardner, Karen Swanson, Eduardo Rodriguez

I. Budget discussion
   1. Gardner is working with JS Vig and The Dailey Company to develop cost estimates. According to
      Gardner, it is doubtful that they will be able to provide cost estimates by the time of the January 3
      Building Committee meeting.
   2. Gardner indicated that Vig and Dailey will base their cost estimates on 2017 cost levels with a realistic
      rate increase for 2018 and 2019.
   3. Gardner anticipates the yearly rate increase to be higher than the previously anticipated 4% level.

II. Excavation of original brick in the Youth Room and staff offices
   1. The Dailey Company will visit the Library on December 21 to drill into various portions of the walls to
      uncover the original brick and limestone. Their findings will help LZG better understand the remodeling
      costs.
   2. LZG believes a concrete block load-bearing wall is covering up portions of the original brick.
   3. If the load-bearing wall exists, there will be additional costs to reinforce the walls and roof.
   4. Revealing the brick will probably end up as an “add alternate” in our plan. The portion of the brick that
      we are most interested in exposing is on the far east end of the original building. It would be visible
      from the Youth Room. Exposing the brick in the staff offices is a lower priority.

III. Floor plan revisions
   1. Based on earlier meetings with Library staff, Gardner and Swanson had revised the floor plan. They
      shared their revisions with all present.
   2. Stephanie Klimmek is in contact with Mike at Premier Pets. He is getting quotes for a large fish tank
      that will be prominently featured in the entry hallway.
   3. Current plans call for the lobby hallway to include glass display cabinets to advertise upcoming
      programs and to showcase student artwork and collections from local organizations or residents.
   4. Klimmek and Swanson are making adjustments to shelving to ensure that there is sufficient shelving
      for the collection.
   5. LZG suggested having three pivoting panels (instead of one) on the north wall of the story room.
      Klimmek will consult with her department to determine whether this is favorable.
   6. Swanson has met with Library Design Associates to develop cost estimates for shelving, carpeting,
      furniture, fixtures, and lighting.
   7. Gardner reviewed changes to the sink and storage area in the story room.
   8. Klimmek requested that electric shades for the east and south windows be included in the project
      estimate.
   9. Rodriguez showed the group walk-through renderings of the space.

IV. Exterior designs
   1. The Committee discussed cost for the proposed new glass curtain wall at the public entrance. LZG will
      check its estimates for Phase 3 to determine if any enclosure of the steps was included in the Phase 3
cost estimates from two years ago. If estimates are high, adjustments may need to be made in the Phase 3 entrance.

2.  LZG will add tables and people to the final rendering of the proposed lobby.

V.  Furniture and fixtures review
1.  Swanson showed sample images of her furniture and fixtures for the space, including:
   - Fun, patterned carpet
   - TMC manipulatives, which could be velcroed to the wall and switched out as needed
   - Colorful study tables
   - Palmieri chairs with colorful edges
   - Allermuir womb-style chair
   - Three pebble chairs from the Adult Services area to be relocated to the Youth Room
   - Wider seats to allow for a child and caregiver to sit together
   - Variety of seating, including poofs, comfy chairs, and bean bag chairs
   - Mobile board book storage
   - Interactive puzzle table
   - Felt wall
   - Microsoft Surface Hub, tentatively scheduled to be located on the north wall of the story room or storage room
   - Semi-spherical lighting
   - Puppet show stage
   - Small reading cubbies

VI.  Loose ends
1.  Prior to the January 17 Library Board Meeting, Koschik, Craft, and Klimmek will give mini-previews of the renovation and expansion plans to Board members who are not on the Building Committee.
2.  Klimmek will consult with her department about whether or not adding a Microsoft Surface Hub would be well-received and used by patrons.

VII.  Location of future sessions: A Building Committee meeting will be held in the Delos Board Room of the Baldwin Public Library on Wednesday, January 3 at 4:30 p.m.
MINUTES OF MEETING ON 01.03.2018

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, Rebekah Craft, Stephanie Klimmek
Luckenbach Zeigelman Gardner staff: Bob Ziegelman, John Gardner, Karen Swanson
One member of the public

I. Approval of minutes of previous committee meeting.
   1. In a motion made by Pisano and seconded by Suhay, the Committee unanimously approved the minutes of the Committee’s December 14 meeting.

II. Approval of notes from December 20 working session.
    1. In a motion made by Pisano and seconded by Suhay, the Committee unanimously approved the notes from the December 20 working session.

III. Idea Lab exhaust
    1. Koschik met with Bruce Johnson and Mike Morad to review ventilation problems with the Idea Lab laser engraver. Koschik will be working with John Gardner, Peter Basso, and Idea Lab Supervisor Jeff Jimison to come up with an adequate exhaust plan for the space, including internal ventilation.

IV. Floor Plan Revisions and Updates
    1. Swanson shared that the wall between the staff office and the Youth Room will be 80” high. The office door has been moved to the northeast corner of the room, from the current southeast corner location.

V. Schematic design review and discussion of Cohen’s comments
   1. The Committee discussed project suggestions from library consultant Aaron Cohen.
   2. Swanson presented an alternate floorplan that arranges the stacks from east to west rather than north to south. The Committee preferred the aesthetics of this layout, but it would require a 10 percent decrease in collection size.
   3. Klimmek does not recommend a reduction in the collection because of the age and developmental levels of the population served and also because of the necessity to accommodate multiple book requests for a variety of school projects.

VI. Exterior and interior design and perspectives
    1. Ziegelman shared updated exterior and interior perspectives of the project and stated that the new exterior renovation will turn the Youth Room into a glass pavilion that overlooks the park and welcomes visitors to the City center.
    2. Swanson shared a 360-degree virtual walkthrough of the project.
    3. Swanson stated that a number of features in the new Youth Room will be identical to what was used in the Adult Services renovation—including lighting, end panels, tables, and wood ceiling slats.

VII. Budget Updates
    1. Gardner listed budget estimates from The Dailey Company, Library Design Associates, and Merrittscape. The cost of Phase 2 is higher than what was estimated two years ago.
2. Discussion about the budget will continue at a working session on January 6.

VIII. Location of future sessions: A working session will be held on Saturday, January 6 at 1:30 in the LZG office. The next Building Committee meeting will take place on Wednesday, January 10 at 2:00 p.m. in the Delos Board Room.
NOTES FROM WORKING SESSION ON 01.06.2018

RE: BALDWIN PUBLIC LIBRARY
BIRMINGHAM, MICHIGAN

Subject: Baldwin Public Library Working Session

The session began at 1:30 p.m. in the LZG office, 555 S. Old Woodward.

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

I. Discussion of opinions expressed by two architects.
   1. Those present discussed the comments made by Mark Nickita and Bert Kosick at an informal courtesy meeting on January 5. Nickita and Kosick had expressed generally favorable opinions on the plans presented to them.

II. Budget discussion.
   1. There was a lengthy discussion about cost estimates for the project. A total cost estimate, resulting from the discussion, will be placed in the long-range planning session written report.
MINUTES OF MEETING ON 01.10.2018  
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 2:30 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, Rebekah Craft, Stephanie Klimmek  
Luckenbach Zeigelman Gardner staff: Bob Ziegelman, John Gardner, Karen Swanson  
One member of the public via speaker phone

I. Approval of minutes of previous committee meeting.  
1. In a motion made by Suhay and seconded by Pisano, the Committee unanimously approved the minutes of the Committee’s January 3 meeting.

II. Approval of notes from January 6 working session.  
1. In a motion made by Suhay and seconded by Pisano, the Committee unanimously approved the notes from the January 6 working session.

III. Peter Basso Associates’ HVAC analysis  
1. George Hopkins of Peter Basso has analyzed the capacity of Baldwin’s HVAC system to handle the proposed Youth Room expansion. The heating that the system generates will be sufficient for the increased size of the room. No baseboard heating will be required for the space.  
2. In order to properly cool the space, however, the system will need to generate slightly more cool air. This can be done by adding a condenser on the roof or adjusting the flow of the current system. This finding does not have an impact on the estimated cost of the project.

IV. Progress report on TEC’s soil borings  
1. LZG will follow up with TEC to start this process.

V. Updating exterior drawing and rendering  
1. The Committee authorized an additional payment of $1,500 to LZG to create one updated drawing and one updated rendering.  
2. LZG will create a new overhead drawing that features the Library, the Community House, the current Shain Park, and City Hall.  
3. LZG will create a rendering of the southeast corner of the building which shows an outdoor piazza with plantings and seating for visitors. The purpose of this rendering is to show the Library’s connection to the City center.

VI. Exterior and interior design updates  
1. Swanson shared an updated space plan of the Youth Room with shelving stacks that are arranged from east to west.  
2. Gardner shared a drawing that shows the sizes of each of the new spaces within the youth room. The terrace is 14’ x 24’. The story room is 784 square feet. The play area is 585 square feet.

VII. Budget Updates  
1. Gardner used the square footage cost for the Adult Services renovation to calculate the base building costs of the Youth Services renovation.
2. Suhay shared an updated construction cost document for Phase 2. Phase 2 is estimated to cost $2,348,060 in 2019 dollars.

VIII. Upcoming Presentations
1. Koschik will present the Youth Services plan to the Library Board at its January 17 meeting. LZG will be in attendance to answer any questions.
2. Koschik will present the Library’s budget requests and Youth Services Renovation project to the City Commission at its long-range planning meeting on January 27. The Library is scheduled to report from 1:15 to 1:45 p.m.

IX. Location of future sessions: The next Building Committee meeting will take place on Wednesday, February 7 at 4:30 p.m. in the Delos Board Room.
At the City Commission’s long-range planning session on January 27, 2018, I will deliver an update on the proposed Phase 2 of Baldwin’s long-range building vision. Phase 2 would consist of an expansion and renovation of the Youth Room.

**Phase 1: Adult Services Renovation**

Baldwin completed the renovation of its Adult Services Department in June 2017. The project was completed on time and under budget, and has met with great acclaim.

**Phase 2: Youth Room Expansion and Renovation**

Phase 2 of the Library’s long-range building vision would expand and renovate the Youth Room to meet community needs more effectively. As the first step toward implementing this proposal, the Library issued an RFP for architectural services to develop a conceptual/schematic design of the Youth Room and to update cost estimates. In October 2017, the Library Board selected Luckenbach Ziegelman Gardner (LZG) to do the work. If the project moves forward, there will be another bid process for architectural services to carry out the design-development and construction-drawing portions of the project.

**Technical Work**

In order to ensure that the designs for this project are reliable, the Library commissioned the following:

- As-built drawings of the existing Youth Room
- Soil borings, so that a structural engineer could evaluate foundation requirements, and
- Drillings through the drywall to examine the underlying brick of the 1927 building

**Input from Public and Staff**

LZG met with the Library’s Youth Room staff and the Building Committee to gather input for the Youth Room design. The firm also gathered input from the public via three forums:

- For a period of six weeks, the Library encouraged visitors to the Youth Room to write comments on flip chart paper. People left numerous comments, which were compiled in the August 2017 Library Board packet.
- A widely-advertised community forum at the Library was held on November 13, 2017. Participant comments were compiled in the December 2017 Library Board packet.
- The Library conducted a survey, both online and using paper forms, between December 4 and December 14, 2017. The results were compiled in the December 2017 Library Board packet. You can also find them in Appendix C.
Of the 88 people responding to the December survey, 92% saw the need for a renovation of the Youth room, and 88% expressed support for an expansion.

Respondents were asked to rank the importance of eight different Youth Room features. While all features received support, the respondents ranked the features in the following order, from most important to least important:

1. Easy-to-browse book shelving
2. Large play area
3. Comfortable seating
4. Expanded story room
5. Better lighting and more windows
6. More coat racks and stroller storage
7. Computers & iPads
8. More study tables

Through all of the comments gathered through these different methodologies, certain themes were consistent:

- Collections remain important. The public wants a good selection of books, magazines, audiovisual materials, puppets, toys, etc.
- The public sees the need for a larger play area and story room.
- Offering technology (computers, iPads, STEM activities) is important, but some people don’t want to see it emphasized over books, learning, and literacy.

In addition, there is support for all of the following:

- Improved bathrooms
- More and better seating and collaboration space, especially where a child and adult can sit together
- Availability of both quiet study places and areas for play and collaboration
- A self-check machine in the Youth Room
- A less crowded and more logical layout, better wayfinding, and a more seamless connection from the lobby into the Youth Room
- A less claustrophobic space and a more up-to-date atmosphere
- A layout that better accommodates children with special needs
- Full ADA-accessibility throughout the space, including in the book stacks and public restrooms
- Adding one stall to the women’s restroom and one urinal to the men’s restroom
- Keeping—and expanding—the windows, to make them child-height
- Enhancing the connection to Shain Park, other downtown buildings, and people walking by the building
- Flexibility for the future—perhaps using movable and modular furniture and shelving.
- An outdoor seating space
- Something interactive on the outside of the building for people to use
Conceptual/Schematic Design of Phase 2

After careful consultation with the Library’s staff and Building Committee, LZG has developed a plan for the Youth room that calls for the following:

- Expanding the Youth Room by approximately 40%—i.e. 2,000 square feet. This expansion would carry the Library building toward both the east and north. The expanded Youth Room would be clad in heat-and glare-reducing glass from floor to ceiling.
- Renovating the existing Youth Room, including public, staff, and storage spaces. The play area would increase in size by 130%, and the story room would increase by 160%. The number of seats would increase by 50%.
- Widening of the hallway leading from the lobby toward the Youth Room. This would help circulation flow and succeed in better connecting the Youth Room to Adult Services. In effect, it would be a continuation of the “main street” already existing in Adult Services. The hallway would contain display cases and a large aquarium. Off the hallway would be a room for strollers and backpacks.
- Enhancing the arrangement of shelving and furniture in order to make the space ADA-compliant.
- Upgrading the public restrooms on the main floor, making them ADA-compliant in the process.
- Re-using existing shelving, wherever possible.
- Adding new furniture and fixtures, carrying through on a number of design features used in the Adult Services renovation.
- Honoring the 1927 building wherever possible by exposing and highlighting the original brick.
- Adding an outside Youth terrace on the north side of the building.
- Landscaping the exterior of the building to make an appropriate transition to Shain Park.

Renderings of the design are contained in Appendix A.

Funding of Phase 2

An updated cost estimate of Phase 2, developed by LZG, is contained in Appendix B. The estimated cost of the project in 2019 dollars comes to $2,348,000.

It is the hope of the Library Board that funding of this project will proceed in accordance with the City’s previously established funding vision, taking into account other City funding initiatives. Further discussion about it will take place at the April 28 City budget hearing.

Timeline of Phase 2

If there is continued support the building vision and financing is available, the Library Board would like to begin the construction of Phase 2 in fall 2019.

Phase 3: Circulation, Front Entrance, Outdoor Plaza

The plans for Phase 2 would easily accommodate the construction of Phase 3—the last of the building vision’s three phases—at a future date. Phase 3 would occur in fiscal year 2022-23 if we follow the timeline of the long-range building vision presented to the City Commission in January 2016 and January 2017. Phase 3 would consist of the following elements:
Renovation of the Commons/Circulation area.

Development of a new entry. This would probably consist of a glass enclosure of the area lying underneath the Birkerts curve. The steps to the main floor would be redone and reduced in scope. An elevator would be installed to transport people who need assistance from street level to the main floor. A café would be placed inside the glass enclosure connected to the outside plaza.

Upgrade of the outdoor plaza next to the new enclosed entry. The construction in Phases 2 and 3 would take a toll on the existing plaza, and enclosing the area under the Birkerts curve would transform the setting. Therefore, an upgrade to the outdoor space would be advisable. It also offers the opportunity to connect the Library in a more effective manner to Shain Park, The Community House, and rest of Birmingham’s civic center. The Library believes the replacement of concrete with aggregate pavement—as well as improvements to the hardscape, landscape, and lighting—should be considered.

Installation of a skylight at the entrance to the Library and possible skylights around the exterior of the 1927 building, along the line where the 1927 building meets the 1960 and 1981 additions. The skylight at the entrance would allow natural light to flood into the interior of the building and would expose the peak of the 1927 building to patrons walking into the Library. LED lighting, installed during Phases 1 and 2, would continue to be used to highlight the brick walls of the 1927 building when natural light is not present.

**Conclusion**

The Baldwin Public Library Board of Directors is pleased to present the Birmingham City Commission with its conceptual/schematic design for Phase 2, along with an updated cost estimate. Phase 2 achieves the following goals:

- Strengthens Birmingham’s civic center
- Increases the value that Baldwin delivers to residents
- Responds to public input
- Balances community needs, given limited resources
- Ensures Birmingham remains competitive against other communities with larger and more recently designed Youth Rooms

Phase 2 would bring the Library improvements in:

- Infrastructure, including technology
- Wayfinding
- Access for families (strollers, wheelchairs, etc.)
- Study and collaboration spaces
- Light and acoustics
- Aesthetics, including honoring the 1927 building

The process for Phase 2 would involve:

- Input from the public
- Consultation with City boards
- Following all City procedures
The Library Board looks forward to working with the Commission to develop an expanded Youth Room that both serves the needs of the community’s children and parents and helps integrate the Library building with Shain Park and the surrounding civic center.
Appendix A

Design Approach, Space Plans, and Renderings for Phase 2

The designs on the following eight pages were developed jointly by Luckenbach Ziegelman Gardner Architects LLG and the Baldwin Public Library Board of Directors and Library Staff.

The rendering on page 7 shows the Baldwin Library in the context of Birmingham’s civic center, but it does not actually reflect the Library as it would look after Phase 2, and Shain Park is not displayed as it currently looks. During my January 27 presentation, I will show an updated version of this rendering.

The orientation of the Youth Room stacks is still under discussion. Note that the floor plan on page 12 shows an east-west orientation, while other renderings show a north-south orientation.

Should the decision be made to proceed with this project, there will, of course, be a number of other modifications before the final plan is agreed on.
DESIGN APPROACH

CONTEXT
CIVIC CENTER

Luckenbach|Ziegelman|Gardner Architects
Project Scope

- **phase 2**
  - Renovation: Lighting/furniture/carpet (Costs based on Adult Services Phase 1)
  - Reorganize Youth Dept. Offices/Lighting
  - Extend "Main Street"
  - Toilet Rooms: Renovation: Title/petitions/fixtures
  - New one level addition to tie into existing Youth Room
  - New modular furniture/new carpet
  - HVAC

- **phase 3**
  - Remove existing drop ceiling
  - Expose existing structural concrete/allow ceiling
  - New lighting to match Grand Hall
  - New modular furniture/new carpet
  - Steiner renovation: Paint/flooring/woodwork
  - Possible relocation of book return & sorter
  - New cafe
  - Remove concrete steps/new steps up to Level 1 from grade & flooring
  - New elevator (glass)
  - Remove existing roof/add new skylights
  - New glass "skeleton frame" enclosure & entry (new fogs below)
  - Possible relocation of book return & sorter
  - New circulation desk
  - New electrical/lighting/HVAC/Internet technology
  - Remove existing concrete walls/stairs
  - New pavers (aggregate finish)
  - New exterior lighting/landscaping/landscape lighting
  - Skylights between 1927 Building, Birkerts Addition & Smith Addition
Bird’s Eye View of Expanded Youth Room, Showing Terrace
Widened Hallway Leading Toward Youth Room

Play Area with Story Room to Right
Play Area, Looking Toward Youth Office

Picture Book Shelves, with Story Room in Background
Computer Area and Exposed Brick of 1927 Building
Exterior View from South (Merrill Street) at end of Phase 2

Exterior View from South (Merrill Street), Showing Conceptual Design of Phase 3
Appendix B

Phase 2 Cost Estimates, Revised January 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>In 2018 Dollars</th>
<th>In 2019 Dollars</th>
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<tbody>
<tr>
<td>Construction costs—5,500 square-foot renovation</td>
<td>$ 630,000</td>
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<tr>
<td>Construction costs—2,026 square-foot expansion</td>
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<tr>
<td>Furniture, fixtures, and equipment</td>
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<tr>
<td>Architectural and engineering fees</td>
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<td>Landscaping, incl. terrace and seating facing Shain Park</td>
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<tr>
<td>Owner’s contingency (5%)</td>
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<tr>
<td><strong>Total in 2018 dollars</strong></td>
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<tr>
<td><strong>Total in 2019 dollars, factoring in 5% cost increase</strong></td>
<td>$2,348,000</td>
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<tr>
<td>Library contribution from unrestricted Trust funds, fund balance, &amp; fundraising</td>
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<tr>
<td><strong>Contribution from additional Library millage up to the Headlee cap</strong></td>
<td>$1,968,000</td>
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These costs include general conditions, construction phasing, and furniture and fixtures.

The anticipated cost in 2019 dollars is approximately $230,000 higher than the estimate of $2,117,170 that was projected in January 2016. One reason is that a couple of features were not included in that estimate, but have since been added—namely, ADA-compliant restrooms and landscaping around the expanded building. In addition, construction costs in the past two years have gone up considerably higher than the 4% inflation factor that was used at that time.

The Library is committed to keeping the costs of the project as low as possible. Some value engineering might be necessary when it comes to the design-development stage.
Appendix C
Youth Services Survey Results

The user survey was distributed via paper forms in the Youth Room and before and after programs from December 5 through 14. The survey was available online from December 4 through December 14. Users were notified of the opportunity to fill out the survey via the Library’s social media accounts and via an email sent to 874 contacts from the Library Board Updates, Renovation Updates, and Youth Events email lists. 88 surveys were received.

Do you see a need for renovation of the Youth Room?
Yes 92% 81 votes
No 8% 7 votes

Do you see a need for expansion of the Youth Room?
Yes 87.5% 77 votes
No 12.5% 11 votes

What are your favorite parts of the current Youth Room?
- Play area (5)
- The staff members are so friendly and great with children. Ms. Stephanie’s baby time is wonderful and Ms. Donna’s Mother Goose time is amazing too!
- Windows
- Big selection of books to check out
- Natural sun light
- Play area and story time room
- Ease of access for kids
- That it exists.
- Activities/crafts, computer stations, comfortable seating, and toys.
- Toy section and computers
- The librarians!
- Play area, soft seating, fish tank.
- Where the books are being housed. This should not be an activity center but a place you bring your child to pick out books to take home and read.
- Play area and story room
- The comprehensive materials and programs
- Computer Stations
- The play area, the iPads and of course the children’s books.
- The open layout of the central area, the amount of natural light that comes in during the day, and the Story Time room (specifically that it is closed off from the rest of the room, allowing for occasional moments of quiet).
- The play area for kids, and the books and DVDs of course!
- So many books!
- My kids like the iPads and art projects
- The play area and puppets
- Computers and activity rooms
- Play area and book collections
- Play area. Computer area. More room for friendly and inviting displays of books.
- I love the windows. It's nice to be able to look out at the park.
- The books!!!
- The librarians along with the crafts
- Bookshelves.
- Reading area
- Our family loves the new book area and play area. In addition, we love making a craft at the tables.
- View of Shain Park
- Helpful Librarians, Windows, play area, shelves new books, new posters on bulletin boards
- Workspaces and computers
- The play area and story room located within the Youth Room
- New releases, all bookshelves
- Crafts area and play area
- The computers for kids
- The natural light
- All of the children's books
- The Books!
- The space for small children to play
- Play area for the little ones
- Love it all.
- I like the room where the classes take place because it has a lot of learning instruments for the kids
- Play area, top 100 books
- The books! The chairs for sitting and reading together, the space for art
- Toys, puppets
- Daughter loves play area
- Play area, storytime, iPads, DVDs available, magazine collection
- The children love the play area, storytimes and other activities offered. The classroom needs to be enlarged.
- The common areas, media space and play area
- Dollhouse
- Story room, play area, fish tank, book selection
- Play area, light from windows
- Story time, staff
- The librarians and the play space
- The play area
- Play area, front desk area size and information areas, displays, globe, low book shelves in some areas.
- The books
- Play area, story time
- Toy section, art displays
What changes or additions would you like in the Youth Room?

- Bigger story room (2)
- Move the iPads to a corner instead of the center.
- A stem area (or cart with supplies)
- A train table
- Kitchen area
- Popular book subjects pre-sorted... trucks, dinosaurs, princesses, etc
- Montessori style toys and step stools for children to explore
- Window seats. Favorite library set up is the west Bloomfield library followed closely by the Southfield library. But Baldwin’s library staff is what makes me come back here as my main library. (2)
- Definitely more space and wider aisles. Better lighting and overall upgrade. Right now the rest of the library is very modern or classic. The youth room just looks dated unfortunately.
- Bigger story time room, bigger play area
- Needs to be much larger with much larger program room and it would be great to have an area for crafts/STEM projects. Also - move technology so it's not the first thing kids see when entering the space.
- Thomas the Train table, larger play area, more seating for parent/child.
- I actually like it a lot but sometimes the play area is very crowded
- None
- More space for expanded collections. Areas for moms to chat and babies to crawl. Study areas for tutors/kids. Bigger storytime space with maybe parking for strollers.
- Updated.
- Enlarged reading room
- More nooks, seating, tables, and workspaces. Better lighting. Something that is fun and creates a visual interest for kids. Get rid of things that can’t be sanitized. More books!
- Larger play area, larger area for story time/activities
- Closing doors to keep wee ones in, more comfy seating.
- More books for children to take home. Children need to be taught and encouraged to read. Play is necessary at other times.
- Area for Tweens to study and browse.
- More space for all activities—it’s too cramped
- Wide aisles, more shelving, more space in general.
- More space in aisles
- Perhaps a new carpet? And maybe some surface work on the columns throughout the room (like sanding the chinks).
- Bigger space between shelving, less claustrophobic, bathroom,
- More space to browse, better lighting
- All new furniture, places to sit on the floor with bean bags or mats. Smaller service area.
- More books and more space for children to do homework/research
- Expand the play area and activity rooms
- More space between shelving, more study areas, more reading space, bigger story/activity area
- I think more young families would come play if there was a larger play area.
• More variety and multiples of books
• Easier ability to find books in the stacks
• More organized cubbies for picture books.
• More private rooms.
• My husband uses a power chair and it is very difficult for him to get through the stacks to find our son when he walks to look at books. There are obstacles everywhere.
• Make it flexible to allow for changing needs in the future
• More space
• better use of space. larger seating areas
• More open areas and seating, larger story room, more shelving for books/sections
• More space, better light
• More imagination play
• Wider aisles, more seating, snack area for the kids
• More collection and people space. Just more space!
• More room for free play
• Too many to list here
• More room to sit and read or play quietly
• More space for books!
• An expanded small kid area, more tables at different heights, some open shelves to display more books at toddler level height (peek their interest), large area for bean bag chairs or cubes for kids to sit at and read in groups.
• Updated carpeting.
• More open play space, bright colors, cheerier atmosphere, more organized reference desk
• I wish the room where classes take place was much bigger. The playing area should also be bigger with more puzzles and learning toys. The troy library also had a “technology” area for toddlers with little toy tablets and toy computers that my son loves.
• More sitting/table space, more technology, larger story room
• More space for sitting and reading, some tables! A children’s makerspace or an area more dedicated to arts & crafts
• Separate spaces/zones targeted to different ages
• More room for kids to move around
• Mainly just a bigger play area with an expanded toy selection similar to the existing toys, which are great. Occasionally, the storytimes in the 2.5-3.5 age group can get a little crowded and that room can seem too small but the basement room would be way too big......however, most days the existing room is perfect just the way it is.
• Expand play area like the Bloomfield Library. Also children love computer at Bloomfield library. Seating/chairs for children
• More seating selection and larger areas for events
• Larger spaces - story room, play area, computer area, more view of Shain park/outdoors
• Bigger story time room
• Larger story room, more seating, nooks for kids to read
• Bigger play, better places to read
• Large play area
• An area that is closed off and is just for children under the age of 3. More room between aisles, moving a stroller and children thru the current aisles can be a challenge. Would love to see computers and iPads moved to their own room, so they are not in the public space (besides catalogue computers).
• An art activity area or more play
• Larger room, more room for books and pass through between shelves, larger hands on play area for toddlers but also for older children as well. bigger story room.
• More space! Better design with textures, cozy nooks, make-believe play
• A larger play area and more chairs/reading areas
• Larger storytime room, more iPads/computers, larger play area
• More space, softer rugs, more seating
• Area for strollers inside

Please rank the following items in order of importance, with #1 being the most important and #5 being least important.

**Easy-to-browse Book Shelving**

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<th>Percentage</th>
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<td>8.2%</td>
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<td>5</td>
<td>5 (least important)</td>
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**Large Play Area**

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<td>19.8%</td>
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<td>5</td>
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**Comfortable Seating**

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**Expanded Story Room**

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### Better Lighting and More Windows

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### More Coat Racks & Stroller Storage

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<td>5</td>
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### Computers & iPads

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### More Study Tables

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<tr>
<td>5</td>
<td>least important</td>
<td>11.9%</td>
<td>10 votes</td>
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### Where do you reside?

- Birmingham: 53 votes
- Beverly Hills: 16 votes
- Bingham Farms: 0 votes
- City of Bloomfield Hills: 2 votes
- West Bloomfield: 2 votes
- Troy: 2 votes
- Royal Oak: 1 vote
- Farmington Hills: 1 vote
- Southfield: 1 vote
- Detroit: 1 vote
- Berkley: 1 vote
- Auburn Hills: 1 vote
- Baldwin Employee: 1 vote
- Adjacent Community: 1 vote
- No answer: 1 vote
Age of child(ren) who visit(s) the Youth Room with you:

- 0-11 Months: 8
- 12-23 Months: 13
- 2: 13
- 3: 20
- 4: 10
- 5: 11
- 6: 13
- 7: 12
- 8: 8
- 9: 5
- 10: 7
- 11: 2
- 12: 2
- 13: 2
- None: 2
- No answer: 15

How often do you visit the Library’s Youth Room?

- Infrequently or never: 5.7% (5 votes)
- Once a quarter: 10.3% (9 votes)
- Once a month: 26.4% (23 votes)
- Once a week: 37.9% (33 votes)
- Several Times a week: 19.5% (17 votes)
- No answer: 1 vote

If you’d like to share more thoughts and feedback with the Library staff and Board, please share your name and contact information below.

- I am a sub at the library and would love to see the youth room redone in a way that shows off what a great library we are and what great staff we have!
- Our taxes should be used to foster reading. This is NOT a community center
- It would be nice to be able to check out books in the kids’ area.
- We go to several libraries in the area to take advantage of their youth services - would love to spend more time at Baldwin and would do so with more events and a variety of times (afternoons?)
- The staff that put on storytimes are fantastic! We love Miss Susan!
- The wall sticking out into outside ramp is a hazard! Shave off the corner or widen the ramp - cannot believe this passed building code.
LIBRARY REPORT

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

### Key Metrics Dashboard: December 2017

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<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
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<th>Off Target Cautionary On Target</th>
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<td>Circ (Charges &amp; Renewals)</td>
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<td>258,798</td>
<td>225,373</td>
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<td>On Target</td>
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<td>Self-Check Usage</td>
<td>21.5%</td>
<td>20.9%</td>
<td>22.7%</td>
<td>21.1%</td>
<td>25.0%</td>
<td>-2.3%</td>
<td>Off Target</td>
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<tr>
<td>% of Circ by Residents</td>
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<td>90.9%</td>
<td>90.8%</td>
<td>90.3%</td>
<td>90.0%</td>
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<td>% of Circ by Non-Residents</td>
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<td>9.1%</td>
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<td>10%</td>
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<td>843</td>
<td>783</td>
<td>4,270</td>
<td>4,484</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Technology Usage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database Sessions</td>
<td>1,476</td>
<td>1,017</td>
<td>9,121</td>
<td>5,576</td>
<td>5,183</td>
<td>3,938</td>
<td>On Target</td>
</tr>
<tr>
<td>Downloadable Content</td>
<td>6,753</td>
<td>6,456</td>
<td>43,073</td>
<td>37,964</td>
<td>37,673</td>
<td>5,400</td>
<td>On Target</td>
</tr>
<tr>
<td>Public Computer Usage</td>
<td>1,195</td>
<td>1,318</td>
<td>8,342</td>
<td>10,689</td>
<td>11,082</td>
<td>(2,740)</td>
<td>Off Target</td>
</tr>
<tr>
<td>Wireless Sessions</td>
<td>15,128</td>
<td>16,554</td>
<td>112,382</td>
<td>104,315</td>
<td>90,000</td>
<td>22,382</td>
<td>On Target</td>
</tr>
<tr>
<td>Website Hits/Pageviews</td>
<td>22,886</td>
<td>20,548</td>
<td>154,149</td>
<td>138,674</td>
<td>161,627</td>
<td>(7,478)</td>
<td>Off Target</td>
</tr>
<tr>
<td><strong>Program Attendance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults</td>
<td>311</td>
<td>120</td>
<td>2,806</td>
<td>2,247</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Programs for Adults</td>
<td>22</td>
<td>15</td>
<td>148</td>
<td>102</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teens</td>
<td>85</td>
<td>94</td>
<td>602</td>
<td>694</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Programs for Teens</td>
<td>11</td>
<td>5</td>
<td>66</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>1,315</td>
<td>757</td>
<td>10,289</td>
<td>9,936</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Programs for Youth</td>
<td>39</td>
<td>31</td>
<td>282</td>
<td>268</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Classes</td>
<td>14</td>
<td>1</td>
<td>177</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Computer Programs</td>
<td>5</td>
<td>5</td>
<td>49</td>
<td>35</td>
<td></td>
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<tr>
<td>Online Video Views</td>
<td>32</td>
<td>49</td>
<td>291</td>
<td>410</td>
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<td></td>
<td></td>
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<tr>
<td>Idea Lab Certifications</td>
<td>3</td>
<td>3</td>
<td>40</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Idea Lab Visits</td>
<td>43</td>
<td>198</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Program Attendance</td>
<td>1,757</td>
<td>1,021</td>
<td>14,165</td>
<td>13,487</td>
<td>10,250</td>
<td>3,915</td>
<td>On Target</td>
</tr>
<tr>
<td>Total # of Programs</td>
<td>77</td>
<td>56</td>
<td>545</td>
<td>445</td>
<td>433</td>
<td>112</td>
<td>On Target</td>
</tr>
<tr>
<td><strong>Gate Count</strong></td>
<td>18,572</td>
<td>17,908</td>
<td>135,899</td>
<td>141,100</td>
<td>138,057</td>
<td>(2,158)</td>
<td>Off Target</td>
</tr>
<tr>
<td><strong>Volunteer Hours</strong></td>
<td>86</td>
<td>50</td>
<td>1,230</td>
<td>1,215</td>
<td>900</td>
<td>330</td>
<td>On Target</td>
</tr>
<tr>
<td><strong>Social Media</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e-Newsletter Subscribers</td>
<td>-3</td>
<td>11</td>
<td>1793</td>
<td>1483</td>
<td>1761</td>
<td>32</td>
<td>On Target</td>
</tr>
<tr>
<td>Facebook Page Likes</td>
<td>-1</td>
<td>18</td>
<td>1785</td>
<td>1539</td>
<td>1777</td>
<td>8</td>
<td>On Target</td>
</tr>
<tr>
<td>Twitter Followers</td>
<td>6</td>
<td>23</td>
<td>1118</td>
<td>1020</td>
<td>1154</td>
<td>-36</td>
<td>Off Target</td>
</tr>
</tbody>
</table>

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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.

Key Metrics Explanation: December 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 both tracking well. We are on target.

- **Circulation**: Circulation is down 2.4% compared to FY 2016-17, but it is still over 10% higher than the target number we set for the first two quarters of FY 2017-18. Circulation in December 2017 was higher than in December 2016. This is at least partly because, in December 2016, 45,000 items from our collection had been placed in storage and were unavailable for checkout.

- **Technology Statistics**: The Library’s database usage, downloadable content usage, and wireless usage are all on target. Public computer usage is down significantly and is far below our target for this point in the year. This is partly because, since June, we have been experiencing issues with our Envisionware patron-management software and printer client, which has caused much frustration for patrons and staff. Our IT department is investigating the errors and issues and is working with Envisionware and our network engineer to troubleshoot. Website pageviews have increased compared to FY 2016-17, but we are still short of our FY 2017-18 goal.

- **Program Attendance**: Program attendance has been strong in the first two quarters and has surpassed both FY 2016-17 program attendance and our quarterly goal.

- **Gate Count**: Gate count (i.e., the number of people entering the Library) is 1.5% off target and is also less than last year’s number.
- **Volunteer Hours**: Total volunteer hours in the first two quarters of this fiscal year increased over volunteer hours for the same quarter in FY 2016-17. Teen librarian Elisabeth Phou created a separate application for our Teen volunteers and has been working to develop teen volunteers through her Teen Advisory Board meetings at both high schools. Her efforts have helped to increase volunteer hours this year.

- **Social Media**: We began tracking social media usage in May 2016 and have continued to see growth in e-newsletter subscribers, Twitter followers, and Facebook likes. Though we lost a few followers in December, our e-Newsletter and Facebook stats are on target. We fell 36 short of meeting our goal of 1,154 Twitter followers in the second quarter.

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**Services and Programs**

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

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**Battle of the Books Author Visit**

Each year, the Friends of the Baldwin Public Library sponsor a Battle of the Books author visit. In the Battle of the Books program, children from Birmingham Public Schools form teams, read from a selection of six books, and then come together on a single day to compete against each other in a trivia-type contest. Youth librarians always arrange to bring in the author of one of the selected books so that students can meet her and have books signed. This year, the person selected is Michigan author Alison DeCamp, who has written *My Near-Death Adventures*. On January 16, 17, and 18, she will visit the fourth- and fifth-grade classrooms at all Birmingham Public elementary schools as well as Birmingham Covington School. The Battle of the Books will take place on Saturday, February 10 at 10:00 a.m. at Seaholm High School.
**Financial Stability**
*Strategic goal: Develop and implement a solid financial plan that maximizes existing resources and actively pursues cost efficiencies and additional revenue streams.*

**Long-Range Planning Session**
The City’s long-range planning session will start at 8:30 a.m. on Saturday, January 27, at City Hall. The Library is scheduled to present at 1:15 p.m. Koschik will give a 15-minute presentation about the proposed Youth Services expansion and renovation project. The Building Committee and Luckenbach Ziegelman Gardner Architects are assisting Koschik in the development of this presentation.

**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**
Craft submitted press releases about programs and events to local media outlets. Press releases from the last month included:
- Winter Break Festivities for Children at the Baldwin Public Library
- Baldwin Library Recommends Best Books of 2017
- Celebrate Martin Luther King, Jr. Day with the Baldwin Library
- Local Authors Visit the Baldwin Library

**eNewsletters**
Bart Gioia, Computer Trainer, continues to compile and distribute the Library’s four monthly eNewsletters (Adult Events, Teen Events, Youth Events, and Library Board News).

**Marketing**
Michelle Hollo continues to work with Rebekah Craft designing projects and marketing materials for the Library. She has completed or is working on the following items:
- Updated branding for our new Home Delivery canvas mailing bags
- Early Literacy programming materials
- Spring Learn.Connect.Discover newsletter
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.

Volunteer Hours
86 volunteer hours were utilized in the month of December.

Staff Updates
Doug Koschik, Director, reached 27 years of service on January 9.
Darlene Poprafsky, Bookkeeper, reached 22 years of service on January 10.
Caroline Salucci, Youth Services Librarian, reached 13 years of service on January 4.

TLN Circulation Services Meeting
Kristen Tait, Circulation Services Coordinator, attended the TLN Circulation meeting on Thursday January 11. Most of the meeting was spent discussing TLN's May migration to the CARL ILS (integrated library system). In preparation, TLN libraries will suspend MeL borrowing and lending around 90 days prior to migration—i.e., around March 1. Stand-alone libraries, like Baldwin, will probably see a significant rise in borrowing requests as a result, since many TLN libraries now participate in MeL. It is also possible that reciprocal services might be limited for a short period of time before the migration. TLN delivery will not be affected by the migration.

Staff Changes: Full-Time Adult Services Librarian
Due to Josh Rouan’s promotion to Technical Services Coordinator, Baldwin had an opening for a full-time librarian in the Adult Services Department. After interviewing several candidates, the Library hired Sarah Bowman for the position. Sarah has worked at Baldwin for over a year, first as a substitute librarian and then as a part-time librarian in the Adult Services Department. Over the last year, she has done an outstanding job of managing the Library’s adult fiction collection, supervising its home delivery service, and providing top-notch reference and readers' advisory services. She has also earned a near cult-like following for her fun and creative craft programs. Sarah will step up her role in Adult Services by taking a larger part in planning the department’s programming, managing several additional collections—including fiction e-books, and assisting with the Library's social media presence.

We have posted Sarah’s part-time position and are accepting applications through January 17.
Part-time Youth Librarian Jocelyn Levin has accepted a full-time position at the Lyon Township Public Library, but will continue to work at Baldwin as a substitute librarian. We are considering how best to replace her hours.

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.

Bloomfield Hills
The Bloomfield Hills City Commission has decided to share among all of its members the responsibility of serving as liaison to the Baldwin Public Library Board. Mayor Pro Tem Susan McCarthy will attend the January meeting. The Commission is planning to have a representative attend at least quarterly, and City Manager Dave Hendrickson might sit in on occasional meetings as well.

Bingham Farms
Craft submitted information to the Village of Bingham Farms for inclusion in its quarterly newsletter.

MLK Breakfast
The Race Relations & Diversity Task Force and The Community House sponsored the annual Martin Luther King Jr. Day Breakfast on Monday, January 15, 2018. Youth Librarian Donna Smith put together a display of books and prepared a Celebrate Diversity bibliography for the
event. Doug Koschik, Rebekah Craft, Donna Smith, Bob Tera, Ashley Aidenbaum, David Underdown, and Jim Suhay attended event.

*Birmingham Next*
Rebekah Craft continues to host the Popular Reads book club at Next. Bart Gioia, Technology Trainer, continues to teach one computer class per month at Next.

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

*Birmingham All Seasons*
H Jennings, Head of Adult Services, is facilitating a monthly book club at All Seasons, the independent senior living facility in Birmingham.

*Active Shooter Training*
The Police Department will hold active shooter training in the basement of the Library on Thursday, Feb. 8, and Monday, Feb. 12, from 8:30 to 11:30. The basement will be closed off from the public during that time, and the training will also require the Adult Services office and the Staff Lounge to be vacated for approximately an hour and a half. All City of Birmingham employees, including Library staff, are invited to attend.

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**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.

*Roof Repair over Youth Services Addition*
In December the City of Birmingham worked with a contractor to repair two leaks on the roof of the Youth Services addition.

*January 7 Closure*
Shortly before 1:00 p.m. on Sunday, January 7, the fire alarm went off at the Library, and staff evacuated the building. The Fire Department inspected the building and found no fire, but reported that the building's fire suppression system wasn't working. The Fire Department instructed Library staff to close the building for the rest of the day. The City’s Maintenance Manager then called National Time & Signal, which sent a repair person to the building by 3:00 p.m. National Time & Signal determined that the fire alarm had been triggered by low water pressure in one of the building's main pipes. On Monday, January 8, a sprinkler repair company
came to the building to restore the water pressure. The Library’s water pressure had dropped because of water main breaks in the area, resulting from the extremely cold temperatures. The Library re-opened to the public on Monday, January 8, at its normal time.

*Family Restroom Ceiling*

The City of Birmingham repaired a leak in a sprinkler head in the ceiling of the Family Restroom. Baldwin’s Operations Assistant, Anthony Bogucki, repainted the ceiling and drywall repair on January 13.

*Sculpture*

Koschik will attend a meeting of the Public Arts Board on January 17 to discuss the process of selecting a new sculpture for the southwest lawn of the Library.
Adult Event Photos

Idea Lab Drop-in
December was busy at BPL! The month kicked off with a drop-in in the new Idea Lab. Idea Lab Supervisor Jeff Jimison helped patrons make a pop-up holiday card or ornament. The event coincided with the Wintermarkt and was very popular, with more than 40 families attending.

At left, Idea Lab Supervisor Jeff Jimison helps kids assemble their ornament.

Making Tassel Earrings and Cookies
Our patrons kept the creative juices flowing all month long, first by making tassel earrings with Adult Services Librarian Sarah Bowman, and then by making cookies for the Community Cookie Exchange.
McDermott and Rich Jazz Duo
Kelly McDermott and Rodney Rich helped BPL patrons get into the holiday spirit with a festive jazz concert, featuring beloved jazz standards and some holiday favorites.

Thank you to the Friends of the Baldwin Public Library for their generous sponsorship of our programs.
Maker Monday
In December Maker Monday visited the Idea Lab and attendees learned about using the laser engraver with Idea Lab Supervisor Jeff Jimison. On the left Drew watches as the engraver cuts out the pieces of a 3D reindeer puzzle. On the right Jeff shows the kids how to assemble the 3D reindeer, adding a button battery, copper tape, and a red LED light for a nose.

Gingerbread Houses
27 teens attended December’s program on making gingerbread houses, which was led by Teen Services Librarian Elisabeth Phou. The kids got really creative with the decorations!
All Day Anime
Teen anime lovers dressed up like their favorite character, made perler bead crafts and buttons, and ate popular Japanese snacks while watching and talking about anime – all day!
Youth Event Photos

Paper Circuit Greeting Cards
Students in grades 4 to 6 had a great time using their STEAM (science, technology, engineering, art, and math) skills to create greeting cards using paper circuits. Copper tape, LED lights, and batteries are used to create circuits on paper.

Sensory Bins for Babies and Toddlers
Winter Break 2017 saw hundreds of children and grown ups come to the library for crafts, Surprise Stories, and a program designed specifically for babies and toddlers. Each sensory bin held a different tactile experience for young children. There were soft, colorful scarves and a long dark cave, noise makers, and bottles with items hidden in rice.
Kids can have fun at library over break
December 22, 2017

Kids home from school over winter break and not heading on vacation? Birmingham’s Baldwin Public Library has an antidote to the winter blues with a load of winter break festivities that will be lots of fun while giving parents a much needed break.

The Baldwin Library announced it is hosting a variety of programs and activities to keep children active and engaged during winter break.

“Children are invited to go on a Goodnight Moon scavenger hunt throughout the library to find all the things ‘in the great green room,’” said Rebekah Craft, associate library director. “In addition to the following programs, visitors are welcome to make crafts at a station set up in the youth room.”

On Wednesday, December 27, at 2 p.m., Bubble Man Ron will perform an amazing bubble show, including bubbles inside bubbles, square bubbles, and more. Registration is required. Craft said the show is a perfect blend of science and fun for the whole family.

On Thursday, December 28, at 11 a.m., little ones can explore a variety of textures, colors and more in a room full of sensory bins geared for the very young at Sensory Bins for Babies and Toddlers. Older siblings are welcome.

There will be Family Movie Friday on Friday, December 28, at 11 a.m., where moviegoers are invited to come see a G-rated animated movie, wear pajamas, bring blankets and pillows, and sit on the floor. The movie lasts 102 minutes. Call 248.554.4670 for the movie title.

The Baldwin Public Library is located at 300 W. Merrill Street in downtown Birmingham.
Baldwin Library schedules winter break activities

Planning to stay at home during winter break? The Baldwin Library is hosting a variety of programs and activities to keep children active and engaged during down time from school. Children are invited to go on a “Goodnight Moon” scavenger hunt throughout the library to find all the things “in the great green room.” In addition to the following programs, visitors are welcome to make crafts at a station set up in the youth room.

**Bubble Man Ron**
2 p.m. Wednesday, Dec. 27. Registration required.
Bubbleologist Ron Loyd will perform his amazing bubble show. You’ll see bubbles inside of bubbles, square bubbles, and more. It is a perfect blend of science and fun for the whole family.

**Sensory Bins for Babies and Toddlers**
11 a.m. Thursday, Dec. 28
Let your little ones explore a variety of textures, colors and more in a room full of sensory bins geared for the very young. Older siblings are welcome, too.

**Family Movie Friday**
11 a.m. Friday, Dec. 28
Join us for an interactive screening. Feel free to wear pajamas, bring blankets and pillows and sit on the floor. The animated movie is rated G and lasts 102 minutes. Call 248-554-4670 for the title.
The Baldwin Public Library is located at 300 W. Merrill Street. For more information, go to www.baldwinlib.org.
Baldwin Library Books & Bites
In honor of Baldwin Library’s 90th birthday its annual fundraiser had a speakeasy spin this year. In fact, 13 of the 218 guests aged 90 and over got in free. Many, women especially, gussied up in Roaring Twenties accents to socialize, sip, sup, shop a chance raffle (16 winners) and play casino games with background jazz by musicians from the Michigan Philharmonic Orchestra. The comestibles and spirits were donated by The Bird & the Bread, Toast, Papa Joe’s, 7 Greens, The Great Harvest Bread Company, Whistle Stop Café, Svenska, Whole Foods Market, Big Rock Chophouse/The Reserve, Bistro Joe’s and Caruso World Coffee. Janelle Boyce and Jennifer Wheeler chaired the festivities that raised $20,000 for the Youth Room expansion. Their committee comprised Frank Pisano, Robert Whittington, Michelle Hollo, Missy Mark, Doug Koschik and Rebekah Craft.
Celebrate MKL Day at Baldwin Library

To celebrate, honor and recognize the life and accomplishments of Dr. Martin Luther King Jr., the Baldwin Library is hosting historical impersonator Rosie "Miz Rosie" Chapman at 3 p.m. Monday, Jan. 15.

Chapman will impersonate Rosa Parks, who became a close friend of King during the Montgomery bus boycott. Chapman's presentation will teach attendees about Parks's life and will give audience the chance to take the roles of bus driver, riders and others.

"Young and old alike are swept up in Miz Rosie's dramatic and energizing theatrical experience," said Donna Smith, youth librarian. "Through her presentations, storytelling becomes a useful educational tool for teaching cultural diversity, history, life skills, conflict resolution and social skills."

This is Chapman's sixth visit to the Baldwin Library for Martin Luther King Jr. Day. In previous years, she has presented on Madam C.J. Walker, Harriet Tubman, Coretta Scott King, Sojourner Truth and African folk tales.

In addition to performing across the country and in Australia, Scotland, Germany and Canada, Chapman offers professional development workshops for teachers, librarians and major corporations on cultural diversity awareness insights.

The Baldwin Public Library is located in downtown Birmingham at 300 W. Merrill Street. For more information, go to www.baldwinlib.org.
Martin Luther King Jr. celebrations happening in Oakland County

• The Rochester Community School District will host a Martin Luther King Jr. celebration, 6:30-8 p.m. Jan. 11 at the Rochester High School auditorium, 180 S. Livernois Road, open to the public, features student musical renditions, multimedia presentations and speeches.

• Oakland Community College is hosting a 2018 Martin Luther King Jr., Convocation, sponsored by the College Committee for Diversity and Inclusion, will be held from 10 a.m. to noon, Jan. 12 at the Smith Theatre at the college’s Orchard Ridge Campus, 27055 Orchard Lake Road, Farmington.

• Huron Valley Martin Luther King Jr. Day Celebration to feature art contest exhibit at The Suzanne Haskew Arts Center (SHAC) and March on Main Street in downtown Milford. The march is Jan. 14. The lineup begins at 12:15 p.m. from Prospect Hill to The SHAC in downtown Milford and the ceremony commences at 1 p.m. A food drive collection of ingredients to make Refried Bean Soup, is through Jan. 15 to benefit Community Sharing Outreach Center. A food drive meal assembly event is 4-7 p.m. Jan. 15 at The SHAC, hvmlkday.org.

• The 33rd annual MLK Peace Walk celebration begins at 9 a.m., with the walk starting at 9:30 a.m. Jan. 15, beginning at Hope United Methodist Church, 26275 Northwestern Hwy, Southfield, followed by a program at the Southfield Pavilion at 11 a.m., 248-790-0057, www.mlktaskforcemi.org.

• Martin Luther King, Jr. Day is 3-4 p.m. Jan. 15 at the Baldwin Public Library, 300 W. Merrill St., Birmingham, 248-647-1700, registration required, www.baldwinlib.org.
• Rev. Dr. Martin Luther King’s Birthday celebration is 1-7 p.m. Jan. 15 at the Farmington Hills Community Library Main Branch, 32737 W. 12 Mile Road, Farmington Hills, 248-848-4307, www.farmlib.org, free.

• Martin Luther King, Jr. Day is 11 a.m.-1:45 p.m. Jan. 15 at the Huntington Woods Library, 26415 Scotia Road, Huntington Woods, huntington-woods.lib.mi.us free.

• Celebration in honor of Dr. Martin Luther King, Jr. is 8 a.m. Jan. 15 at the Auburn Hills Community Center, 1827 N. Squirrel Road, Auburn Hills. The event features a continental breakfast, courtesy of Harbor Chase of Auburn Hills and guest speakers. Afterwards, we will gather in the gymnasium to make flannel tie blankets for those in need at the Grace Centers of Hope homeless shelter, also accepting blanket donations, call 248-370-9353, auburnhills.org.
Looking for book suggestions? Stop by the Baldwin Library for recommendations from librarians. We’re here to help you find your next great read, and we love to hear about favorites you’ve read, too.

**Fiction Books for Adults**

*The Defectors* by Joseph Kanon
It’s early 1960s Moscow, and two brothers, one currently CIA, one formerly CIA turned KGB, play cat and mouse with each other, trusting no one, especially not each other. This almost completely dialogue-driven book is one of the most exciting spy thrillers to be published in a long time.

–recommended by Denise

*Security* by Gina Wohlsdorf
The luxurious and state-of-the-art Manderlay Resort is on track to a grand opening, thanks to the Manager of Operations, Tessa. Unfortunately, there’s a killer eliminating her staff one floor at a time. This contemporary thriller with the teeth of Stephen King novel offers a taste of Halloween horror and humor.

–recommended by Dan

**Non-Fiction Books for Adults**

*Born a Crime* by Trevor Noah
Trevor Noah’s funny, witty, and touching autobiography tells of his childhood in South Africa, where he was considered illegal because he was born mixed race. That Trevor Noah survived his youth to achieve what he so far has is really quite remarkable. I found this book to be a fast read and a book that stayed with me long after I finished it.

–recommended by Sue

*Giant of the Senate* by Al Franken
Funny, thoughtful memoir about the workings of show business and the United States Senate. Did I say it was funny?

–recommended by Karen

*The Not-Quite States of America* by Doug Mack
The author gives an interesting firsthand account of life in the oft-forgotten world of United States territories, bringing to light the neglect toward and subsequent suffering of their peoples. From Puerto Rico to American Samoa, the U.S. Virgin Islands and the Northern Marianas, Mr. Mack concisely presents the beauties and struggles of cultures left in a bizarre legal limbo.

–recommended by Cameron

*Three Days in January: Dwight Eisenhower’s Final Mission* by Bret Baier
Anyone interested in presidential history will certainly enjoy this well-researched book on our 34th president. Although we are provided with an overview of President Eisenhower’s life, the focus of the book is on his last days in power and his desire to transition and advise the incoming president and the nation of the perils facing the country. In his farewell address to the nation on January 17, 1961, he states, “during the long lane of the history yet to be written, America knows that this world of ours, ever growing smaller, must avoid becoming a community of dreadful fear and hate, and be, instead, a proud confederation of mutual trust and respect.” Eisenhower’s leadership, wisdom, and character are clearly evidenced in this book.

–recommended by Susan

*Touching the Wild: Living with the Mule Deer of Deadman Gulch* by Joe Hutto
The author recounts of his acceptance by mule deer into their herd. The mule deer’s compassion and grace, awareness and intelligence, and joy and sorrow caused a shift in Hutto’s perception of reality.
Anyone interested in ethology and learning more about the consciousness of an amazing creature that we share this planet with will be captivated by this book. –recommended by Mick

**Books for Youth and Teens**

*Insignificant Events in the Life of a Cactus* by Dusti Bowling

I’ve heard of people wanting to enter the world of a story to meet the characters, but I never had that happen until I met endearing and inspiring “Armless Aven,” as one friend calls her. I highly recommend this thoughtful, humorous, not-to-be-missed wonder of a book for all ages. –recommended by Donna
Looking for book suggestions? Stop by the Baldwin Library for recommendations from librarians. We’re here to help you find your next great read and we love to hear about favorites you’ve read, too.

**Fiction Books for Adults**

*Darwin’s Backyard: How Small Experiments Led to a Big Theory* by James T. Costa
This engaging biography uses anecdotes and personal correspondence to document how Darwin enlisted his wife Emma, their children, various maids and butlers, extended family, friends, and houseguests to help conduct backyard research to support (or sometimes shoot down) various theories. Every heavily-documented chapter ends with a replicable experiment. —recommended by Kathleen

*Eleanor Oliphant is Completely Fine* by Gail Honeyman
Eleanor struggles with her damaging past, an inability to connect with even well-meaning acquaintances, and trouble dealing with anything outside of her daily routine. But she is also a complex and sympathetic heroine. Her transformation doesn’t happen overnight, but her dark humor and survivor spirit make for a character that is easy to care for and a book that is hard to put down. —recommended by Sarah

*A Gentleman in Moscow* by Amor Towles
Despite Count Rostov’s confinement in Moscow’s Metropol Hotel, his life is as rich and full as life can be. The novel is smart, funny, tender, romantic, historical, relevant, wise, and more. —recommended by Liz

*I’m Thinking of Ending Things* by Iain Reid
You won’t solve the mystery until it’s too late in this psychological horror thriller. —recommended by Dan

*Young Jane Young* by Gabrielle Zevin
Told in five parts from the perspectives of various women affected by 20-something Aviva Grossman’s affair with a married Congressman from Florida, Zevin’s riff on the Monica Lewinsky scandal is authentic, insightful, clever and laugh-out-loud funny. —recommended by Maria

**Books for Youth & Teens**

*The Hate U Give* by Angie Thomas
This powerful YA book looks at racially-motivated police brutality through the eyes of a 16-year-old black girl named Starr, who sees her unarmed best friend get shot by a cop, and then has to decide if she should stand up for what is right. —recommended by Elisabeth

*The Last Magician* by Lisa Maxwell
This is a gripping, fast-paced fantasy novel for teens with an ending that will leave the reader breathless with anticipation for the next in the series. Maxwell’s fantasized version of New York pulls the reader in with realistic details and cleverly crafted magical elements that blend seamlessly to create an alternate world. —recommended by Stephanie

*Stella Diaz Has Something to Say* by Angela Dominguez
This entertaining middle-grade chapter book will leave readers cheering for Stella as she learns to ride a bike, make new friends, react to bullies, and start talking a lot more. —recommended by Caroline
Help pick a new logo for the City of Birmingham

The City of Birmingham is asking its residents and business owners for input into the design of a possible new city logo. The logo project began more than a year ago and culminates in a city-wide survey which asks for input and preferences on the design of six logos, which include the city’s current logo.

There are several ways to participate in the logo survey process. Starting January 2, 2018, residents and business owners may:

- Go to the SurveyMonkey site at: surveymonkey.com/r/newyearnewlogo and take the electronic version of the survey;
- Fill out a paper copy and drop off the survey at:
  - City Hall, 151 Martin St.
  - Baldwin Public Library, 300 Merrill, or NEXT, 2121 Midvale St.
  - Go the Birmingham city website at: www.bhamgov.org, or
- Respond to an email invite.

The city will accept only one response per email, and residents are encouraged to vote any time in the month of January to rank the six logo choices. After the campaign ends, results will be compiled and presented to the City Commission for review.
The current logo includes a graphic of a green tree next to the words “City of Birmingham” in script, and shows a winding roadway, believed to represent Woodward Avenue. The current design is more than 20 years old.

“We are looking forward to gathering this very important information,” said Andrew Harris, City of Birmingham mayor. “There’s been a push to refresh the current logo, and we want to make sure there is input from the entire community. We want to know what the public thinks.”
Residents and business owners can vote for and comment on six designs that could become the city of Birmingham’s new logo.

Screenshot taken from bhamgov.org

BIRMINGHAM — It’s not quite a midlife crisis, but just in time for its 200th anniversary, the city of Birmingham is getting a bit of a makeover.

Or rather, the city’s letterhead is.

Last week, the city started asking residents and business owners for their input on a design for a new city logo. More than a year ago, city officials began working with consultants on creating a new logo to replace the current one, which has been in place for 20 years.

“We are looking forward to gathering this very important information,” Birmingham Mayor Andrew Harris said in a press release. “There’s been a push to refresh the current logo, and we want to make sure there is input from the entire community. We want to know what the public thinks.”

Residents can vote for their favorite design in several ways. They can vote at surveymonkey.com/r/newyearnewlogo and take the electronic version of the survey. There’s also a link to the survey on the city’s website, bhamgov.org.

Residents can also fill out a paper copy of the survey at City Hall, Baldwin Public Library and the Next senior center.
Only one response per email address will be accepted, and once the campaign ends at the end of January, results will be tabulated and reviewed by the City Commission.

“The process started with the establishment of a committee,” explained Birmingham Communications Director Kevin Byrnes. “The committee prepared a (request for qualifications) soliciting interest for the services of a professional firm to work with. The committee worked with the firm over the course of several months and recommended a few alternatives for consideration. We are continuing to solicit input on the finalization of a logo.”

Last March, City Manager Joe Valentine explained that the city paid about $5,000 from its general fund for insurance and other needs associated with the cost of working with McCann Worldwide to create the logos, but the work was done as an “in-kind arrangement.”

“We have had the current logo for … 20 years. With Birmingham being such a dynamic city, we want to make sure our logo reflects our image,” Byrnes added.

Birmingham City Hall is located at 151 Martin St. in downtown Birmingham.

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

Next is located at 2121 Midvale St. in Birmingham.
Lance Werner: LJ’s 2018 Librarian of the Year

By Lisa Peet on January 2, 2018 6 Comments

Executive Director, Kent District Library, MI

If you ask Lance Werner, executive director of the Kent District Library (KDL), MI, what makes him a strong leader, an effective legislative advocate, and a champion of access for his patrons, his answer is simple: it’s all about forming relationships—with his staff, legislators, local business owners and CEOs, county commissioners, Michigan Library Association (MLA) administrators, LIS educators, patrons, and anyone else in a 100-mile radius. Ask him again, and he’ll bring up words such as kindness and empathy and that he loves his job. Underneath those soft skills lie persistence and passion. Werner gets the job done, whether that involves convincing KDL trustees to invest $400,000 in ebooks, testifying before the Michigan Senate and House committees to win tax capture amnesty for libraries, securing health care for part-time KDL employees, spearheading a countywide literacy initiative, or securing grant money to bring back the library’s bookmobile after a 30-year hiatus. It’s no surprise that he was named a 2016 LJ Mover & Shaker and the 2017 MLA Librarian of the Year. Add to those accolades the 2018 Library Journal Librarian of the Year, sponsored by Baker & Taylor. Ask Werner why, and he’ll tell you it’s just a matter of being a regular guy who cares about his constituents. Ask his constituents, and they’ll tell you there’s more to the story.

THE LONG ROAD TO THE LIBRARY

Werner’s path to KDL was, as he puts it, “meandering.” He initially wanted to become an FBI agent and enrolled in the Michigan State University College of Law in East Lansing. Halfway through law school, Werner met his wife, who had a young daughter, and “I decided maybe working for the FBI wasn’t such a great job for a new family man,” he recalls. He loved his part-time library job (following in the footsteps of his mother, a librarian), so he decided to pursue a master’s degree in library and information science—not instead of the law degree but in addition to it.

Werner enrolled at Detroit’s Wayne State University with the goal of becoming an academic law librarian. He graduated from law school, took off a semester from Wayne State to study for (and pass) the bar, and earned his MLIS in 2004. Although he liked his first job as a reference librarian in a law library, Werner says, “I wanted a new challenge.”

He took a job at the Michigan State Library, in Lansing, as a library law specialist. In the process, “I developed this profound respect and a greater understanding of the invaluable work that public libraries do,” says Werner. In 2009, he made the move to the Capital Area District Library, also in Lansing, where he served as director for two years.
Yet Werner had his sights set on the 18-branch KDL, which had a reputation for out-of-the-box thinking that appealed to him. When the director’s position opened up at KDL, longtime board member Shirley Bruursema encouraged Werner to apply; he stepped into the role in 2011.

**WHERE THE PEOPLE ARE**

At his first board meeting as KDL director—“before anyone knew my name”—Werner proposed that the board spend half a million dollars to build the library’s ebook collection. “I think the board thought I was insane,” says Werner. But he’d made his point, and at the next meeting the board approved a $400,000 investment. KDL was the first public library in the state to offer e-magazines, e-movies, e-comics, and, in early 2016, streaming video games. (Werner repaid the board’s trust—literally—in 2014, when he helped secure a 45 percent increase in library millage, convincing several antitax opponents to vote yes and securing library funding into the future.) Still, content is only useful if it can be accessed. Much of Kent County’s 734 square miles are rural, and with the state’s savage winters, transportation is a major issue. Werner recognized the county’s access limitations as a digital divide issue and began circulating iPads and Wi-Fi hot spots. “It’s another philosophy of ours that we want to be wherever people are—we want to meet them on their own terms,” Werner explains.

In addition to ensuring that the library’s now-robust electronic collection could reach all customers, Werner had a series of Little Free Libraries installed around the county. There are currently 14, housed in community centers, senior centers, parks, and the local airport. And thanks to a recent $208,000 grant from the Steelcase Foundation, KDL’s new bookmobile will be hitting the streets in 2018.

In 2016, Werner worked with his team of directors to create a new manager of community outreach position to reach out to residents not adequately served by the library. The role was filled by Ruben
Werner with Gail Madziar, executive director of the Michigan Library Association.  
Photo by Adam Bird, Bird + Bird Studio

Campos, who is fluent in Spanish; 6.55 percent of Kent County’s population is made up of native Spanish speakers. The library has since seen increased interest in Spanish materials and more Spanish entries in the Write Michigan writing contest it cosponsors.

A LEG UP ON LITERACY

Werner has also stepped up KDL’s literacy initiatives. Approximately one-third of Kent County’s third graders read below grade level, and the low literacy rate among adults hovers at about 14 percent. Under his watch, KDL instituted a multipronged early literacy resource, Play Grow Read, that provides information for parents and caregivers and features crafts, recipes, and other activities linked to reading. Local organizations, including the Literacy Center of West Michigan (LCWM), the Kent Intermediate School District, and Steelcase Corporation, have actively partnered with the library to help implement the program, as well as a collaboration between Grand Rapids Community College and KDL to provide all-ages STEAM (science, technology, engineering, the arts, and mathematics) programming.

The Kelloggsville school district opened a new high school in October 2017, with a multilevel media center staffed by KDL librarians and stocked with materials from the library’s collection that will feature a rotation of KDL programs. Not only will the media center serve Kelloggsville High School students—71 percent of whom come from low-income families—but it will be open to the general public outside of school hours.

LEGISLATING FOR LIBRARIES

While shifting the culture both in and outside of his library, Werner has also been effecting top-down changes for libraries across the state. Since joining the MLA in 2009, Werner has been the organization’s president and chair of the legislative committee and an active advocate on its behalf. In late 2015, the state was faced with an amended finance reform measure, SB 571, containing language that would have prevented libraries from communicating “by means of radio, television, mass mailing, or prerecorded telephone message if that communication references a local ballot question” for 60 days prior to an election. This would have effectively placed a gag order on libraries when they most needed to get the word out. Werner met with Lisa Posthumus Lyons, then a Republican member of the Michigan House of Representatives from Kent County’s district, to suggest alternate language for the bill.

“I understand you’re worried about this whole concept of electioneering, using public moneys to [advocate] for the yes vote, which is illegal,” he recalled telling Lyons. “But this legislation is going to hurt us.” Lyons agreed and adopted some of the wording Werner suggested. The bill eventually passed despite their efforts, although Gov. Rick Snyder provided clarifying language that worked in libraries’ favor.

Werner’s efforts on tax capture relief, however, were an unqualified win. For more than 20 years, the MLA and the library community had been fighting the use of a percentage of library millages to benefit various Michigan development organizations, often against the libraries’ wishes and without taxpayer approval, that took more than $10 million from library coffers annually.

Werner testified before the state House and Senate for a bill exempting libraries from the allocation as part of an extensive library-driven advocacy effort. In early 2017, SB 619-624, legislation redressing that appropriation, passed both chambers.

“This is what I said to the legislators,” Werner told LJ. “This is important to us because transparency’s important. When people come to me and [ask], ‘What’s my money being used for?’ I can’t tell them…. And that’s a crime.” Governor Snyder signed the bill into law on January 10, and Michigan libraries are now entitled to opt out of all new tax capture.

This was a major milestone for Michigan’s libraries, says MLA executive director Gail Madziar, who initiated Werner’s nomination, and much of its success had to do with Werner’s relationship with his elected officials. When he brought the issue up, she explains, “They already understood that he was a good spokesperson for the community and had his finger on the pulse of what the community wanted. I think when it’s time to ask for support from your representatives and senators, and they know that you are a knowledgeable source for reliable information about…their constituents, then they’re going to be much more open to listening to your requests.”

PUTTING THE “HUMAN” IN HR
Recently, Werner and the KDL human resources (HR) department unveiled a series of benefit programs for part-time staff members, including one that will provide primary health care at no cost to the employee. The service covers doctors’ visits and prescriptions in full. KDL has also instituted a four-year student loan assistance program for employees and in 2017 arranged a disability audit for the branches, conducted by Disability Advocates of Kent County (DAKC). As a result, the library became the first recipient of DAKC’s Community Champion Award.

“At any organization, it takes backing from the leadership to make change happen. It’s as simple as that,” says the library’s director of HR and organizational development Brian Mortimore. “At KDL, Lance has gone beyond simply backing these changes that have so positively impacted the lives of staff and patrons—he has embraced them in a profoundly passionate manner and helped take them to the next level.”

LEADER TO LEADER Werner’s ongoing relationships with his representatives, such as Rep. Tom Hooker (r.), Michigan House of Representatives 77th District, who supported the tax capture opt out vote, are a crucial part of his effectiveness at the state level.

Werner’s care extends far beyond the library walls. In October 2017, he helped organize a KDL fundraiser and book drive to help the Port Arthur Public Library, TX, reopen its doors after losing all its children’s materials, DVDs, and audiobooks to damage from Hurricane Harvey. The goal is to get the Texas library up and running again by March, but along the way KDL hopes to inspire other libraries to support one another.

“It’s evident…that Lance is passionate”—that word again—“about supporting other cultural institutions,” says Rich Baker, president and CEO of the Grand Rapids Area Chamber of Commerce, “whether it means bringing together a handful of local organizations to collaborate on a project or leveraging his resources to lend a helping hand to another library over 1,000 miles away.” Werner also serves on the Lakeland Library Cooperative Board and on the advisory board of the Wayne State Capital Campaign Committee, fundraising and working on strategic planning and curriculum issues. This last is both service oriented and part of minding the shop, says Werner—he often hires Wayne State grads, and “I can ensure that I have great librarians by being involved at that level.”

“JUST LANCE” How has Werner accomplished so much in his six years at KDL? “I made a point of getting to know everybody,” he says. “I wanted to hear their stories, I wanted to figure out what their concerns were, and figure out a way that the library can meet those concerns.” He adds, “Things I’ve been able to accomplish legislatively have all been based on the friendships that I have, real friendships, with the folks who represent this county.”

Fishing helps, too, explains Werner. “I go fishing with a lot of different people during steelhead season because it helps buttress our relationships, it’s a good time with friends, and it gives us the chance to talk about issues and have a genuine conversation.” Werner’s spirit of generosity has also allied him with library leaders, users, and supporters well beyond his region. “Lance brings a passion for…all libraries, not just his,” says MLA’s Madziar. “When he’s working on an issue or he’s coming up with new ideas or some state-of-the-art technology that he wants to get into his library, he’s thinking of libraries across the state, across the country.”
“I preach the gospel of ‘don’t make it too complicated,’” says Werner. “Always act with kindness, love, and empathy. Try your hardest, be passionate, believe in what you’re doing, and things are going to work out fine.”

“This is the best time ever to work in the library,” Werner adds. Because we’re at a crossroads, and we can make changes that will impact how library service is offered for the next hundred years…we can do something that can change the trajectory and push us to a new level. And that’s the greatest gift at all.”

This article was published in Library Journal’s January 1, 2018 issue. Subscribe today and save up to 35% off the regular subscription rate.
Upcoming Events of Interest

After-Hours Laser Tag for Teens
Friday, January 19, 2018, 6:30 p.m. - 8:30 p.m.
Play an exciting game of laser tag in the library after it closes. Players must arrive by 6:30 p.m. and have a ride home at 8:30 p.m. Grades 6-12, registration and signed permission slip required.

Greetings from Detroit, with Dan Austin
Monday, January 22, 2018, 7:00 p.m. - 8:00 p.m. Registration required.
Author Dan Austin discusses his most recent book, "Greetings from Detroit: Historic Postcards from the Motor City."

Weird Science
Thursday, January 25, 2018, 4:30 p.m. - 5:30 p.m. Registration required
Try out some wacky science experiments using common household items. Guaranteed hands-on fun, but we warned: things might get a little messy! Grades 1 to 3.

Petite Pets
Monday, January 29, 2018, 6:30 p.m. - 7:30 p.m. Registration required.
Mike Palmer, owner of Premier Pet Supply, will show a variety of small animals, discuss their characteristics and care needs, and give you a chance to pet them!

Mukho Memories, with Don Haffner
Tuesday, January 30, 2018, 7:00 p.m. - 8:00 p.m. Registration required.
OCC history professor Don Haffner will discuss his memoir, "Mukho Memories: a Peace Corps/Korea Memoir."

Using Password Managers
Saturday, February 10, 2018, 2:00 p.m. - 3:00 p.m. Registration required
Learn how to use password managers and improve your password hygiene. A Librarian will show you how to get started.

Valentine’s Ikebana Arrangement
Monday, February 12, 2018, 7:00 p.m. - 8:30 p.m. Registration required
Learn the Japanese art of flower arranging by making your own holiday Morimono creation to take home. Taught by Leslie Rosinski, a Certified Instructor from the Ikebana International Detroit Chapter.

The Underground Railroad, with Evelyn Millstein
Tuesday, February 13, 2018, 7:00 p.m. - 8:00 p.m. Registration required
Hear local author Evelyn Millstein's talk about the Underground Railroad, based on her book, "The Underground Railroad: A Movement That Changed America."

The Sphinx Organization Presents The Ivalas Quartet
Saturday, February 17, 2018, 2:00 p.m. - 3:00 p.m. Registration required
The Sphinx Organization addresses the stark under-representation of people of color in classical music, and is dedicated to transforming lives through the power of diversity in the arts. The Ivalas Quartet is comprised of violinists Anita Dumar and Reuben Kebede, violinist Caleb Georges, and cellist Pedro Sánchez.
Baldwin Public Library Trust Meeting
Wednesday, January 17, 2018
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 December 18, 2017 minutes p. 87
   B. Acceptance of the December 2017 receipts of $15,056.51 p. 93
   C. Approval of the December 2017 disbursements of $13,241.81 p. 94

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, February 19, 2018.
1. **Call to Order**

The meeting was called to order by President Jim Suhay at 9:20 p.m.

Library Board present: Frank Pisano, Jim Suhay, David Underdown, Bob Tera, Ashley Aidenbaum, and Melissa Mark.

Absent and excused: None.

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

Members of the public present: David Bloom.

2. **Consent Agenda**

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

1st Tera
2nd Pisano

A roll call vote was taken.

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

The motion was approved unanimously.

3. **New and Miscellaneous Business:** Pisano thanked Ron Carpenter of Raymond James for attending a recent Finance Committee. The Trust continues to outperform its blended benchmarks. Suhay called attention to the approximately $278,000 in unrestricted general funds which could be used for the proposed upcoming renovations.

4. **Adjournment:**

**Motion:** To adjourn the meeting.

1st Pisano
2nd Aidenbaum

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

The motion was approved unanimously. The meeting was adjourned at 9:25 p.m. The next regular meeting will be on Wednesday, January 17, 2018.
Baldwin Public Library Trust: December 2017

December receipts totaled $15,056.51. December disbursements totaled $13,244.81.

The current value of the Trust is $1,607,107.67, divided up in the following way:

- **Total endowment investments**: $1,157,088.36
- **Endowment funds distributed for use**: $82,616.26
- **Total endowment funds**: $1,239,704.62

- **General spendable funds**: $281,103.81
- **Restricted funds**: $57,710.35
- **Naming rights for Rotary Tribute Room**: $28,588.89
- **Total non-endowment funds**: $367,403.05

**Total endowment funds**: $1,239,704.62
**Total non-endowment funds**: $367,403.05
**Total of all Trust funds**: $1,607,107.67

* 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.

In early January, the Trust received a $12,000 anonymous donation, which will be reflected in next month’s report. Doug Koschik and Rebekah Craft are working with the donor to identify items to purchase and programs to fund with this generous donation.
### Baldwin Public Library Trust
#### Portfolio Performance Benchmarks
##### As of December 31, 2017

<table>
<thead>
<tr>
<th>Index</th>
<th>2017: Entire Year</th>
<th>2016: Entire Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&amp;P 500 (Equity benchmark)</td>
<td>19.42%</td>
<td>11.95%</td>
</tr>
<tr>
<td>Global Aggregate (Bond benchmark)</td>
<td>6.48%</td>
<td>2.09%</td>
</tr>
<tr>
<td>Blended Return of Both Benchmarks*</td>
<td>16.19%</td>
<td>8.99%</td>
</tr>
<tr>
<td>Baldwin Trust’s Portfolio Return</td>
<td>17.60%</td>
<td>9.70%</td>
</tr>
<tr>
<td><strong>Trust’s Portfolio Performance Compared to Blended Return of Benchmarks</strong></td>
<td><strong>1.42%</strong></td>
<td><strong>0.71%</strong></td>
</tr>
</tbody>
</table>

*Since November 2017, the blended return has been calculated according to the Baldwin Trust’s current allocation of 75% equities and 25% fixed income, cash, and cash alternatives.*
<table>
<thead>
<tr>
<th>Prior Month</th>
<th>Current</th>
<th>Current</th>
<th>Change in</th>
<th>Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/17</td>
<td>Revenue</td>
<td>Revenue</td>
<td>Expenses</td>
<td>Expenses</td>
</tr>
<tr>
<td></td>
<td>12/31/17</td>
<td>Transfer</td>
<td>Transfer</td>
<td>Investment Balance</td>
</tr>
</tbody>
</table>

### Chemical Bank Checking:

- **Endowment Money**
  - Prior Month: $0.00
  - Current: $0.00
  - Transfer: $1,150.00
  - Ending: $1,150.00
  - Transfer: $0.00

- **2012 Books & Bites at Baldwin Fundraiser**
  - Prior Month: $0.00
  - Current: $0.00
  - Transfer: $0.00

- **2013 Books & Bites at Baldwin Fundraiser**
  - Prior Month: $0.00
  - Current: $0.00
  - Transfer: $0.00

- **2015 Books & Bites at Baldwin Fundraiser**
  - Prior Month: $0.00
  - Current: $0.00
  - Transfer: $388.80

- **2017 Books & Bites at Baldwin Fundraiser**
  - Prior Month: $0.00
  - Current: $0.00
  - Transfer: $551.37

- **Restricted Funds**
  - Prior Month: $1,220.67
  - Current: $0.00
  - Transfer: $11,151.64

- **General Spendable Funds**
  - Prior Month: $95.59
  - Current: $0.00
  - Transfer: $3.00

Total:
- **$1,316.26**
- **$0.00**
- **$13,244.81**
- **$68,440.49**
- **$13,300.00**
- **$1,371.45**

### Chemical Bank Money Market:

- **Endowment Budgeted Funds**
  - Prior Month: $84,523.15
  - Current: $0.00

- **Endowment Investment Funds**
  - Prior Month: $3,260.02
  - Current: $0.00

- **2012 Books & Bites at Baldwin Fundraiser**
  - Prior Month: $17.94
  - Current: $0.00

- **2013 Books & Bites at Baldwin Fundraiser**
  - Prior Month: $3,955.76
  - Current: $0.00

- **2015 Books & Bites at Baldwin Fundraiser**
  - Prior Month: $6,682.02
  - Current: $0.00

- **2017 Books & Bites at Baldwin Fundraiser**
  - Prior Month: $10,014.54
  - Current: $13,380.30

- **Restricted Funds**
  - Prior Month: $34,275.93
  - Current: $255.00

- **General Spendable Funds**
  - Prior Month: $0.00
  - Current: $0.00

- **General Spendable Mutual Funds**
  - Prior Month: $266,919.64
  - Current: $0.00

Total:
- **$153,580.69**
- **$13,300.00**

### Raymond James & Associates:

- **Endowment Fund Investments**
  - Prior Month: $1,169,048.14
  - Current: $0.00

- **Endowment Cash**
  - Prior Month: $1,993.51
  - Current: $0.00

- **Sub-total Endowment Funds**
  - Prior Month: $1,171,041.65
  - Current: $0.00

- **General Spendable Funds Cash**
  - Prior Month: $0.00
  - Current: $0.00

- **General Spendable Mutual Funds**
  - Prior Month: $266,919.64
  - Current: $0.00

Total:
- **$1,437,961.29**
- **$13,300.00**

Total All Funds:
- **$1,592,858.24**
- **$13,300.00**
# Baldwin Public Library Trust

## Endowment by Individual Fund

### December 31, 2017

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Purpose</th>
<th>Principal Amount</th>
<th>Value as of 2017/18</th>
<th>Earnings</th>
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$815,449.98 $1,058,863.40 $0.00 $0.00 $94,964.96 $1,153,828.36
# BALDWIN PUBLIC LIBRARY TRUST
## ENDOWMENT FUNDS BY DESIGNATION
### DECEMBER 31, 2017

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<th>Gift &amp; Tribute Funds</th>
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<th>Expense</th>
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Receipt Number Total: $15,056.51
# Check Register

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

## All Banks

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<th>Vendor</th>
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**Total Amount of Warrants:** $13,241.81