Baldwin Public Library
Library Board of Directors

Library Board Meeting

December 17, 2018

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

**TERA, ROBERT,** President  
315 Chesterfield Avenue  
Birmingham, MI 48009  
Home: (248) 646-2575  
Cell: (248) 515-6063  
e-mail: sugimori@sbcglobal.net  
Term expires 2019  
Finance and Policy Committees

**AIDENBAUM, ASHLEY M.**, Vice President  
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.**, Secretary  
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) 646-0463  
Cell: (248) 835-6058  
e-mail: frank.pisano@baldwinlib.org  
Term expires 2021  
Building and Finance Committees

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

**UNDERDOWN, DAVID**  
437 Suffield  
Birmingham, MI 48009  
Home: (248) 642-5337  
Cell: 248 909-1072  
e-mail: underdown34@gmail.com  
Term expires 2019  
Policy and Building Committees

**SCHAUFLER, CHELSEA,** Student Representative  
Home: (248) 765-0388  
e-mail: chelseasing2012@gmail.com  
Term expires February 2019
Baldwin Public Library Board Meeting  
Monday, December 17, 2018 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 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 November 19, 2018 minutes
B. Approval of November 2018 vendor payments in the amount of $188,450.98, including payments in excess of $6,000
C. Approval of total expenses in the amount of $355,890.86.

II. Board Reports and Special Announcements

A. President’s report
B. Board comments
C. Staff anniversaries
D. Fundraising update (Melissa Mark)
E. Chelsea Schaufler – Student representative materials
F. Upcoming events of interest (Rebekah Craft)

III. Board Committee Reports

A. Finance Committee (Frank Pisano)
B. Building Committee (Jim Suhay)
   i. Update on final drawings for Youth Room expansion & renovation

IV. Library Report

V. Liaisons

A. Friends of the Baldwin Public Library (no report)
B. Beverly Hills (Lee Peddie, Mayor, Beverly Hills Village Council)  
C. Bloomfield Hills (Susan McCarthy, Mayor, Bloomfield Hills City Commission)  

VII. Unfinished Business  
VIII. New & Miscellaneous Business  
IX. Items Removed from Consent Agenda  

X. Information Only  
   A. Baldwin presentation to Beverly Hills Village Council on December 4, 2018  
   B. Baldwin presentation to Bloomfield Hills City Commission on December 11, 2018  
   C. Library Board Student Representative High School Juniors and Parents Letter  
   D. Application for Library Board Student Representative  
   E. Downtown Publications article “Social Lights”  
   F. Birmingham Eagle article “New stories and new pals headed to Baldwin”  
   G. Birmingham Eagle article “Library seeks student board representative”  
   H. Birmingham Eagle article “Lecture series to wrap up with Peabody family”  
   J. Sacramento Bee article “Arrest made in killing of North Natomas librarian”  
   K. Upcoming events of interest  

XI. 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.  

XII. Adjournment  
Next regular meeting of Library Board: Wednesday, January 23, 2019 at 7:30 p.m.  

Suggested motion: To adjourn the December 17 Board Meeting.  

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 President Jim Suhay at 7:30 p.m., and all present recited the Pledge of Allegiance.

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

   Library Staff present: Doug Koschik, Library Director; Rebekah Craft, Associate Director.

   Friends of the Library Liaison: None.

   Contract community representatives present: None.

   Members of the public present: Jim Robb, Kim Shierk.

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

2. **Consent Agenda**

   **Motion to approve the consent agenda.**
   
   1st Aidenbaum
   2nd Pisano
   
   A roll call vote was taken.
   Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Underdown
   Nays: None.
   Absent and excused: None.
   The motion was approved unanimously.

3. **Election of Officers for 2018-2019**

   **Motion to elect Bob Tera as President.**
   
   1st Suhay
   2nd Underdown
   
   Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Underdown
   Nays: None.
   Absent and excused: None.
   The motion was approved unanimously.

   Suhay, the outgoing president, turned the meeting over to Tera, the new president.

   **Motion to elect Ashley Aidenbaum as Vice President.**
   
   1st Tera
2nd Mark
Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Underdown
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

**Motion to elect Melissa Mark as Secretary.**
1st Aidenbaum
2nd Pisano
Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Underdown.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

Tera thanked Suhay for his leadership this past year and expressed his appreciation for the support and confidence of the Board members.

4. **Board Reports and Special Announcements:**
Suhay turned the floor over to Koschik, who outlined the recent application from Jim Robb to donate to the City of Birmingham the sculpture “Michigan Spring” by Jim Miller-Melberg. Robb is the co-trustee of Miller-Melberg’s estate. On October 17, Birmingham’s Public Arts Board recommended that the City accept this gift and place it on Library grounds, pending approval by the Library Board. Koschik and several Board members had viewed the sculpture earlier in November and are excited to have a sculpture that will be displayed permanently. Everyone present expressed appreciation for the sculpture and eagerness to see it placed on the southwest lawn of the Library. See pages 29 to 36 in the November Board packet for related information, such as the public art donation application and a description of the sculpture.

**Motion to accept the recommendation of the site at the Library for Jim Miller-Melberg’s Michigan Spring” sculpture made by the Public Arts Board.**
1st Suhay
2nd Pisano
Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Underdown.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

Tera stated that he was pleased to be nominated as President and that he will work hard to represent the Board and Library. He commended the Building Committee members on their work with the Youth Services expansion and renovation, and thanked Melissa Mark for her work on fundraising for the Youth Services project.

Pisano wished Sheila and John Brice well. Sheila is a former Library Board member. Her husband John suffered a bad fall a few weeks ago. Pisano stated that the community is sending thoughts and prayers to the Brice family during his recovery.

Next, Pisano acknowledged the following staff anniversaries: Tremba (18 years); Wong (16 years); Dion (13 years); Gioia (11 years); and Gimby (7 years).
Mark updated the Board on the Youth Room fundraising endeavors to date. The net for the May 22, 2018 fundraiser is over $146,000, including outstanding pledges. In addition, the net from the recent Books & Bites fundraiser is approximately $27,000. The next phase is a fundraising-letter campaign. 500 letters went out recently to Library supporters. The Board is also investigating grants from local organizations. Mark has submitted a grant request to the Bloomfield Hills Branch of the Woman’s National Farm & Garden Association.

Craft called attention to a few of BPL’s upcoming events of interest, which are listed on page 88 of the November Board packet.

**Board Committee Reports:**

**Finance Committee:** Pisano reported that the Committee met on November 12, 2018 at 4:30 p.m. Complete minutes and details of that meeting can be found on pages 13 - 15 of the November Board packet. Two representatives from Plante & Moran attended the meeting and presented the audit report for FY 2017-2018, which gave BPL a clean opinion. The FY 2018-2019 budget continues to track well. The next meeting of the Finance Committee will be on December 10, 2018 at 4:30 p.m.

Tera noted that the audit report is an important document because it outlines the financial health of the Library. If members of the public have questions about the report, they are welcome to contact the Library to obtain a copy.

**Motion to accept Plante & Moran’s audit report for FY 2017-2018.**

1st Pisano  
2nd Underdown

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

**Building Committee:** Suhay discussed minutes from recent meetings on the Youth Room expansion and renovation. Final construction documents for design development are due on December 20, 2018, and everything appears to be on track. Since the last Board meeting, there have been four working sessions and three landscape subcommittee meetings. He reviewed the minutes from the most recent meetings, which can be found on pages 26 and 27 of the November Board packet. Suhay discussed landscaping plans for the building and Youth garden.

Craft discussed updates to the Grand Hall and the three-week schedule for project completion. Details can be found on pages 38 – 40 of the November Board packet.

5. **Library Report:**

Koschik mentioned the recent approval of BPL’s application for a grant from the Birmingham Area Cable Board for updates to the recording equipment in the Rotary Room. Koschik provided an update on the pending migration to Polaris, the Library’s new integrated library system. Koschik and Craft both thanked the Friends for their work on the book sale and mentioned the tireless efforts of Deb
Mohatarem, chair of the Book Sale. He also thanked Gary Eisele, Bob Glenn, Jim Suhay, Dave Underdown, Jay Reynolds, and Bob Borgon for their help cleaning up after the book sale.

Crafted updated the Board on the 1000 Books Before Kindergarten program and also mentioned that planning for this year’s Battle of the Books was well underway. Craft thanked all those who were involved in the recent Books & Bites fundraiser, a sentiment echoed by Underdown, who thanked the staff for their hard work. Pisano and Underdown suggested that we invite some of the principal members of the Books & Bites planning committee to the next Board meeting and properly express appreciation to them. Craft mentioned that the recent book sale raised over $10,000 for the Friends and that the sales of books in front of the Circulation Desk raised over $1,100 in October.

Complete details of the Library Report can be found on pages 41 – 65 of the November Board packet.

6. Liaisons

Friends: There was no report.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

7. Unfinished Business: None.

8. New and Miscellaneous Business:


10. Adjournment

Motion to adjourn the meeting.

1st Suhay
2nd Aidenbaum

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:56 p.m. The next regular meeting will be on Monday, December 17, 2018.

Melissa Mark, Secretary

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

_________________________  20________
Executive Library Director

Allowance of Vouchers

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

Secretary of the Baldwin Public Library Board
BOARD COMMITTEE REPORTS

Finance Committee
Building Committee
December Finance Committee Report

The Baldwin Public Library Board’s Finance Committee met on Monday, December 10, 2018, at 4:30 p.m. in the Delos Board Room. Present were Frank Pisano, Jim Suhay, Bob Tera, Doug Koschik, and Rebekah Craft.

- Koschik discussed the FY 2017-2018 budget. The budget is tracking well after five months.
  - In November, the Library received payments from the Beverly Hills and City of Bloomfield Hills, two of the Library’s contract communities.
  - The Library made a deposit payment to Advanced Lighting & Sound for upgrades to the Rotary Room technology system, and a payment to Luckenback Ziegelman Gardner Architects for architectural services.
- Craft discussed the November Trust expenditures with the Friends of the Baldwin Public Library’s funds.
- Pisano reported on the City Investment Committee meeting he attended.
- The next meeting of the Finance Committee will take place on Monday, January 14, 2019, at 4:30 p.m.
FINANCIAL REPORT: NOVEMBER 2018

This report references the Revenue and Expense Report 2018-19, found on the following page. At 41.7% of the way through fiscal year 2018-2019, the Library has spent 41.7% of its budget and received 80.5% of its revenue. By this point of the year, the Library was budgeted to have spent 40.3% of its budget and to have received 80.2% of its revenue. Payment was made to Advanced Lighting & Sound as a deposit for video recording equipment for Rotary Room ($39,019.50); EBSCO for our annual subscription renewal ($17,801.29); Farmington Comm. Library for online services ($11,054.70). Payment was also made to Luckenbach-Ziegelman Architect for Youth Services Phase 1 Renovation ($39,845.80). We received an e-rate rebate for our Internet Service ($2,988.32).

Vendor payments in excess of $6,000:
- Advanced Lighting & Sound $39,019.50
- Baker & Taylor Books $20,455.98
- EBSCO Information Services $17,801.29
- Farmington Comm. Library $11,054.70
- Luckenbach-Ziegelman Architect $39,845.80
- Midwest Tape $11,168.74
- Overdrive $9,382.29
Total vendor payments in excess of $6,000 $148,728.30
Balance of vendor payments less than $6,000 $39,692.68
Total vendor payments $188,420.98

City of Birmingham allocations:
- Payroll Period 10/21-11/3 $74,679.06
- Payroll Period 11/4-11/17 $77,906.10
- Employee Health Care Payroll Deduction ($657.00)
- Fixed Past Retirement Health Care Cost $6,929.92
- Fixed Past Retirement Cost $3,228.67
- BS&A Software Charge $248.19
- Administrative Services $8,740.83
- MML Insurance Premium $380.83
- Credit Card Processing Fee $231.10
- Beier Howlett P.C. $225.00
Total City of Birmingham allocations $171,912.70

Reconciling Adjustments:
- Friends Book Sale Credit Card Charges-Reimbursed Friends in November ($1,363.50)
- Library Network-E-Rate Rebate ($2,988.32)
- Patron Reimbursement for Return of Lost Books ($91.00)
Total expenses for the month $355,890.86
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<th>Y-T-D Budget</th>
<th>Y-T-D Actual</th>
<th>Variance For Y-T-D</th>
<th>% Received/Y-T-D</th>
<th>Prior year Y-T-D Budget</th>
<th>% Received/Y-T-D</th>
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</table>

The fund balance should be not less than 25% of annual operating expenditures and not more than 35% of annual expenditures, except when the Library is building a fund balance in support of specific non-recurring projects.

Note: Of the $3,249,870 in Birmingham tax revenue, $2,556,574 is for operating expenses, and $693,296 is for pre-funding the Youth Room expansion and renovation.
Working session NOTES

<table>
<thead>
<tr>
<th>project</th>
<th>BPL Youth Services – Renovation / Addition</th>
</tr>
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<tbody>
<tr>
<td>date</td>
<td>November 14, 2018, 4:00 p.m. – 5:30 p.m.</td>
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<tr>
<td>location</td>
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<tr>
<td>attending</td>
<td>BPL: R. Craft, S. Klimmek</td>
</tr>
<tr>
<td></td>
<td>Building Committee: F. Pisano, J. Suhay, D. Underdown</td>
</tr>
<tr>
<td></td>
<td>LZG: J. Gardner, K. Swanson, R. Ziegelman</td>
</tr>
</tbody>
</table>

Pisano motioned to approve the minutes from the November 7 working session. Underdown seconded the motion and the motion passed unanimously.

- Blinds – Gardner is still waiting on a price quote for the blinds. He noted that the general cost for bottom-up blinds is somewhat more expensive than top down blinds. The Committee will make its final decision once it has a price quote.
- Aquarium – No one has responded yet to Swanson’s request for price information.
- Power plan – The lighting panel and shade control panel for the Youth Room will be placed just inside the door of the Youth Office. A secondary switch for the shades will be placed in the Story Room close to the sink and cabinets. Klimmek and Craft requested that network drops and USB ports be included along the Workroom countertop and Story Room countertop. The project’s electrician will run network cables.
- Lighting – Gardner presented photos of lighting fixtures to be used in the space. The Committee agreed on chandeliers for the Story Room and Play area, pendants for the seating areas along the window, an eclipse light for outside the patio door, and bollard lights for the garden perimeter.
- Carpet pattern and samples – Karen shared an updated carpeting plan and carpet tiles. The Committee agreed to use green, red, orange, blue, and yellow planks. The main carpet will be the same charcoal gray planks used throughout the main floor.
- Children’s garden – Gardner shared an updated plan for colored pavers in the Children’s Garden. Klimmek and Craft requested that the tiles feature artwork or other fun elements, such as alphabet letters, animal footprints, or shells.
- The next working session will be held on Wednesday, November 28, at 4:00 p.m. at the LZG office.
Meeting notes

project  BPL Youth Services – Renovation / Addition – Exterior Landscaping

date  December 3, 2018

time  9:00-10:00 a.m.

location  BPL

attending  BPL: Director Doug Koschik
          LZG: John Gardner
          LIBRARY BOARD SUBCOMMITTEE: Missy Mark, Jim Suhay

The Subcommittee approved the minutes of the Nov. 15 meeting.

Gardner handed out a packet with a drawing and photos of the proposed exterior landscaping.

The patio will have blue gray pavers separated by moss. At Gardner’s recommendation, in order to save costs, the Library will plant the moss, instead of the contractor doing it. Gardner will provide a sample of the blue gray patio paver to the Subcommittee. There will be pink astilbe between the patio pavers and the fence.

For the base cost in the RFP, the specifications will call for colored stepping stones, without a pattern, in the garden. Later on, we might add a pattern to the stones, such as letters of the alphabet.

The furniture in the patio and garden (tables, umbrellas, chairs, benches, etc.) will come out of the Library’s operating budget. Gardner recommends natural teak benches, rather than any other wood covered with polyurethane. Natural teak will last longer.

The fence will be of galvanized steel and will have a top rail that’s 42 inches off the ground. It will consist of a ½” x 2” steel frame, ½” x ½” steel bar infills, and ½” round/partial overall steel caps. Gardner will provide a sample or a photo to the Subcommittee. Gardner recommends galvanized steel over factory-baked enamel. The galvanized steel will look better, without repairs, over a longer period of time, and the weathered-gray color will go better with the blue gray pavers on the patio. The fence will resemble the photos in Gardner’s handout.

The tree will be Eastern Dogwood.

Gardner said that arborvitae will provide the fullest, densest hedge possible.

In the planters we’ll plant 24-inch-high Danica arborvitae. The planters will be on the east side of the building, as well as on part of the north side—just next to the building, inside the garden—and a portion of the south side.
The hedge on the outside of the garden fence will be 36-inch-high emerald green arborvitae. It will be on the exterior of the 42-inch-high garden fence—i.e., on the Martin Street side.

Gardner will specify the largest-size arborvitae possible in the RFP. If the cost is too high, we’ll reduce the size during the value engineering stage.

In front of the Danica arborvitae we’ll plant purple-blue vinca minor. In front of the emerald green arborvitae we’ll plant pink astilbe. We’ll also plant pink astilbe between the patio pavers and the fence.

The sequence, on the north side, will be Danica arborvitae in planters; purple-blue vinca minor immediately in front of the Danica arborvitae; the garden with colored paving stones; the 42-inch-high fence; then (toward toward Martin Street), the 36-inch-high emerald green arborvitae; and finally (even further toward Martin Street), the approximately 12-inch-high pink astilbe.

On the south side, in the planters furthest west, once the arborvitae stop, we’ll plant vinca minor.

The tree, hedges, and low-lying perennials are all native North American.

The Library intends to establish a garden/flower committee to help watch over and maintain outdoor plantings.

Koschik will pass on the Subcommittee’s decisions to Lauren Wood and Carrie Laird, of DPS.

At present, no further meeting of the Subcommittee is planned.
Pisano moved approval of the minutes of the Nov. 28 working session. Suhay seconded. All members approved.

- **Aquarium update** – Swanson has received quotes from Aquarium Design in Lake Orion. The 8’ x 3’ aquarium costs $9,048, with everything, including fish and decorations, included. That’s only $1,700 more than the 6’ x 3’ aquarium, so we’ll go with the larger model. Twice-monthly maintenance will cost $200/month. We need to remember that we’ll have to buy replacement fish in future years. “Rescue” fish would be acceptable.

- **Final carpet pattern** – Swanson showed us the final floor pattern and examples of the floor tiles. She’ll get more samples, of varying colors, of floor tiles for the story room. Ziegelman advised that we get extra padding under the carpet tiles in order to improve sound control.

- **Restroom floor & wall tile pattern; selection of tiles** – We decided on 9” x 30” tiles for the restroom walls and approved the tile design.

- **Restroom hardware** – There will be both hand dryers and paper towel containers. We looked at photos of different designs. Faucets will be shiny chrome. Sinks will be shiny white. Handicap grab bars will be white. We’ll have white features, instead of stainless steel.

- **Shades update** – We’d still like to talk to commercial firms that have bottom-up shades. LZG will provide us with contact information. The shades will be white on the inside and dark on the outside. Some shades have greater closure than others. The lower the closure, the less well you can see through the shades. We’ll decide on the exact outside color and the exact degree of closure after the glass wall has been built. The Adult shades have 10% closure, but LZG recommends a lower degree of closure for Youth.

- **Landscape update, including a review of the Landscape Subcommittee meeting on Dec. 3** – Gardner showed us his revised landscape plan. Pink astilbe will be planted by the dogwood tree and by the gate, but not in-between. The full Committee accepted all of the recommendations that the Landscape Subcommittee made on Dec. 3. Gardner will proceed to draw his final plan, which he will then present to Matt Baka for administrative approval.

- **Presentation to Library Board on Dec. 17** – Koschik and Craft will present carpet tiles, restroom wall tiles, key lighting fixtures (chandeliers, hanging lights along the windows that light up and down), and a variety of updated drawings, including the carpet plan and the landscape plan, to the Library Board on Dec. 17. The purpose is to bring the entire Board up to date. Between now and Dec. 20, LZG will be busy preparing the construction drawings that are due on Dec. 20. LZG will give a more formal presentation to the Library Board on Wednesday, January 23.

- **Select a next meeting date** – LZG will let us know if another meeting is necessary before Dec. 20.
NOTES FROM LANDSCAPE SUBCOMMITTEE MEETING ON DECEMBER 13, 2018

Members of the Landscape Subcommittee requested a meeting with Luckenbach Ziegelman Gardner (LZG) to better understand and get clarifications regarding details concerning the children’s garden landscape plan. The Committee wished to discuss final placement of perennials and discuss the merits of expanding the landscape pavers on the terrace by adding one 24-inch paver module, in lieu of allocating that space to flowers. The additional two feet were gained when we expanded the entire garden to the north.

Missy Mark and Jim Suhay met with Architect John Gardner on Thursday afternoon, December 13, in the LZG office.

The results of the discussion are as follows:

The main topic of discussion was how to better utilize the available space inside the fence for use by the children and public.

Conclusions:

A small bed of astilbe (a perennial) inside the fence in the far right (east) corner of the garden will be replaced by lawn so that children are able to occupy that niche-type space. (Children love small places, nooks and corners.)

A small bed of astilbe just inside and to the immediate right (east) of the gate will be replaced by lawn so it doesn’t get trampled, which seemed to be a danger in this particular location.

One row of concrete pavers will be added to the terrace in lieu of an expanded bed of astilbe and vinca. This will enlarge the terrace by approximately 24 inches to the north. A narrow bed of astilbe and vinca will remain on the south side of the fence. This bed is located at the north edge of the terrace and will soften the view and feeling between the concrete pavers and the steel fence.

The north side edge of the arborvitae garden bed protects and provides privacy for the terrace and children’s garden. There are two narrow beds of astilbe which "frame" and draw attention to the historic Baldwin Library gate. These beds extend approximately 20 feet east and west of the gate. It was decided to extend the perennial bed on the east side of the gate as follows: where the astilbe ends, we will continue with vinca, and continue the line to the astilbe bed located below the dogwood tree.

The line of small arborvitae (Donica or similar variety) that will be planted in the east-facing foundation planter and along the south side of the addition at the foundation wall will continue as a foundation planting along the north foundation wall, as currently drawn. It was agreed that we will continue the vinca ground cover along the north side.
of the building as well as in front of the arborvitae. Gardner will specify drip/soaker-type irrigation to water this bed. It will be the same type of irrigation that will be specified for the east planter.

Gardner indicated there is no time to make further changes since the drawings are due at City Hall on December 20, so these changes have to be final for the purpose of submittal of drawings.
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
Program Photos
Summer Reading Reports
Expenditures from FOBPL Donations
## Strategic Plan Status Report

### Key Metrics Dashboard: November 2018

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<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
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<td>Idea Lab Visits</td>
<td>200</td>
<td>43</td>
<td>809</td>
<td>155</td>
<td>750</td>
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<tr>
<td>Total Program Attendance</td>
<td>1,770</td>
<td>2,003</td>
<td>15,369</td>
<td>10,458</td>
<td>14,602</td>
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<tr>
<td>Total # of Programs</td>
<td>85</td>
<td>98</td>
<td>459</td>
<td>370</td>
<td>429</td>
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<tr>
<td><strong>Gate Count</strong></td>
<td>20,477</td>
<td>22,320</td>
<td>116,156</td>
<td>117,327</td>
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<td><strong>Volunteer Hours</strong></td>
<td>270</td>
<td>339</td>
<td>1,117</td>
<td>1,144</td>
<td>1,126</td>
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<td><strong>Social Media</strong></td>
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<td>Facebook Page Likes</td>
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<td>2019</td>
<td>1786</td>
<td>2016</td>
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<td>Twitter Followers</td>
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<td>1182</td>
<td>1112</td>
<td>1190</td>
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<tr>
<td>Instagram Followers</td>
<td>28</td>
<td>582</td>
<td>450</td>
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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.

Services and Programs

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

DSLRT Report update

Baldwin submitted its annual response to the DSLRT survey on November 29.

Financial Stability

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

Woman’s Farm & Garden Association Bloomfield Hills Chapter

The Bloomfield Hills Chapter of the Woman’s Farm & Garden Association awarded the Library a $2,000 grant to purchase plants for the new children’s garden. Thank you to Melissa Mark for compiling and submitting the grant for consideration.

Birmingham Area Cable Board Grant

On November 14, Doug Koschik presented a grant request in the amount of $45,000 to the Birmingham Area Cable Board. Bloomfield Community Television supported the request. By a unanimous vote, the Cable Board approved the grant request. During January 2019, Baldwin will replace and upgrade approximately $66,000 in recording and presentation equipment in the Rotary Room. $45,000 of that will be funded by the Cable Board, and $21,000 will be funded by the Library out of a Baldwin Trust naming rights fund that is restricted to the maintenance and improvement of the Rotary Room. We anticipate that this will bring the audiovisual equipment in the Rotary Room up to 2019 standards and will make equipment more reliable and easier to operate. All of the work will be done by Advanced Lighting & Sound, the lowest of four bidders for the project and a company that Bloomfield Community Television recommends.
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.

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).

Craft submitted press releases about programs and events to local media outlets. Press releases from the last month included:
- Joni Mitchell Biographer, First Husband Visit Baldwin Library
- Baldwin Library Adds New Book Clubs
- Library Board Seeks Student Representative
- Explore Your Creative Side During Workshops at Baldwin Library

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:
- Thematic banners for the Youth Services department book displays
- Teen bibliography display banners
- Business cards
- Holiday closure signs

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
270 volunteer hours were utilized in the month of November.

Communications with Staff
Staff talks were held on November 21 and 23 as a follow-up to the September Library Board meeting.
**Staff Updates**
Mary MacMillan, Circulation Assistant, reached 4 years of service on December 16.
Megan Novak, Student Intern, reached 1 year of service on December 2.

**Staff Changes**
Due to the promotion of Carri Gzvodich and Lisa Christie, we hired two new Circulation assistants in December. David Dapkus, a current Library page, began training in November and will work in both departments for the time being. Simone Hollander began her training on December 13. She previously worked at the University of Washington (in their Special and Rare collection) and Boulder Public Library, and is currently volunteering in the library at Cranbrook Brookside.

We are currently accepting applications for Library Pages and an Operations Assistant.

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**Community Relationships and Partnerships**

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

**MetroNet**
Doug attended a MetroNet Directors meeting on November 26.

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

**Beverly Hills**
Craft submitted information to the Village of Beverly Hills for inclusion in its weekly email newsletter. Koschik spoke to the Beverly Hills Village Council at 7:30 p.m. on Tuesday, December 4. A copy of his presentation can be found on page 42 of the Information Only section.

**City of Bloomfield Hills**
Koschik spoke to the Bloomfield Hills City Commission at 7:30 p.m. on Tuesday, December 11. A copy of his presentation can be found on page 54 of the Information Only section.
Rebekah Craft continues to host the Popular Reads book club at Next. Bart Gioia, Technology Trainer, continues to teach one computer class per quarter at Next.

Koschik has continued to attend Birmingham Rotary Club meetings.

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

The Friends hosted a pop-up sale in the lobby during the weekend of the Wintermarkt, November 30 through December 2. It raised $550.

On Friday, November 16, Maria Williams, Head of Adult Services, visited with the ladies of PEO Chapter BQ to give a book talk recommending good books to give as gifts this holiday season. She suggested titles for adult, teen, and youth readers. Forty women attended the talk. This is the second year that Williams has presented to this group.

On Wednesday, December 12 Idea Lab Supervisor Jeff Jimison represented the Library at Quarton Elementary School’s STEAM Night. He brought several of the Library’s 3D printers and 3D pens for the students and their parents to play with, and a variety of objects that have been made in the Library’s Idea Lab. More than 700 students and their families attended STEAM night and Jeff shared lots of information about the Idea Lab and its services.

On November 26 Koschik attended a MetroNet Directors meeting at the Farmington Community Library.
All set up and ready for the Quarton students and their families.

In full swing with kids doodling with the 3D pens and watching the 3D printers in action.
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.

Grand Hall Carpeting & Furniture
The Grand Hall refurbishment began on November 19 with the removal of the six large rectangular tables for refinishing. Starting on November 26 the Grand Hall was closed to the public for carpet removal, floor testing, and re-carpeting. Once the carpeting was complete, staff from Library Design Associates installed new furniture and lighting. The project is expected to finish on December 17, with the installation of table lamps and the addition of four new sofas. Patron and staff response to the remodeling has been extremely positive. Staff members did an excellent job pulling materials and finding alternative study spaces while the Grand Hall was closed to the public.
**Sculpture**

At its December 3 meeting, the Birmingham City Commission approved the acceptance of the Jim Miller-Melberg sculpture “Michigan Spring” and the placement of the sculpture on Library grounds. The Planning Department will make arrangements for the placement of the sculpture at the Library this spring.

**Polaris Migration**

Josh Rouan, Technical Services Coordinator, has submitted all of Baldwin’s profiling information to III, and they have begun building our databases on their test server. In addition, Phoenix10 Technologies, the third-party company hired to handle data migration, completed a successful test run of extracting our data on December 10. They will do a final pull of our data closer to the March 7 “go live” date. Josh also completed profiling information for Backstage Library Works, the company who will be cleaning up Baldwin’s bibliographic database, and on December 13, Josh sent them a batch of one thousand records to test against that profile. When complete, their work will make our bibliographic records up to date and ultimately make it easier for patrons to find what they are looking for.

**Photocopiers**

Elite Imaging will be installing the new photocopiers in the building on January 8. After the installation, staff members will be trained on the usage of the machine.

**Idea Lab**

Here’s an update from Idea Lab Supervisor, Jeff Jimison:

We’ve been having TREMENDOUS FUN in The Idea Lab! I’ll try to describe the highlights here:

- In late October, we made pumpkin paper bombs; little spring-loaded kinetic papercrafts which start as a flat and inscrutable shape, and then, when dropped, explode into a 3-dimensional jack-o-lantern. We also began offering our soldering instruction course, which has joined our other one-on-one training sessions and is now perpetually available to anyone who wishes to learn.

- In November, things heated up a bit—to 1,500°F, in fact—as we hosted “3D Print to Metal Cast,” our first investment casting event. In this program, we used 3D scanning and 3D printing to put a 21st century twist on a manufacturing technique more than 5,000 years old. (Early examples date back to the Indus River Valley Civilization, 3,000 BCE!) The event was a tremendous hit, and we are now equipped to offer investment casting tools and services to our users year-round! (I try to restrain myself, but when writing about The Idea Lab I find it especially difficult not to end every sentence with an exclamation point!)
Now it is December, the season of holiday gifts and decorations. There's a definite spike in bookings this month, as patrons are utilizing the 3D printers, laser engraver, and all lab equipment for their inventive projects. In addition to the holiday crafts and decorations that we've offered officially, patrons are also customizing and creating gifts, cards, and decorations of all kinds! (Especially popular this year are gyroscopic ornaments, which must be seen to be believed. 3D printers truly are capable of creating genuinely astonishing items!) I'm certain that when the final tally for December is counted, our usage rate will be several factors greater than last year. And we can expect further increases still, as we've taken every opportunity for networking and outreach. Why, just this week we were invited to the BPS STEAM event at Quarton Elementary; an incredible and massively-attended expo of science and art presenters, with demonstrators covering a huge range of fascinating phenomena! Photos of this event can be found on page 29 of the December Board packet.

There's much more, as always, than can be told here. So I encourage you to pay us a visit, and see what's cooking in The Idea Lab!
In November Idea Lab Supervisor Jeff Jimison led a workshop about making metal casted objects from 3D prints. At left we see an example of a cast of a 3D print of Jeff himself.

Adult Services Librarian Vicki Sower planned a program with popular lecturer Karen Imarisio about the artwork of John Singer Sargent. Karen is pictured (left) with two enthusiastic program attendees.
Also in November Adult Services Librarian Sarah Bowman led a workshop on making stamped metal keychains. Participants chose short phrases or geographic coordinates of a meaningful place and stamped them into small pieces of metal. (Photo at left)

In the second of a series of lectures presented in partnership with the Birmingham Museum, local historical Pam DeWeese gave a presentation about the history of Birmingham during the Great Depression. Pam is pictured below with her husband Carrol and several patrons who attended her informative talk.

Thank you to the Friends of the Baldwin Public Library for sponsoring our programs!
Teen Event Photos

The Great Oreo Taste-Off
We tried twelve different flavors of Oreos. The teens had to guess what each flavor was and then rate it on a scale from delicious to disgusting.

Exam Cram with Therapy Dogs
It’s finals time for Birmingham high school students. The library remained open until 9:00 p.m. on the Saturday before Thanksgiving Break for teens who wanted to study longer. 14 therapy dogs came with their owners to keep the kids company.

Thank you to the Friends of the Baldwin Public Library for sponsoring our programs!
Youth Event Photos

Bowers Farm Live Turkey Visit

Thanks to the Friends of the Library for supporting our annual live turkey and small poultry visit from Bowers Farm. The highlight of the event is when the turkey roams the room freely and attendees have the chance to pet the turkey.
Bedtime Tales

The theme for November’s Bedtime Tales was Opposites and children made an accordion dog craft that could be short or long.
Kids in the Kitchen

Inspired by the Cookbook Club put on by the Adult Services Department, Miss Donna hosted the first ever kids cookbook book club. Children made a dish at home from a chosen cookbook and brought it to the Library to share potluck style.
## Baldwin Public Library: Friends Funds
### November 2018 Expenditures

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<th>Description</th>
<th>Amount</th>
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<tr>
<td><strong>Adult Services</strong></td>
<td>Metal Stamping Program Supplies</td>
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<td>Program Refreshments</td>
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<td></td>
<td>Making Cannoli Program Supplies</td>
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<td><strong>Total</strong></td>
<td><strong>$464.18</strong></td>
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<td><strong>Teen Services</strong></td>
<td>Program Refreshments</td>
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<td></td>
<td>Teen Writers Group Author Workshop</td>
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<td>Book Club Books</td>
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<td><strong>Youth Services</strong></td>
<td>Battle of the Book Printing Fees</td>
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<td>Tween Lock-in Supplies</td>
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<td>Storytime Supplies</td>
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<td>Program Supplies</td>
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<td>Battle of the Books Author Visit</td>
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<td>Book Club Books</td>
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<td>Halloween Hoot Candy</td>
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<td><strong>$111.90</strong></td>
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<td><strong>Total Expenditures</strong></td>
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<td><strong>November Book Sale Proceeds</strong></td>
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<td>$669.00</td>
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Submitted by Rebekah Craft on December 10, 2018
Baldwin Public Library Update
Presentation to Beverly Hills Village Council
December 4, 2018

Background

- Beverly Hills contracts with Baldwin Public Library
- Obtains full library services, but no ownership
- Services for Village residents & employees:
  - Check-out
  - Interlibrary loan
  - Home delivery
  - Programs for all ages (e.g., summer reading program)
  - Electronic resources (databases, e-books, e-audiobooks, e-music, e-videos, etc.)
Usage

- 6,124 Beverly Hills residents are card holders
- Checked out over 135,900 items in FY 2017–18
- 539 residents took part in 2018 summer reading program

Helping Students

- Contacts with public & private schools
  - Homework help
  - Program announcements sent to schools
  - Summer reading presentations at schools
  - Link from school media centers to Baldwin’s website
- First grade/first card
- BrainFuse tutoring
- Battle of the Books
- Birbery Award
Visibility in Community

- *Learn Connect Discover* newsletter
- Book return box at Village Hall
- “Lending library” at Village Hall
- Library events advertised in weekly Beverly Hills eNews
- Storybook Trail

Read in the Park
Memorial Day Parade

Halloween Hoot
What’s New?

- New website & online catalog
- 19% of circulation: electronic resources
- Study/collaboration/programming

**Idea Lab:**
- 3D printers
- Laser engraver
- Soldering
- Metal casting
- Vinyl cutting
- Heat press
- Embroidery
- Sewing

Phase 1 of Building Upgrade

- Adult Services renovation completed in June 2017

**Funding from:**
- Temporary increase in Birmingham’s Library millage
- Library’s fund balance

**Accomplishments:**
- “Let there be light”
- More study/collaboration/programming space
- Better technology
- Improved layout & functionality
- Enhanced lighting & aesthetics
- Heightened respect for 1927 building
Adult Services Renovation

Phase 2: Youth Room

- **Timeline:**
  - Construction: summer 2019 – spring 2020
  - Youth Room closed during construction
  - Part of collection remains onsite
  - Part of collection goes into storage
  - Programs will continue, but be limited

- **Funding:**
  - Cost: $2.3 million
  - Temporary increase in Birmingham’s Library millage
  - Library’s fund balance & Trust
  - Fundraising
Phase 2: Youth Room

- Expand by 40%
- Double size of play & story areas
- Increase seating by 50%
- New furniture & carpet
- Make ADA-compliant
- Renovate restrooms
- Add features:
  - Patio & garden
  - Aquarium
  - Reading cubbies
  - Lego wall
  - Train table

New Youth Room: Aerial View
New Youth Room: View from East

New Youth Room: View from North
New Youth Room: View from South

New Youth Room: Aquarium
New Youth Room: Play/Story Area

New Youth Room: Puppet Theatre
New Youth Room: Picture Books

How Can You Help?

- Join Friends of the Library
- Donate to Trust, including named endowment funds
- For donation of $1,000 or more, name on honor roll plaque in new Youth Room
- Naming rights available
- Contact me: doug.koschik@baldwinlib.org
- Come to Books & Bites in 2020!
Books & Bites 2018

Successful Relationship

- Hills residents are using Baldwin
- Library is financially stable
- Upgrading physical plant
- Always improving services and outreach
- *Come visit us!*
Background

- Bloomfield Hills contracts with Baldwin Public Library
- Obtains full library services, but no ownership
- Services for City residents & employees:
  - Check-out
  - Interlibrary loan
  - Home delivery
  - Programs for all ages (e.g., summer reading program)
  - Electronic resources (databases, e-books, e-audiobooks, e-music, e-videos, etc.)
Usage

- 1,303 Bloomfield Hills residents are card holders
- Checked out over 20,235 items in FY 2017–18
- 134 residents took part in 2018 summer reading program

Helping Students

- Contacts with public & private schools
  - Homework help
  - Program announcements sent to schools
  - Summer reading presentations at schools
  - Link from school media centers to Baldwin’s website
- First grade/first card
- BrainFuse tutoring
Visibility in Community

- *Learn Connect Discover* newsletter
- Book return box at City Hall
- “Lending library” at City Hall
- Library events occasionally advertised in City newsletter

Public Safety Dept. Open House
What’s New?

- New website & online catalog
- 19% of circulation: electronic resources
- Study/collaboration/programming

**Idea Lab:**
- 3D printers
- Laser engraver
- Soldering
- Metal casting
- Vinyl cutting
- Heat press
- Embroidery
- Sewing

Phase 1: Adult Services Renovation

- Adult Services renovation completed in June 2017

**Funding:**
- Cost: $2.1 million
- Temporary increase in Birmingham’s Library millage
- Library’s fund balance

**Accomplishments:**
- “Let there be light”
- More study/collaboration/programming space
- Better technology
- Improved layout & functionality
- Enhanced lighting & aesthetics
- Heightened respect for 1927 building
Phase 2: Youth Expansion & Renovation

**Timeline & Process:**
- Construction: summer 2019 – spring 2020
- Youth Room closed during construction
- Part of collection remains onsite
- Part of collection goes into storage
- Programs will continue, but be limited

**Funding:**
- Cost: $2.3 million
- Temporary increase in Birmingham’s Library millage
- Library’s fund balance & Trust
- Fundraising
**Phase 2: Youth Room Plans**

- Expand by 40%, doubling size of play & story areas
- Increase seating by 50%
- New furniture & carpet
- Make ADA-compliant
- Renovate restrooms
- Add features:
  - Patio & garden
  - Aquarium
  - Reading cubbies
  - Lego wall
  - Train table

**New Youth Room: Aerial View**
New Youth Room: View from East

New Youth Room: View from North
New Youth Room: View from South

New Youth Room: Aquarium
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- Come to Books & Bites in 2020!
Books & Bites 2018

Successful Relationship

- Bloomfield Hills residents are using Baldwin
- Library is financially stable
- Upgrading physical plant
- Always improving services and outreach
- *Come visit us!*
December 5, 2018

Dear High School Juniors and Parents:

The Baldwin Public Library Board in Birmingham supports student leadership development, community service, and future citizen participation in local government. The BPL Board invites interested juniors who reside in the City of Birmingham, the Villages of Beverly Hills or Bingham Farms, or the City of Bloomfield Hills to apply to be the Student Representative to the Baldwin Public Library Board. This opportunity requires a commitment to serve a one-year term on the Baldwin Public Library Board. The term of service runs from February 18, 2019 to February 16, 2020. Board meetings are held the third Monday of every month at 7:30 pm in the Library’s Rotary Room on the lower level, except in January when the Board will meet on Wednesday, January 22, 2020. Packets for each Board meeting are available on the Library’s website the Friday prior to the meeting. The commitment to this position requires that the BPL Student Representative review the monthly agenda, minutes, and reports prior to the meeting.

The selected student will be appointed as a non-voting member on the Library Board, but will be asked to perform all other meeting duties of the elected City of Birmingham trustees. The Student Representative will receive all materials, participate in discussions, and help shape decisions by lending a high school student’s perspective. In addition to participating in Board meetings, the Student Representative will also be required work with Library staff and either assist with a service project or coordinate and implement a teen program during the year.

This position requires that the appointed student will be comfortable speaking in public and appearing on cable television. Visit www.baldwinlib.org/staff-board to review past meetings and minutes.

The completed application, essay, and two letters of recommendation are due on Friday, January 11, 2019 to Associate Director, Rebekah Craft at the Baldwin Library, 300 West Merrill, Birmingham, MI 48009 or via email to rebekah.craft@baldwinlib.org.

We hope you will give serious consideration to this unique learning opportunity. This provides a wonderful way to develop leadership skills, earn community service hours, and to experience first-hand how local city government operates and libraries make decisions, as well as the chance to learn more about careers in libraries.

Sincerely,

Melissa S. Mark
Library Board Secretary
STUDENT REPRESENTATIVE to Baldwin Public Library Board

Application Form

Please print in ink or return via email delivery

Due: Friday, January 12, 2018

Name: _________________________________ Grade: Junior  Age: ______

Address: ________________________________

City or Village: ___________________________ Zip Code: ___________

Email: _________________________________

Home phone: _____________________________ Cell phone: ___________________

School: _________________________________

What school activities and/or classes have you participated in which would qualify you to serve as the Student Representative?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please list your involvement in non-school activities:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
What personal skills and characteristics do you possess that would make you a good representative?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

What ideas do you have to encourage more teen participation at Library events?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

__From Principal or School Counselor__:

I believe that this student would responsibly serve as a member of the Birmingham Baldwin Public Library Board for a one-year term.

Principal’s Signature

Date

__Guardian or Parent Permission__:

I give my permission for my child to seek the position of Student Representative to the Birmingham Baldwin Public Library Board for a one-year term.

Guardian or Parent(s) Signature(s)

Date
Include a short essay (typed) to describe the type of service project or teen program that you would like to coordinate and run during your time as Student Representative to the Library Board. If selected, your essay will be a part of your introduction to the Library Board.

Please include two letters of recommendation. One letter should be from a school staff member, and the other letter should be from an adult outside the school setting, who knows your activities outside of school.

Return application form, essay and letters by Friday, January 12, 2018

Send the application materials to
Rebekah Craft, Associate Director
Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

Or email to: rebekah.craft@baldwinlib.org
Week of 11.26.18

November 26, 2018
By Sally Gerak

Baldwin Library Novel Wine Tasting
All the 230 people ($75, $65-tickets) at the library fundraiser received a personalized wine glass. That the laser engraving was actually executed “in house” by Jeff Jimison’s Baldwin Library Idea Lab crew was the buzz at the party which was chaired by Jenny Wheeler. (She is a sommelier-in-training and was actually pouring at various stations.) All the wine was generously provided by John Gharfari’s Uptown Market which is in the Mobil / Tim Horton building at Oak and Woodward. Comestibles were donated by Cannelle Patisserie, Commonwealth, Holiday Market, Svenska Café and Papa Joes; beer came from Griffin Claw Brewing Company; coffee from Caruso World Coffee. When people weren’t sipping, supping and socializing, they were spending $6,880 in the chance raffle of 28 auction packages. Thanks also to a wine pull and generous sponsors, the sixth annual event raised more than $27,000 for renovation and expansion of the library’s Youth Room which yearly hosts more than 600 programs for 25,000 children.
BIRMINGHAM — When you hear the term “book club,” do you think of giggly women with chardonnay on the sofa?

You’re not alone, but Baldwin Public Library staff thinks they can change that cliché.

“We’re always trying to find ways to get more men into book clubs. Interestingly enough, most book clubs here are women. But we know men read too,” said Maria Williams, the head of adult services at the Baldwin Public Library. “The Books and Brews club definitely helps to get the gents involved.”

The library has several book clubs that cater to a wide range of genres and venues to keep readers engaged in conversation about their favorite works. There’s no age minimum or maximum, and no requirements either: Didn’t finish the book in time? No worries. You’re always welcome.

“The reading experience — how the characters felt and how the reader related to the book — can be very personal,” said librarian Sarah Bowman. “Sharing those responses makes for interesting discussions.”

Bowman hosts the Books and Brews book club that meets at Dick O’Dow’s pub in downtown Birmingham. Williams hosts the Friends Don’t Let Friends Read Alone book club, and there are plenty of others. The Page to Screen book club includes a film screening so participants can compare and contrast the movie to the text — David Benioff’s “25th Hour” will be featured with a screening and a discussion comparing the book to Spike Lee’s film interpretation.

A nonfiction book discussion club is expected to kick off in February at Birmingham Next.
Williams said one of the book clubs, the one that meets Wednesday afternoons at the library, has been thriving for more than 20 years.

“That one tends to be a group of women who are retired, but then in the evening it's usually younger people who come in for our evening book clubs after work,” she said.

There are no fees or commitments. The idea is just to promote the different ways the library can be a source of entertainment, education and socialization.

“The most gratifying part of hosting a discussion is when attendees start the book discussion with negative feelings about the book and end up changing their minds after hearing different perspectives and interpretations from everyone else,” Lauren Ziolkowski said in a press release. She hosts a monthly book discussion at All Seasons of Birmingham.

“They're just groups of people who like to read things they might not otherwise choose for themselves,” she said. “It's a very friendly, low-pressure kind of group.”

Which group is right for you? The library will host a 2019 book club reception at 7 p.m. Tuesday, Jan. 22, to share book club selections for the coming year and highlight other noteworthy reads that will likely prompt great discussions.

To view the library’s full book club schedule, and to see a list of upcoming discussion titles, visit baldwinlib.org/book-clubs. While there, you can also register for group sessions.

The Baldwin Public Library is located at 300 W. Merrill St. in downtown Birmingham.
Library seeks student board representative

BIRMINGHAM — The board of the Baldwin Public Library invites interested high school juniors living in Birmingham, Beverly Hills, Bingham Farms or Bloomfield Hills to apply for the position of student representative to the Baldwin Public Library board.

Students will have the opportunity to develop leadership skills and instill an ethic of community service, and to encourage citizen participation in local government. The board benefits greatly from having a new perspective on library planning and services.

This one-year term lasts from Feb. 18, 2019 through Feb. 16, 2020. Representatives are expected to attend library board meetings at 7:30 p.m. on the third Monday of the month, with Wednesday, Jan. 22, 2020, as the only exception. Packet of each meeting are available on the library's website the Friday prior to the meeting.

The commitment to this position requires that the student representative review the monthly agenda, minutes and reports prior to the meeting, which can be found at www.baldwinlib.org/staff-board.

In addition to participating in board meetings, the student representative will be required to work with library staff and either assist with a service project or coordinate and implement a teen program during the year.

To find application details, visit www.baldwinlib.org/volunteer. A completed application, an essay and two letters of recommendation are due to library Associate Director Rebekah Craft at the library or via email at rebekah.craft@baldwinlib.org by Jan. 11, 2019. The Baldwin Public Library is located at 300 W. Merrill St. in downtown Birmingham.

— TIFFANY ESSHAKI

Lecture series to wrap up with Peabody family

BIRMINGHAM — The last of a three-part fall lecture series that explores loss and tragedy in the community's history, sponsored by the Birmingham Museum and the Baldwin Public Library, will highlight the Peabody family and the fire that burned their long-standing restaurant.

Baldwin Public Library Director Doug Koschik's presentation, "The Peabody Family and Restaurant Fire," will discuss the family's importance to Birmingham and how the devastating Peabody's restaurant fire in 1980 ultimately led to new opportunity, making it one of the most beloved landmarks in the community.

The lecture is free and will begin at 7 p.m. Dec. 13 at the Baldwin Public Library, located at 300 W. Merrill St. in downtown Birmingham.
The reading room at Oodi, Helsinki’s new library. In addition to books, the new building also offers a range of high-tech equipment and event spaces for the city’s residents to use. Credit: Vesa Laitinen for The New York Times

By Thomas Rogers

Dec. 6, 2018

HELSINKI, Finland — Two days before the opening on Wednesday of Oodi, Helsinki’s new central library, its director, Anna-Maria Soininvaara, stood before some of the high-tech equipment that would soon be available for the public to use. She wasn’t entirely sure what it all did, she said sheepishly.

The devices included a laser cutter, computerized embroidery machines and equipment to digitally sculpt wood. In one glassed-in area on the building’s second floor, Helsinki
Residents could repair personal electronic items by 3D-printing replacement parts and soldering them together.

Ms. Soinivaara’s uncertainty was understandable: The 59-year-old, who has worked in the Finnish library system for three decades, is more of an expert on literature than on high-tech engraving, and Oodi — which means “ode” in Finnish — isn’t exactly a normal library. Given its breadth of services, one might be forgiven for wondering whether Oodi should be considered a library at all.

“A swooping three-story construction of wood, steel and glass that looks like a ship topped with a layer of ice, the new building, which cost 98 million euros, or around $110 million, including equipment, is one of the most anticipated public projects in the country in years. It is an ambitious attempt by one of the most literate and digitally savvy nations in the world to reinvent the library for its population’s future needs.”

“The entrance to the Oodi library in Helsinki. Credit Vesa Laitinen for The New York Times

“Books are important, but it’s not the whole library,” Ms. Soinivaara said. She pointed to Oodi’s recording studios, kitchen, gaming room with PlayStation consoles, and an “immersive 3-D space,” a room whose walls can be illuminated with digital projections, available to artists or for corporate presentations.

The result of two decades of planning and public consultation, each of Oodi’s three floors was built to fulfill a different civic purpose. Its expansive ground floor, which includes a restaurant, movie theater, European Union information center and several areas suited for concerts, is meant for events that encourage Helsinki’s residents to mingle. The second floor, with electronic equipment and workrooms, is for noisy creative activity, and the top floor, an open-plan, brightly lit “book heaven” with rows of white stacks, is a conventional, if inordinately tasteful, reading room.
A workshop at Oodi with 3-D printers and other technical equipment. The library “allows people to experience the future so it doesn’t feel so intimidating,” said Tommi Laitio, Helsinki’s executive director for culture and leisure. Credit: Vesa Laitinen for The New York Times

“We took into account the fact that libraries will always be changing,” said Samuli Woolston, a partner at ALA Architects, the Finnish firm behind the building. “Already, their use is different now from what it was 10 years ago.” New functions, he explained, could easily be accommodated into the building’s design.

Tommi Laitio, the city’s executive director for culture and leisure, explained that the building and its expansive technological offerings were partly intended as a bulwark against populism. In 2015, the right-wing, populist Finns Party joined a coalition government. Jussi Halla-aho, the party’s leader, once argued that solving Greece’s debt crisis would require a military junta, and he has linked Islam to pedophilia.

“This is very much a political project,” Mr. Laitio said, arguing that threats to democracy across the globe in recent years could be explained partly by people’s uncertainty about technological advances.

Members of the public can borrow tablet computers, above, as well as books from Oodi. Credit: Vesa Laitinen for The New York Times
Members of the public can borrow tablet computers, above, as well as books from Oodi.CreditVesa Laitinen for The New York Times

Oodi’s high-tech equipment is intended to counteract those fears. “It allows people to experience the future so it doesn’t feel so intimidating,” he explained.

Finland’s high-profile investment in the public library system runs counter to trends in the United States and Britain, where many libraries have faced drastic budget cuts in recent years. Last year, a column in The Guardian argued that the cuts to the British system, which increasingly relies on volunteers, had been so severe that “the U.K. no longer has a national library system.”

Oodi “fits very well into the Nordic story of how societies work,” Mr. Laitio said. “There are so few of us here, so we have to make sure everyone can develop to their fullest potential.”

Returning borrowed items is done by machine.CreditVesa Laitinen for The New York Times

Returning borrowed items is done by machine.CreditVesa Laitinen for The New York Times

With their generous publicly funded benefits, Nordic countries place a high premium on social integration and education, and, based on 2014 figures from the Institute of Museum and Library Services, the Finnish government spends more than one and a half times as much per capita on libraries as the United States.
The Nordic countries are emerging as leaders in library design. Dokk1, a state-of-the-art “hybrid library” with “maker spaces,” a passport office and a playground, opened in Aarhus, Denmark, in 2015. It was named “public library of the year” by the International Federation of Library Associations and Institutions a year later, and its visitor numbers have grown significantly.

Oslo’s new central library, which is due to open in early 2020 on the Norwegian capital’s waterfront, is expected to include a movie theater, gaming area and workshop for visitors to use digital equipment.

The 98 million euro building was designed by the Finnish firm ALA Architects. Credit: Vesa Laitinen for The New York Times

The Nordic countries have been faster to embrace digital technology than most, and Mr. Laitio argued that Oodi points to a way forward for library systems across the world that have struggled with digitization and budget cuts. The building, he said, is intended for use as a co-working space and a town square, and tries to appeal to a broad range of demographics.

“We have to make sure that libraries aren’t just relevant for people who can’t afford books or a computer,” he said.

Oodi is to begin mostly normal operations on Friday, after a two-day opening celebration with concerts and speeches by politicians, including the Finnish president. Its architects noted that the building’s balcony was built to be at the same level as the stairs to the Parliament building across the square, a symbolic gesture to indicate that learning is as important in Finnish society as politics.

“We often think that things like social cohesion or democracy are just words, but in spaces like these they really come to life,” Mr. Laitio said. “You need some social infrastructure for communities to work. You can’t build them on friendship, or this abstract idea of living together.”
Sacramento Bee

Arrest made in killing of North Natomas librarian

BY MOLLY SULLIVAN AND
HANNAH DARDEN

DECEMBER 13, 2018 06:36 PM,
UPDATED DECEMBER 13, 2018 07:30 PM

Fatal shooting at ARC Natomas Center

Sacramento Police Department spokeswoman Linda Matthew discusses the fatal shooting that occurred at the Natomas Center on Tuesday Dec. 11, 2018.

By Vincent Moleski

A North Natomas man has been charged with the killing of a Sacramento librarian who was found shot in her car Tuesday night.

Ronald Seay, 56, was arrested Wednesday on suspicion of felony homicide in the shooting death of Amber Clark, who was killed in the parking lot of the North Natomas Public Library, police announced Thursday.

Detectives believe Clark was targeted and are investigating the motive for the shooting, said department spokesman Sgt. Vance Chandler.

Chandler said Seay has lived a few miles from the North Natomas Public Library for several months and previously lived out of state. He was issued a no trespass order for the library property after causing a disturbance there on Oct. 13. Clark was a supervisor at the library at the time. Police did not immediately say if Seay and Clark had interacted during the incident that led to his ban from the facility.

Seay was arrested Wednesday morning after a short, slow-speed chase at 5:30 a.m. in the area of Elverta Road in Natomas, said Chandler.
Ronald Seay, 56, has been arrested on suspicion of felony homicide in the killing of North Natomas librarian Amber Clark.

Sacramento Police Department

Clark, 41, was sitting in her car when Seay allegedly approached and shot her in face and head Tuesday night after dark, according to police and scanner traffic obtained through the online archive Broadcastify.

Chandler said a handgun was used and Clark was shot multiple times. He said multiple weapons were recovered during the investigation of Seay, but he could not comment on whether the weapon used in the killing had been recovered.

Community college students were in class at the American River College satellite campus next door when the shots were fired. Police responded to the shooting shortly after 6 p.m. and found Clark “unresponsive” in her car, according to police radio communications.

Initial reports said the suspect was wearing a mask and teal clothing, and fled the scene in a gray sedan with out of state license plates.

Clark worked as an educator in Oklahoma before joining the Sacramento Public Library in 2015, where she worked in Florin, North Highlands and Natomas branches.
Clark’s husband, Kelly Clark, said his wife “pursued professions that served to benefit young people and the betterment of society,” in a statement emailed to The Bee.

“She selflessly gave of herself to her community,” he said.

Library Director Rivkah Sass said at a press conference Wednesday that Clark had been an advocate for those with special needs.

“She had a great, compelling, charismatic personality, because she felt so deeply about the work that she did. We’re especially grateful for all she did for us, to raise our awareness as a library staff, on serving people with special needs,” Sass said. “She changed how we program for that particular audience.”

Sass said Clark’s death feels like losing a member of her family.

“She was fierce,” said Sass. “She did not suffer fools, I would say. She knew what she wanted and she was very direct with people about making sure that staff felt comfortable and safe, that the services we offered really were ones that met the community’s needs.”

“She had a great, compelling, charismatic personality, because she felt so deeply about the work that she did. We’re especially grateful for all she did for us, to raise our awareness as a library staff, on serving people with special needs,” Sass said. “She changed how we program for that particular audience.”

Seay was booked into the Sacramento County Main Jail Thursday on suspicion of felony homicide and shooting into an occupied vehicle.
Upcoming Events of Interest

Parenting Strategies - Mindfulness to Center You and Your Family
*Thursday, December 20, from 7:00 p.m. - 8:00 p.m. Registration required.*
Learn tips and tricks on mindfulness, presented by Jessica Cortez, LMSW.

Elephant and Piggie Party
*Thursday, December 27, from 10:30 a.m. - 11:30 a.m. Registration required.*
Have some elephant-sized fun with Gerald & Piggie crafts and activities.

Richard Paul’s Fun Variety Show
*Friday, December 28, from 2:00 p.m. - 3:00 p.m. Registration required.*
Ages 5 and up. Ventriloquist Richard Paul, That Funny Puppet Guy, will be performing an outrageous variety show full of audience participation, humor, magic, and a whole slew of characters.

Idea Lab: Stampmaking
*Saturday, December 29, from 10:00 a.m. - 4:00 p.m. or Thursday, January 3, from 6:00 p.m. - 8:00 p.m.*
Drop in to make a custom decorative stamp to take home.

Page to Screen Film Screening & Book Discussion
*Film screening: Sunday, December 30, from 2:00 p.m. - 4:30 p.m. Registration required.*
*Book discussion: Thursday, January 3, from 6:00 p.m. - 7:30 p.m. Registration required.*
Watch Spike Lee's 2002 film “25th Hour,” and then discuss David Benioff’s novel “The 25th Hour,” the book that inspired the film.

Escape the Upside Down: Stranger Things Escape Room for Teens
*Thursday, January 10, from 4:30 p.m. - 5:15 p.m. or 7:00 p.m. - 7:45 p.m. Registration required.*
Grades 6-12: Can you escape the room before the Demogorgon gets you? You have 45 minutes to work together to solve puzzles, clues, and riddles before time runs out!

Family Storytimes @ the Museum: Into the Forest
*Thursday, January 10, from 6:30 p.m. - 7:00 p.m. Registration required.*
Join us for stories, songs, and activities hosted offsite at the Birmingham Museum. Admission to the story time is free.

Watercolor for Beginners, with Leah Moss
*Saturday, January 12, from 1:00 p.m. - 4:00 p.m. Registration required. $30 materials fee.*
Learn the basics of watercolor painting with local artist and calligrapher Leah Moss in this 3-hour workshop. Each student will receive a paint palette and paints, paint brushes, and extra watercolor paper sheets.

Winter Fragrance Workshop, with Alchemy Henna
*Monday, January 14, from 6:30 p.m. - 8:30 p.m. Registration required.*
Use natural botanical elements to make a wintry fragrance to wear or share. $10 materials fee.

Celebrate Martin Luther King, Jr. Day with Miz Rosie
*January Monday, 21, from 3:00 p.m. - 4:00 p.m. Registration required.*
Best suited for elementary age and up. Storyteller Rosie Chapman brings history to life with her reenactment of Civil War heroine Harriet Tubman, one of the most unique and courageous women in American History.
BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda
Trust Minutes
Trust Financial Reports
Gifts to Trust: Receipts
Check Register: Claims
Baldwin Public Library Trust Meeting
Monday, December 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 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 November 19, 2018 minutes p. 87
   B. Acceptance of the November 2018 receipts of $38,843.83 p. 93
   C. Approval of the November 2018 disbursements of $16,843.26 p. 95

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
    Motion: To adjourn the December 17 Trust Meeting.

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Wednesday, January 23, 2019.
1. **Call to Order**

The meeting was called to order by President Bob Tera at 8:57 p.m.

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

Absent and excused: None.

Library Staff present: Doug Koschik, Director; Rebekah Craft, Associate Director.

Members of the public present: None.

2. **Consent Agenda**

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

1st Pisano  
2nd Suhay  

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. **New and Miscellaneous Business:** Pisano noted this year has brought two 10% corrections in the stock market, and that higher interest rates are slowing the global economy and increasing volatility.

4. **Adjournment**

**Motion:** To adjourn the meeting.

1st Suhay  
2nd Pisano  

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

Nays: None.

Absent and excused: None

The motion was approved unanimously. The meeting was adjourned at 9:01 p.m. The next regular meeting will be on Monday, December 17, 2018.

Melissa Mark, Secretary

Date

The current value of the Trust is $1,689,010.08, divided up in the following way:

- Total endowment investments* $1,094,384.92
- Endowment funds distributed for use $101,473.86
- Total endowment funds $1,195,858.78

- General spendable funds $276,065.28
- Restricted funds** $188,497.13
- Naming rights for Rotary Tribute Room $28,588.89
- Total non-endowment funds $493,151.30

- Total endowment funds $1,195,858.78
- Total non-endowment funds $493,151.30
- Total of all Trust funds $1,689,010.08

* The principal of the endowment funds is $818,859.98.

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

To date, fundraising efforts for the Youth Room Expansion and Renovation have resulted in $126,006.36 in donations. This includes all money received, but not money pledged. It also does not include money raised at the 2017 and 2018 Books & Bites events.
Baldwin Public Library Trust  
Portfolio Performance Benchmarks  
As of November 30, 2018

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<tr>
<th>Index</th>
<th>2018: YTD</th>
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**Trust’s Portfolio Performance Compared to Blended Return of Benchmarks**  
-2.53%  
1.41%

*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.
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<td>401</td>
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<tr>
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<td>Gladys E. Brooks</td>
<td>Large Print Books/Senior Citizens</td>
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<td>$57,809.30</td>
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<td>Paul R. Francis</td>
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| TOTAL | $818,859.98 | $1,125,272.78 | $0.00 | $0.00 | ($31,387.86) | $1,093,884.92 |
## BALDWIN PUBLIC LIBRARY TRUST
### ENDOWMENT FUNDS BY DESIGNATION
#### NOVEMBER 30, 2018

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<tr>
<th>Purpose</th>
<th>Prior Month Balance</th>
<th>To Current Year to Date Revenue</th>
<th>Current Month to Date Revenue</th>
<th>Current Month to Date Expense</th>
<th>Change in Ending Balance</th>
<th>Transfer in</th>
<th>Transfer Out</th>
<th>Change in Investment Value</th>
<th>Ending Balance</th>
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<td><strong>Revenue</strong></td>
<td><strong>Expense</strong></td>
<td><strong>In</strong></td>
<td><strong>Out</strong></td>
<td><strong>Value</strong></td>
<td><strong>11/30/18</strong></td>
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# Receipts by Bank

**11-Dec-18**

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

<table>
<thead>
<tr>
<th>Receipt Number</th>
<th>Date</th>
<th>Account Number and Name</th>
<th>Amount</th>
<th>Received From</th>
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<tbody>
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<td>826</td>
<td>30-Nov-18</td>
<td>302.0000 999.00 09 2018 Books &amp; Bites at Baldwin Fundrais</td>
<td>$5,996.00</td>
<td>Patrons</td>
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<td>2018 Books &amp; Bites Tickets, Silent Auction &amp; Wine Pull (Paypal)</td>
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<tr>
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<td>$250.00</td>
<td>Darin McKeever</td>
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<td>2018 Youth Room Fundraising (Paypal)</td>
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<td>($217.95)</td>
<td>Eleanor Siewert</td>
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<td>$200.00</td>
<td>Donors from Youth Room Fundraising Letter</td>
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<td>302.0000 999.00 10 2018 Youth Room Fundraising</td>
<td>$2,500.00</td>
<td>2018 Youth Room Fundraising Donations in Honor of Jennifer Wheeler's Birthday</td>
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<td>302.0000 999.00 03 Memorial Funds</td>
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<td>General Funds Donation (Baldwin was a 2% Beneficiary of Nancy J. Platz Trust)</td>
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<td>Linne Underdown Hage Forester Endowment Donation</td>
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<td>In Memory of Kim Fisher</td>
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<td>General Funds Donation</td>
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</table>
## Receipts by Bank

**11-Dec-18**

<table>
<thead>
<tr>
<th>Bank Number</th>
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<th>Talmer Bank and Trust</th>
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</thead>
<tbody>
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<td>Receipt Number</td>
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<td>Account Number and Name</td>
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**LIBRY TOTALS:**

Total of 21 Checks: 16,843.26
Less 1 Void Checks: 0.00
Total of 20 Disbursements: 16,843.26