



Baldwin Public Library
Library Board of Directors

Library Board Meeting

January 23, 2019

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 Oppenheimer and Co. Inc. 385 South Eaton Birmingham, MI 48009 Phone: (248) 593-3723	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 Douglas Cleaners, Inc. Birmingham, MI 48009 Phone: (248) 644-6864 Fax: (248) 642-7067	Policy and Building Committees
SCHAUFLE, CHELSEA , Student Representative Home: (248) 765-0388 e-mail: chelseasing2012@gmail.com	Term expires February 2019	



AGENDA

Baldwin Public Library Board Meeting
Wednesday, January 23, 2019 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 December 17, 2018 minutes p. 7
- B. Approval of December 2018 vendor payments in the amount of \$194,438.07, including payments in excess of \$6,000 p. 11
- C. Approval of total expenses in the amount of \$392,200.88. p. 15

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff Introductions – Rosemary Retford, Carri Fritz-Gvozdoch
- D. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 36
- E. Staff anniversaries p. 26
- F. Thank you to outgoing Student Representative Chelsea Schaufler
- G. Fundraising update (Melissa Mark)

III. H. Upcoming events of interest (Rebekah Craft) p. 119

Board Committee Reports

- A. Finance Committee (Frank Pisano) p. 14
- B. Building Committee (Jim Suhay) p. 17
 - i. Presentation about final plans for Youth Room (Koschik)

IV. Library Report p. 21

V. Liaisons

A.	Beverly Hills (Lee Peddie, Mayor, Beverly Hills Village Council)	
B.	Bloomfield Hills (Susan McCarthy, Mayor, Bloomfield Hills City Commission)	
VI.	Unfinished Business	
VII.	New & Miscellaneous Business	
A.	Selection of a new janitorial service for the Library	p. 38
	Suggestion Motion: Motion to approve the selection of DM Burr Group to perform janitorial services at the Library at a monthly rate of \$3,221.32 for a four-year contract to be paid out of account 816.0100 Janitorial Contract.	
VIII.	Items Removed from Consent Agenda	
IX.	Information Only	
A.	Baldwin’s Best Books of 2018	p. 94
B.	<i>Eagle</i> article “Village supports Baldwin library”	p. 96
C.	<i>Eagle</i> article “Baldwin gets crafty with new workshops”	p. 98
D.	<i>Eccentric</i> article “Winter break activities”	p. 99
E.	<i>Eccentric</i> article “Workshops at Baldwin Library”	p. 99
F.	<i>Eagle</i> article “Baldwin hosts activities during winter break”	p. 100
G.	<i>Eccentric</i> article “Baldwin Library adds new book clubs, seeks teen rep”	p. 101
H.	<i>Eccentric</i> article “Workshops at Baldwin Library” 12-30-18	p. 102
I.	<i>Eccentric</i> article “Workshops at Baldwin Library” 01-06-19	p. 103
J.	<i>Eagle</i> article “Watercolor for Beginners class”	p. 104
K.	<i>Downtown Publications</i> article “MLK events for Birmingham Schools, Baldwin”	p. 105
L.	<i>Eccentric</i> article “Workshops at Baldwin Library”	p. 106
M.	<i>Eccentric</i> article “MLK Day at Baldwin Library”	p. 106
N.	<i>Eccentric</i> article “Baldwin Library Events”	p. 106
O.	<i>Eagle</i> article “Celebrate Martin Luther King Jr. Day at the Baldwin Public Library”	p. 107
P.	Birmingham Heritage article “Events”	p. 108
Q.	<i>Eccentric</i> article “Birmingham school board selects Troy deputy superintendent to lead district”	p. 109
R.	<i>Eagle</i> article “Leaders in Birmingham, Bloomfield look ahead to 2019”	p. 111
S.	<i>Eccentric</i> article “Bloomfield Library ‘historian’ still sharp as she reaches 101 st birthday”	p. 113
T.	<i>NBC News</i> Fort Myers article “Fort Myers Beach Public Library murder suspect appears in court”	p. 116
U.	Upcoming events of interest	p. 119

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 18, 2019 at 7:30 p.m.

Suggested motion: To adjourn the January 23 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 session 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).



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
December 17, 2018

1. Call to Order and Roll Call

The meeting was called to order by President Bob Tera at 7:30 p.m., and all present recited the Pledge of Allegiance.

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

Absent and excused: None.

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

Friends of the Library Liaison: None.

Contract community representatives present: None.

Members of the public present: Michelle Hollo, Lindsay Van Syckle, Jennifer Wheeler, and Olivia Fogel.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera took a few minutes to thank Books & Bites committee members Michelle Hollo, Lindsay Van Syckle, and Jennifer Wheeler for their service to the Library and their excellent work in raising over \$27,000 for the Youth Room Expansion and Renovation project. The other members of the Board echoed that sentiment. Wheeler, Van Syckle, and Hollo expressed their appreciation for the opportunity to lead such a successful event and thanked all who were involved.

Tera invited everyone to visit the newly re-decorated Grand Hall and thanked the committee involved with the project.



Tera next recognized and appreciated the Building Committee members Suhay, Pisano, and Underdown, as well as Mark, and he re-appointed all Board members to the same committees as in the prior year.

Next, Pisano announced the following staff anniversaries: MacMillan (4 years) and Novak (1 year).

Mark updated the Board on the fundraising activities to date. The May 22 fundraiser raised nearly \$147,000, including pledges; Books and Bites raised an estimated \$27,000; and, the letter campaign has netted \$7,500 to date. In addition, we received a grant from the Bloomfield Hills branch of the Women's National Farm and Garden Association for \$2000. In hand, we have raised about \$153,000 and have nearly \$30,000 in pledges yet to come.

Chelsea Schaufler, current Student Representative, shared information about the position she has held as student representative, and explained the application process. The position is open to high school juniors in Baldwin's service area, and applications are due January 11, 2019.

Craft highlighted a few upcoming events of interest, details of which can be found on page 84 of the December Board packet.

Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on December 10, 2018. Complete minutes of this meeting are on pages 14 -16 of the December Board packet. The next meeting of the Finance Committee will take place on Monday, January 14, 2019 at 4:30 p.m.

Building Committee: Suhay reported that the working Committee met on the following dates: November 14, 2018 and December 3, 2018. The Landscape Subcommittee met on December 5, 2018 and December 13, 2018. Complete minutes of these working sessions and the Landscape Subcommittee meetings are on pages 17-22 of the December Board packet.

Suhay then asked Koschik and Craft to update the Board on the design and development phase of the Youth Renovation. Koschik mentioned that aquarium costs have been a concern. The newly received estimate for the larger size (8' x 3' x 2') is slightly over \$9,000, which is only \$1,700 more than the smaller version. The estimate for monthly maintenance is \$200. The Committee has decided in favor of the larger aquarium. The blinds/shades will be bottom-up style. Craft updated the Board on the carpet design plan for the Youth Room and then reviewed the designs for the lighting, terrace, and landscaping. Mark asked about lighting in the stacks and if the shelving would be wood. Craft said the stack lighting will be the same as in Birkerts and the shelving would be the same as in Birkerts too—i.e., unstained maple. Aidenbaum expressed concern about the surface material of handrails and other features in the restrooms in regards to their cleanability. Suhay explained the rationale for the choice made by the architect. Suhay outlined the next steps in the process with a goal for RFP approval at either the last City Commission meeting in January or a Commission meeting in February.

4. Library Report:

Koschik mentioned the recent \$45,000 grant from the Birmingham Area Cable Board for updates to the technology of the Rotary Room. He also updated the Board on the progress with the new ILS system.



Craft highlighted a few other items from the Library report, which can be found on pages 23-40 of the December Board packet.

5. Liaisons:

Friends of Baldwin Public Library: There was no report, but Koschik called attention to page 40 of the December Board packet, which is the list of expenditures that the Library has made with donations from the Friends. He expressed his appreciation for the Friends all they do for the Library.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. Unfinished Business: There was no unfinished business.

7. New and Miscellaneous Business: None.

8. Information Only: See pages 41-84 of the December Board packet.

9. Adjournment

Motion: To adjourn the meeting.

1st Mark

2nd Underdown

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:25 p.m. The next regular meeting will be on Wednesday, January 23, 2019 at 7:30 p.m.

Melissa Mark, Secretary

Date

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	006638	ACTION MAT & TOWEL RENTAL	43.50
	000843	BAKER & TAYLOR BOOKS	19,057.61
	000408	BALDWIN PUBLIC LIBRARY	87.62
	000517	BEIER HOWLETT P.C.	25.50
	008779	BENZIE SHORES DISTRICT LIBRARY	16.00
	000421	BLACKSTONE PUBLISHING	235.00
	004074	BOOK FARM INC	263.22
	000443	CCH INCORPORATED	152.89
	002067	CENTRAL PARKING SYSTEM	1,458.00
	008971	CURTIS HAYS CONSULTING, LLC	240.00
	004680	DALTON COMM. CLEANING CORP	400.00
	000575	DEMCO, INC	1,103.90
	005651	FINDAWAY WORLD, LLC	1,926.60
	000902	GALE/CENGAGE LEARNING	446.50
	008827	KANOPY, LLC	402.00
	000795	LIBRARY DESIGN ASSOCIATES, INC.	106,304.00
	003527	LOWER HURON SUPPLY CO	499.94
	007927	MICHELLE HOLLO	840.00
	002013	MIDWEST TAPE	12,782.73
	008471	MULTICULTURAL BOOKS & VIDEOS	126.12
	000678	OCLC, INC.	289.93
	000481	OFFICE DEPOT INC	1,181.08
	007108	OPDYKE CONSULTING GROUP, INC.	700.00
	006785	OVERDRIVE, INC.	5,769.31
	007678	PENGUIN RANDOM HOUSE LLC	92.50
	007822	REBEKAH CRAFT	161.32
	000733	RECORDED BOOKS, LLC	49.99
	004072	SHOWCASES	64.80
	006347	SOUTHERN COMPUTER WAREHOUSE	247.54
	007492	STEPHANIE KLIMMEK	59.90
	000797	THE LIBRARY NETWORK	1,884.50
	005861	UNIQUE MGMT SERVICE, INC	80.55
	004265	WESTON WOODS	518.10
	000839	WORLD BOOK INC	999.00
263199	007745	ALL COVERED	1,583.00
263230	003904	CAPITAL ONE BANK	5,824.26
263283	000742	JANWAY CO. USA INC	775.00
263300	008951	LIBERTY CAST PRODUCTS	40.00
263381	007907	SP+ CORPORATION	1,400.00
263429	006759	AT&T	511.40
263444	007615	CINTAS CORPORATION-K11	205.64
263447	000627	CONSUMERS ENERGY	1,137.00
263458	000179	DTE ENERGY	4,554.05
263477	006666	GRID 4 COMMUNICATIONS INC.	277.11
263500	000312	LUCKENBACH-ZIEGELMAN ARCHITECT	8,432.40
263506	003766	MICHIGAN OFFICE SOLUTIONS	186.12
263507	002362	UNIVERSITY OF MICHIGAN	15.00
263515	001194	NELSON BROTHERS SEWER	130.00

Register of Claims

Page: 2/2

Baldwin Public Library300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
263522	002518	PITNEY BOWES INC	443.47
263529	002675	RESERVE ACCOUNT	5,000.00
263534	008962	CHASE SARHAN	100.00
263539	006347	SOUTHERN COMPUTER WAREHOUSE	1,279.05
263587	008968	BUREAU OF EDUCATION & RESEARCH	269.00
263636	003766	MICHIGAN OFFICE SOLUTIONS	1,494.26
263664	008962	CHASE SARHAN	225.00
263674	000158	VERIZON WIRELESS	28.42
458	000517	BEIER HOWLETT P.C.	1,823.25
493	005550	LEE & ASSOCIATES CO., INC.	194.99

Total: 194,438.07

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

January Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Tuesday, January 15, 2019, at 4:30 p.m. in the Delos Board Room. Present were Frank Pisano, Jim Suhay, Bob Tera, and Doug Koschik.

- Koschik discussed the FY 2018-2019 budget. The budget is tracking well after six months.
 - This month the Library paid most of the remaining costs of the Grand Hall refurbishment to Library Design Associates.
 - The Library also paid the remaining costs of the design development/construction drawing phase of the Youth Room expansion to Luckenbach Ziegelman Gardner Architects.
- Koschik will soon start working on the FY 2019-2020 budget.
- Koschik discussed the December Trust expenditures with the Friends of the Baldwin Public Library's funds.
- The next meeting of the Finance Committee will take place on Monday, February 11, 2019, at 4:30 p.m.

FINANCIAL REPORT: DECEMBER 2018

This report references the Revenue and Expense Report 2018-19, found on the following page. At 50% of the way through fiscal year 2018-2019, the Library has spent 52.2% of its budget and received 82.6% of its revenue. By this point of the year, the Library was budgeted to have spent 47.9% of its budget and to have received 81.1% of its revenue. Payment was made to Library Design Associates, Inc. for installation of carpeting in Grand Hall & Harry Allen Room (\$12,312.00) and Furniture for Grand Hall & Harry Allen Room (\$93,992.00). Payment was also made to Luckenbach-Ziegelman Architects for Youth Services Phase 1 Renovation (\$8,432.40). The second quarter health care adjustment was also made (\$27,621.18).

Vendor payments in excess of \$6,000:

Baker & Taylor Books	\$19,057.61
Library Design Associates, Inc.	\$106,304.00
Luckenbach-Ziegelman Architects	\$8,432.40
Midwest Tape	\$12,782.73
Total vendor payments in excess of \$6,000	<u>\$146,576.74</u>

Balance of vendor payments less than \$6,000	\$47,861.33
Total vendor payments	<u>\$194,438.07</u>

City of Birmingham allocations:

Payroll Period 11/18-12/1	\$72,865.19
Payroll Period 12/2-12/15	\$74,249.23
Employee Health Care Payroll Deduction	(\$657.00)
Fixed Past Retirement Health Care Cost	\$6,929.92
Fixed Past Retirement Cost	\$3,228.67
2nd Quarter Hospitalization Adjustment	\$27,621.18
BS&A Software Charge	\$248.19
Administrative Services	\$8,740.83
MML Insurance Premium	\$380.83
Water & Sewer Usage 7/15-10/15	\$3,313.88
Credit Card Processing Fee	\$218.42
Plante & Moran-Audit for Year Ending 6/30/18	\$742.50
Total City of Birmingham allocations	<u>\$197,881.84</u>

Reconciling Adjustments:

Trust Program Credit Card Payments	(\$119.03)
------------------------------------	------------

Total expenses for the month	<u><u>\$392,200.88</u></u>
-------------------------------------	-----------------------------------

BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2018-19
DECEMBER 2018

6th Month
50% of the year

	Approved 2018-19 Budget	Current Month Budget December 2018	Current Month Actual December 2018	Variance For Month	Y-T-D Budget 2018-19	Y-T-D Actual 2018-19	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2017-18	% Received/ Spent Prior Y-T-D	
REVENUES											
TAXES	\$3,249,870	\$0	\$0	\$0	\$0	\$3,249,870	\$3,249,870	\$0	100.0%	\$3,118,390	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$7,500)	\$74	\$74	\$7,574	-0.5%	(\$755)	5.0%
COUNTY AND STATE REVENUE	\$102,600	\$0	\$0	\$0	\$0	\$5,500	\$7,217	\$1,717	7.0%	\$5,631	5.5%
LOCAL GRANTS	\$0	\$0	\$45,000	\$45,000	\$0	\$45,000	\$45,000	\$45,000	100.0%	\$8,200	100.0%
COMMUNITY CONTRACTS	\$898,780	\$28,293	\$28,293	\$0	\$223,954	\$224,972	\$1,018	\$1,018	25.0%	\$219,015	25.0%
PATRON USE REVENUE	\$82,600	\$6,883	\$8,176	\$1,293	\$41,298	\$48,180	\$6,882	\$6,882	58.3%	\$45,078	47.3%
INVESTMENT INCOME	\$36,920	\$3,076	\$11,846	\$8,770	\$18,456	\$23,298	\$4,842	\$4,842	63.1%	\$6,924	62.9%
TOTAL REVENUE	\$4,355,770	\$37,002	\$93,315	\$56,313	\$3,531,578	\$3,598,612	\$67,034	\$67,034	82.6%	\$3,402,482	81.2%
EXPENSES											
PERSONNEL SERVICES	\$2,273,420	\$185,000	\$184,237	(\$763)	\$1,030,000	\$1,027,221	(\$2,779)	(\$2,779)	45.2%	\$956,535	45.6%
SUPPLIES	\$75,500	\$6,291	\$10,783	\$4,492	\$37,746	\$39,142	\$1,396	\$1,396	51.8%	\$38,236	51.0%
CONTRACTED SERVICES	\$354,500	\$10,000	\$26,308	\$16,308	\$199,000	\$258,841	\$59,841	\$59,841	73.0%	\$187,914	63.5%
TECHNOLOGY & MAINTENANCE	\$150,000	\$5,000	\$2,866	(\$2,134)	\$49,000	\$44,348	(\$4,652)	(\$4,652)	29.6%	\$36,845	27.1%
UTILITIES	\$100,500	\$9,000	\$9,005	\$5	\$52,500	\$49,827	(\$2,673)	(\$2,673)	49.6%	\$47,456	47.9%
OTHER CHARGES	\$66,170	\$3,000	\$5,271	\$2,271	\$37,000	\$37,596	\$596	\$596	56.8%	\$30,013	50.8%
BUILDING IMPROVEMENTS & FURNISHINGS	\$122,000	\$20,000	\$109,916	\$89,916	\$71,000	\$181,891	\$110,891	\$110,891	149.1%	\$39,172	24.5%
COLLECTIONS	\$587,700	\$45,000	\$43,814	(\$1,186)	\$308,975	\$308,515	(\$460)	(\$460)	52.5%	\$227,518	40.6%
TOTAL EXPENSES	\$3,729,790	\$283,291	\$392,201	\$108,910	\$1,785,221	\$1,947,381	\$162,160	\$162,160	52.2%	\$1,503,688	44.9%
VARIANCE	\$625,980	(\$246,289)	(\$298,886)	(\$52,597)	\$1,746,357	\$1,651,232	(\$95,126)	(\$95,126)			
FUND BALANCE-BEGINNING OF YEAR											
FUND BALANCE-CURRENT											

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**

project BPL Youth Services – Renovation / Addition
date January 11, 2019, 9:30 a.m. – 11:30 a.m.
location Baldwin Library, Delos Board Room
attending BPL: R. Craft, S. Klimmek
Building Committee: F. Pisano, J. Suhay, D. Underdown
LZG: J. Gardner, K. Swanson, R. Ziegelman

The minutes of the December 5 working session were approved.

The group went over LZG's latest budget estimate. The following decisions were made:

Construction:

- The cost of the "aquarium closet," including plumbing, will be added.
- We'll add an automatic door opener at the patio door.
- The two automatic door openers to the story room will be made an "add alt."
- We'll take out the additional \$20,000 put in at the end for "Arch/Eng" We'll add at least part of it back under "Owner's Contingency."
- We'd like to increase the Owner's Contingency above 4.6%
- We need to have another meeting to settle the counter surfaces in the restrooms. It's a question of marble vs. quartz.

FFE:

- We'll ask for pricing for two alternate blind options: One top down and the other bottom-up.
- We need to add end panels for "Battle of the Books" shelving.
- The aquarium will come out of the FFE budget. We'll handle the bidding of it separately.
- Trash cans need to be added.
- Craft questioned whether \$12,500 is sufficient for high-density shelving.

Landscape:

- The cost of the **whole** children's garden needs to be added in because it wasn't included in the cost estimates of a year ago.

Costs that we must factor in, though they won't be part of the construction, FFE, or landscape RFPs:

- Aquarium (\$9,700)
- CAT 6 cabling for computers (\$7,110)

Gardner will supply a revised cost estimate on Monday, Jan. 14.

We need to hold another meeting after Ziegelman's return to settle the restroom countertop issue.

Suhay asked Koschik for an update on how much Trust funds, including from Youth Room fundraising, are available for Phase 2 and beyond. Koschik said he would provide it.

Gardner handed out a revised construction schedule, which the group discussed. The target date for RFP approval by the City Commission is no later than February 11.

Working session NOTES

project BPL Youth Services – Renovation / Addition
date January 18, 2019, 3:30 p.m. – 5:00 p.m.
location LZG Office
attending BPL: D. Koschik, S. Klimmek
Building Committee: J. Suhay, D. Underdown
LZG: R. Ziegelman, J. Gardner, K. Swanson

The minutes of the January 11 working session were approved.

Bathroom tiles and counters:

- The color of the bathroom floor tiles remains undecided. BPL staff prefers a lighter color. LZG prefers a darker, richer color that contrasts better with the wall tiles. Swanson will obtain another sample and consult with BPL staff. The color of the tile won't be specified in the RFP.
- Also left undecided is the width of the wall tiles. Swanson showed 12-inch-wide tiles, but she believes 9-inch-wide tiles might be better. She'll come up with a new drawing to help us decide. The width of the tile won't be specified in the RFP.
- Swanson showed samples of granite, marble, and quartz for the bathroom countertops. The committee ruled out granite. The quartz and marble are probably around the same price. BPL staff and Board members strongly prefer quartz because it is easier to maintain, doesn't stain, and never needs sealing. Ziegelman said that marble doesn't stain either if it is regularly cleaned, and also that we can repair marble, as a natural stone, more easily if it is cracked than we can an artificial material like quartz. The sample of marble that Swanson showed was richer in color than the quartz. The committee asked Swanson to search for richer-looking quartz, so that we can have the quality of the quartz along with the color of the marble sample.

The committee went over the most recent budget estimates and accepted a spreadsheet prepared by Koschik and Suhay. The estimated cost of the project now is about 4.2% higher than a year ago, due largely to the addition of desired items not in the original budget, such as a children's garden, bottom-up blinds, automatic door openers, and additional pieces of furniture. The Library can cover this cost with its additional millage, fundraising revenues, and undesignated money in the Trust. Final decisions will be made once bids come in.

LZG will not present at the January 23 Library Board meeting. Instead, Koschik will give an update showing the revised bathroom drawings, the floor plan, the landscape plan, and the color drawing of the carpet layout. Swanson will send the carpet layout drawing to Koschik. Gardner said that Craft's presentation at the December 17 Library Board meeting was very good.

Please Share Your Feedback on the New Grand Hall Updates

- Just beautiful! Love the sofa tweed; at last – new chairs!! Carpeting and lamps look great.
- I love all of the new sofa, tables and lamps. Thank you!
- Beautiful. So welcoming and inviting. Thank you!
- It is nice. We love it!
- Just Lovely! Our library is wonderful.
- Beautifully done!
- Gorg! Love It!
- I love the color palette. I like a good dusty blue. And the chairs are comfy!
- Comfy chairs
- Love the new furniture
- We love the Library
- The lovely round tables are too high and the chairs too low for a 5'5" woman to work at comfortably
- Very comfortable seating – Almost fell asleep (LOL)!
- It looks wonderful and very comfy! Thank you!
- Nice improvement!
- Both welcoming and cozy
- Delightful
- An island of coziness to recharge our intellectual and emotional batteries in a world of chaos!
- Nice change – but needs some pattern/color! - Note from Library: some colorful cushions and throw pillows are on order.
- Just like a living room (comfort)
- Like it 😊
- How about some live plants? Large ones - Treelike

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: December 2018

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 18-19 End of Q2 Target	Better/ (Worse) Target	Off Target Cautionary On Target
Financials							
Revenues	\$ 93,315	\$ 20,042	\$ 3,598,612	\$ 3,402,482			On Target
Expenses	\$ 392,201	\$ 220,383	\$ 1,947,381	\$ 1,563,688			On Target
Circulation							
Circ (Charges & Renewals)	40,387	38,090	259,426	252,566	205,484	53,942	On Target
Self-Check Usage	21.1%	21.5%	22.7%	22.7%	25.0%	-2.4%	Off Target
% of Circ by Residents	92.2%	90.1%	92.1%	90.8%	90.0%	2.1%	On Target
% of Circ by Non-Residents	7.8%	9.9%	7.9%	9.2%	10%	-2.1%	On Target
Interlibrary Loans							
Items borrowed	672	637	4,615	4,296			
Items loaned	475	843	4,743	4,270			
Technology Usage							
Database Sessions	1,160	1,476	7,169	9,121	8,899	(1,730)	Off Target
Downloadable Content	9,050	6,753	50,966	43,073	43,620	7,346	On Target
Public Computer Usage	1,070	1,195	6,702	8,342	11,051	(4,349)	Off Target
Wireless Sessions	23,297	15,128	141,994	112,382	110,000	31,994	On Target
Website Hits/Pageviews	21,899	22,886	149,212	154,149	167,427	(18,215)	Off Target
Program Attendance							
Adults	347	311	2,326	2,806			
# of Programs for Adults	23	22	126	148			
Teens	56	85	924	602			
# of Programs for Teens	10	11	69	66			
Youth	2,459	1,315	13,708	10,289			
# of Programs for Youth	48	39	300	282			
Computer Classes	23	14	212	177			
# of Computer Programs	7	5	52	49			
Online Video Views	35	32	279	291			
Idea Lab Certifications	5	3	36	40			
Idea Lab Visits	175	43	984	198	750		
Total Program Attendance	3,100	1,757	18,469	14,165	14,602	3,867	On Target
Total # of Programs	88	77	547	545	429	118	On Target
Gate Count	18,813	18,572	134,969	135,899	148,527	(13,558)	Off Target
Volunteer Hours	75	86	1,265	1,230	1,126	139	On Target
Social Media							
	New Users	New Users LY					
e-Newsletter Subscribers	-8	-3	1915	1793	1931	-16	Off Target
Facebook Page Likes	22	-1	2041	1785	2016	25	On Target
Twitter Followers	6	6	1188	1118	1190	-2	On Target
Instagram Followers	52		634		450	184	On Target

Strategic Plan Status Report

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

Key Metrics Explanation: December 2018

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 second quarter of the fiscal year:

- **Financials:** Revenues and expenses are both tracking well. We are on target.
- **Circulation:** Circulation is up compared to FY 2017-18 and has exceeded our target for the first half of FY 2018-19.
- **Technology Statistics:** The Library's downloadable content usage and wireless usage are on target. Database sessions are off target and lower than last year's usage. Librarians continue to monitor the usage of each of these databases and evaluate which to continue using and contemplating new databases to add. Starting in February, we will be promoting one database each month on social media, the Library's home page, and through a video tutorial. We hope this will increase usage and visibility of our many databases. Public computer usage and website pageviews are down significantly and are far below our target for this point in the year.
- **Program Attendance:** Program attendance has been strong in the first two quarters and has surpassed both FY 2017-18 program attendance and our second quarter goal.
- **Gate Count:** Gate count (i.e., the number of people entering the Library) is 9.1% off target and is .69% 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 2017-18. By working with Birmingham Public Schools and JVS Human Services, we have recruited new volunteers for the Library.

- **Social Media:** We began tracking social media usage in May 2016 and have continued to see growth in e-newsletter subscribers, Twitter followers, Facebook likes, and Instagram followers. Though we lost a few followers in December, our Facebook, Twitter, and Instagram followers are on target. We fell 16 short of meeting our goal of 1,931 newsletter subscribers in the second quarter.

Services and Programs

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

State Aid Report

Paul Gillin submitted Baldwin's state aid report on December 17.

Martin Luther King Breakfast at The Community House

The Race Relations & Diversity Task Force and The Community House sponsored the annual Martin Luther King Jr. Day Breakfast on Monday, January 21, 2019. 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, and Jim Suhay attended event.

Financial Stability

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

Fish Tank

Premier Pets donated a new, upgraded fish tank to the Library. The new tank is larger than the previous tank and was installed on January 12.



Long-Range Planning Session

The City's long-range planning session will start at 8:30 a.m. on Saturday, January 26, at City Hall. 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.

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:

- Winter Break Festivities for Children at the Baldwin Public Library

- Baldwin Library Recommends Best Books of 2018
- Baldwin Library Recommends Best Media of 2018
- Celebrate Martin Luther King, Jr. Day with the Baldwin Library
- Upcoming Events for Children at Baldwin Public 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:

- Spring Learn Connect Discover Issue
- Friends Book Sale Postcard
- Best Books of 2018 Brochure

Birmingham Newsletter

Doug Koschik was interviewed by Ipsita K. for the Birmingham Newsletter, a publication from realtor Stuart Jeffares. The newsletter is scheduled to appear in the spring.

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

75 volunteer hours were utilized in the month of December.

Communications with Staff

Staff talks were held on December 19 and 20 as a follow-up to the December Library Board meeting.

Staff Updates

Doug Koschik, Director, reached 28 years of service on January 9.

Denise Hildebrandt, Substitute Librarian, reached 25 years of service on January 18.

Darlene Poprafsky, Bookkeeper, reached 23 years of service on January 10.

Caroline Salucci, Youth Services Librarian, reached 14 years of service on January 4.

Staff Changes

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

TLN Circulation Services Meeting

Kristen Tait, Circulation Services Coordinator, attended the TLN Circulation meeting on Thursday January 10, 2019. It was held at the Huntington Woods library. While most of the meeting was a lengthy discussion of ongoing issues with TLN's new ILS (CARL), it was beneficial as staff from West Bloomfield and Canton were in attendance, and they were able to answer some questions about Circulation workflows in Polaris (West Bloomfield has Polaris, Canton has Sierra). They also gave good advice about receipt prints and printing hold wrappers (on sticky paper).

Customer Service Training with Marilyn Opdyke of Opdyke Consulting

Consultant Marilyn Opdyke conducted customer service training with many members of Baldwin's staff in December and January. After meeting individually with each person on the management team to determine specific areas to target, she tailored a program to fit the needs of Baldwin staff members. On January 9 and 15, she hosted two four-hour introductory sessions for staff. On January 16, she hosted a two-hour session for the Circulation department and a two-hour session for librarians. Through a combination of lecturing, small group discussion, and role-play, she demonstrated such techniques as Active Listening, Asking versus Telling, and Disney's HEARD technique (Hear, Empathize, Apologize, Resolve, Diagnose).

ZingTrain

Along with the Chamber of Commerce, the Community House, and the Birmingham Shopping District, Baldwin will participate in customer service training through Zingerman's ZingTrain program from 8:00 a.m. to 12:00 noon on Monday, February 11, in the Community House ballroom. Baldwin is paying a flat fee for its participation. Currently, 14 staff members, Board member Missy Mark, and Board member Frank Pisano are attending. A total of 100 people will be attending from the four organizations.

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.

Somebody associated with the Library will participate in a City focus group to discuss the new City logo. Design firm Factory Detroit will be leading the focus group.

Beverly Hills

Craft submitted information to the Village of Beverly Hills for inclusion in its weekly email newsletter.

Bingham Farms

On December 19, Koschik gave new Village Manager Ken Marten a tour of the Library, and both spoke about opportunities to strengthen the library's connection with the Village. Craft submitted content for the Village's quarterly newsletter on January 11.

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 quarter at Next. Several librarians are starting a new, non-fiction book club at Next. The first meeting is on February 14.

Birmingham Rotary Club

Koschik has continued to attend Birmingham Rotary Club meetings.

Birmingham All Seasons

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

Friends of the Baldwin Public Library

In December, the Friends fulfilled the Library's wish list by donating \$18,825 for Library programs and services. We appreciate their continued hard work and dedication to the Library. Without their support, we would not have a thriving Library. The Friends are collecting gently used handbags, totes, purses, and wallets for their upcoming Books, Bags, and Bagels sale on March 24. All donations should be brought to the Library's Circulation Desk.

Birmingham Bloomfield Chamber of Commerce

We received the following thank you note from the Chamber. We offer our lower level meeting room to the Chamber each month for their monthly directors' meetings.

"As 2018 quickly comes to an end, I would like to say thank you to you and your staff for everything you do for the Birmingham Bloomfield Chamber. I would especially like to thank Darlene for scheduling our monthly directors' meetings and making sure that there are no conflicts, and that the door is unlocked for our early access. And I'd like to thank Gary, as well, for making sure all our needs are met for the meetings. Gary is always available to help, and he makes sure the room is set up just right for our meetings. Darlene and Gary go above and beyond to accommodate us."

JVS Vocational Services

Starting on January 7, six clients from JVS Vocational Services will be volunteering at Baldwin for 4 hours on Mondays and Wednesdays. While volunteering, they will be dusting, shredding papers, cleaning study room windows, stamping withdrawn books, and cleaning tables.

Oakland Community College

For the winter semester, Oakland Community College student Elizabeth Vaillencourt will be interning at Baldwin in the Technical Services and Circulation departments as part of the Library Technician Associates degree program. Her goals during the internship are to learn Baldwin's current ILS (Sirsi) and new ILS (Polaris), learn MARC, and learn how to deal with patrons in real-life situations.

Birmingham Optimist Club

Doug Koschik will present his lecture on the history of the Peabody family and Peabody's Restaurant to the Birmingham Optimist Club on January 30.

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.

Polaris Migration

The migration has been moving along smoothly. Since last month, we have ironed some final data mapping issues and III has loaded our data on to a test server. We have successfully installed the Polaris desktop client on some staff computers and have begun the data review process. Very shortly we will be sending notifications to all Baldwin users with an email address informing them of important milestones in the migration process, as well as communicating the same via social media and our website. Next week, from January 23 - 25, a III employee will be on site training select staff members on how to use the Circulation and Cataloging modules of Polaris.

Photocopiers

This month we had two new Kyocera copiers installed. The first is for public use and can be found in the Birkerts addition. The second is for staff use and can be found on the second floor. We changed our service provider for the copiers and our print management from Michigan Office Solutions to Elite Imaging Systems. Doing so should make maintenance smoother and

save us some money. The machines are also faster and have greater capabilities. Staff members were trained on the machines on January 8.

Idea Lab

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

The past few weeks in the Idea Lab have been, as we've come to expect, just packed with activity. Throughout the month of December, the lab saw a distinct spike in visits and bookings, as practically everyone wants to use our Idea Lab equipment for their gifts, cards, decorations, and countless other projects. And then, of course, after Christmas, we receive another interesting influx of requests... Those who received 3D printers as holiday gifts visit us with questions, "How do I make this machine work??" And we are always happy to help.

Our recent programs were new and well-received:

- The Stampmaking program (something I'd been looking forward to basically since my arrival at BPL) went very smoothly- First, Our 3D printers created the stamp handles by the dozens. Then, patrons were given the chance to draw, type or use clip art to create an image, which would then be *laser cut* from stamping rubber, and affixed to the 3D-printed stamps! It's always fascinating to see what people come up with when given the opportunity to be creative.
- The Fusion360 class taught by our Technical Assistant, Matthew Weerakoon has received nothing but high praise. I've heard from several who were in attendance, and they were most impressed by the effectiveness of the course, and of Matthew's presentation. And, since requests for classes on Fusion360 and general 3D modelling are among the most commonly received here at The Idea Lab, I'm certain that Matthew's course and others like it will become a regular feature among our programs.
- Our speaker kit building program was also quite successful, and very unique among makerspace programming. In this program, patrons can assemble a quality stereo system, including a 25-watt amplifier with Bluetooth capability! This exposes individuals to numerous fascinating concepts, from basic electrical wiring, to digital signal processing, to the operating principals of acoustic waveguide patterns! And when their work is complete, they're left with an absolutely magnificent bit of kit to take home (the quality of sound consistently surpassed everyone's expectations). As one patron put it, this program was "packed with little *nuggets of information*." And naturally we were quite pleased with this remark, as we here at The Idea Lab just love *nuggets of information*.

I'd also like to tease you with the news, albeit briefly, of our recent collaborations with other local library makerspaces. We're in communication with several other similar public workshops in the area, in order to create a cohesive library makerspace network. This network currently does not exist on the regional level at which it would be most useful, so the Idea Lab is working with other organizations including Rochester Hills and Clio Township public libraries, to establish it. In addition, we have begun early planning on a local library makerspace conference, an event which might act as a foundation upon which to build our network. We will eagerly share more information on this as it appears. Be sure to visit the idea lab soon, and see the exciting developments to our layout and equipment roster.

Internet Bandwidth Upgrades

Beginning July 1, 2019, the Library will be more than doubling its internet bandwidth from 100 mb to 250 mb. This will make internet access faster and will prepare us for future, expected increases in downloading. The new monthly cost will increase from \$5454.80 to \$8815.40.

Bed Bug Screening

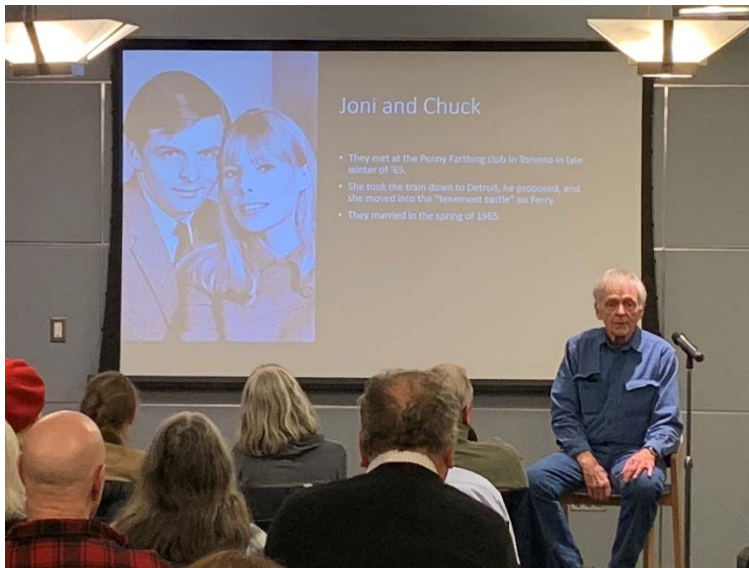
A bed bug screening was held on January 10. No bugs were detected during the inspection of the building. These screenings are held once per quarter.

Deep Cleaning

Saber Building Services provided its quarterly deep cleaning of the Library on January 16.

Adult Event Photos

In December we had the honor of hosting local author and music historian, Susan Whitall, to celebrate the publication of her book *Joni on Joni* about iconic American singer/songwriter Joni Mitchell. The event featured a special appearance and performance by Chuck Mitchell, Joni's former husband, also a talented singer/songwriter in his own right. Music fans packed the lower level and would have gladly stayed to listen to stories and hear songs all night, but we had to close things down when the Library closed!



Thanks to Susan Whitall, Chuck Mitchell, and The Book Beat of Oak Park for such a wonderful program.



Adult Services Librarian Sarah Bowman led a creative craft workshop in December in which patrons used shaving cream and food coloring to create dynamic marbled note cards. Each card was vibrant, unique and handmade!

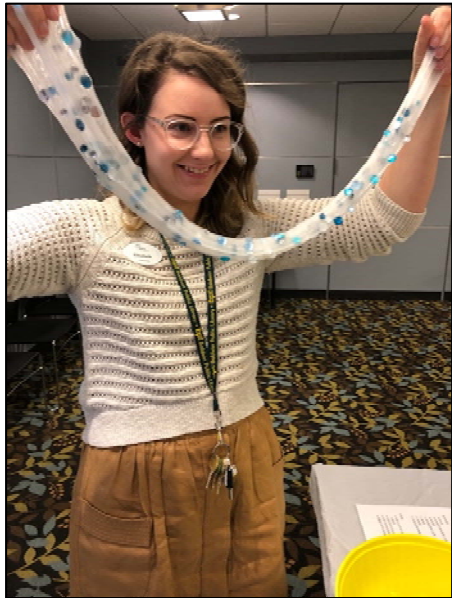


Thank you to the Friends of the Baldwin Public Library for sponsoring our programs!

Teen Event Photos

Holiday Slime

Teens experimented with holiday themed slime in this fun, hands on program for Maker Monday with Teen Services Librarian Elisabeth Phou.



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

Youth Event Photos

Bedtime Tales

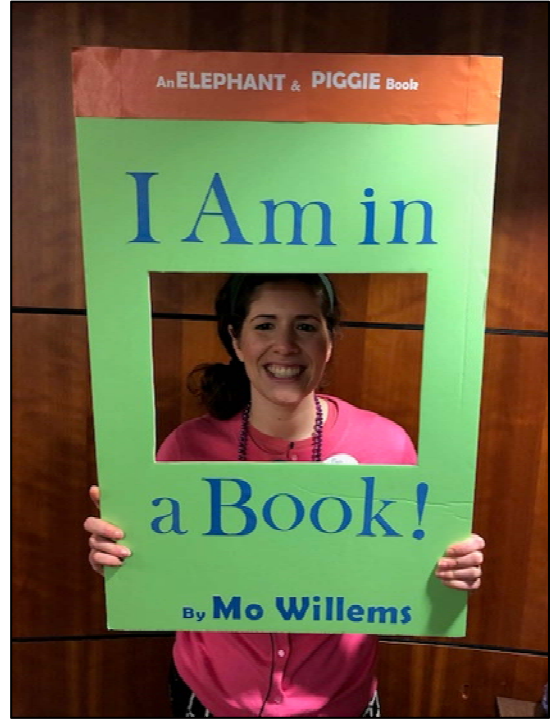
The theme for Miss Cathy's December family story time was Bundle Up, and kids danced to warm tunes, listened to cozy stories, and created fun clothing.



Elephant and Piggie Party

Over winter break, Miss Syntha and Miss Caroline threw a party in honor of two of the most popular children's book characters, Piggie and Gerald, from Mo Willems' *Elephant and Piggie* books.





Battle of the Books Author

Each year, the Friends of the Baldwin Public Library sponsor a visit from one of the Battle of the Books authors. This year's author was Lana Krumwiede, author of *Freakling*. Thanks to the generosity of the Friends, Miss Krumwiede visited all of the fourth and fifth grade students in BPS.



Baldwin Public Library: Friends Funds	
December 2018 Expenditures	
Adult Services	
Program Refreshments	\$ 21.99
Watercolor Painting (\$300 program fee will be reimbursed)	\$ 750.00
Eight Exotic Teas Program	\$ 150.00
Total	\$ 921.99
Teen Services	
Program Supplies	\$ 159.24
Slime Program	\$ 12.97
Program Refreshments	\$ 162.97
Total	\$ 335.18
Youth Services	
Accucut Dies	\$ 132.50
Book Club Books	\$ 14.97
Battle of the Books Author Travel Expenses	\$ 306.33
Miz Rosie Program	\$ 350.00
Richard Paul Variety Show	\$ 375.00
Puppets	\$ 90.92
Program Supplies	\$ 56.69
Program Refreshments	\$ 49.57
Total	\$ 1,375.98
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 2,633.15
December 2018 Balances	
Adult Services	\$ 3,227.22
Teen Services	\$ 3,727.98
Youth Services	\$ 10,370.51
Outreach & Equipment	\$ 5,172.79
Total Balance	\$ 22,498.50
December Book Sale Proceeds	\$1,298.00
Submitted by Rebekah Craft on January 15, 2019	



NEW BUSINESS

**RECOMMENDATION FROM LIBRARY ADMINISTRATION
ON THE SELECTION OF A NEW JANITORIAL SERVICE**

**by Library Director Doug Koschik
January 21, 2019**

For several years, the Baldwin Public Library has obtained its cleaning services through a joint contract with the City of Birmingham. The Library's current service provider is RNA Facility Management. Because the current contract is set to expire on January 31, 2019, the City issued an RFP for janitorial services in November 2018. There was a mandatory pre-bid meeting in December, which Rebekah Craft attended. On January 8, 2019, bids were due. Each company was asked to bid on cleaning the City of Birmingham's buildings and was also offered the option to bid on cleaning the Library.

Seven companies responded to the RFP. The lowest bidder for the City was Signature Cleaning. The City decided to go with that company. Signature had not, however, bid on the Library, which meant the Library was left to choose a company for itself.

The five companies that did offer bids for the Library were:

<u>Company</u>	<u>Monthly</u>	<u>First Year</u>	<u>Four-Year Total</u>
DM Burr	\$3, 221.32	\$38,655.84	\$155,783.04
541 Janitorial	\$4,060.00	\$48,720.00	\$194,880.00
Giant Janitorial	\$4,500.00	\$54,000.00	\$216,000.00
Linda's Cleaning	\$4,735.50	\$56,826.00	\$227,304.00
RNA Facility Mgmt.	\$5,300.00	\$63,600.00	\$254,400.00
Royal Cleaning Service	\$7,689.50	\$92,274.00	\$369,096.00

On January 17, the City informed the Library that it needed to know by January 18 which company the Library preferred. Koschik and Craft reviewed the bids and bid prices and talked to references. Koschik and Craft told the City that the Library would go with DM Burr because of the company's good reputation and low bid price. The City will vote to approve the contract at its January 28 meeting. Koschik and Craft recommend that the Library Board approve this decision also.

The contract calls for a periodic review of the janitorial company's performance and allows the Library to get out of the contract if the company's performance proves inadequate.



Proposal for
Janitorial Services
January 8, 2019

Mark Langkos
Director of Sales
810-233-9114 (office)
The D. M. Burr Group
4252 Holiday Dr.
Flint, MI 48507

Original



January 8, 2019

City of Birmingham
Attn: City Clerk
151 Martin St.
Birmingham, MI 48009

Thank you for the opportunity to provide the City of Birmingham with a proposal for janitorial cleaning services. As you review our proposal, I am confident that you will find that we have addressed the concerns of your facilities and that you can make an informed decision in choosing The DM Burr Group as your partner for the services you require. We have provided detailed information about the operation of our company, and how we can successfully manage the custodial cleaning needs of your staff and administration.

Our eighty plus current customers can attest to our abilities to maintain over 17 million square feet of facilities per day. We encourage you to call them.

The DM Burr Group has reviewed your request for proposal and bid without exception. We understand, agree and guarantee we can perform the scope of work to, or above the expectations of City of Birmingham. As your partner, we are also ready to remain flexible and meet any change in your requirements.

The DM Burr Group is one of the only full-service facilities-management companies in the state of Michigan. In addition to custodial services we also provide complete mechanical, plumbing, electrical, security, and grounds services across the State of Michigan.

We look forward to working with you and welcome an opportunity to interview and discuss our proposal. If you should have any questions, or wish to discuss our proposal in greater detail, please feel free to contact me directly at 248-709-6110.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mark Langkos'.

Mark Langkos
Director of Sales
The DM Burr Group
4252 Holiday Dr., Flint, MI 48507
810.233.9114 *office*
248-709-6110 *cell*
marklangkos@dm Burr.com

0.0 Table of Contents

- 1.0 Required Information & Pricing
- 2.0 Organizational Information
- 3.0 Policies and Procedures
- 4.0 Quality Management
- 5.0 Implementation Schedule
- 6.0 References and Letters of Recommendation
- 7.0 The DM Burr Group Diverse Family of Services

1.0 Required Information & Pricing

ATTACHMENT B - BIDDER'S AGREEMENT
For City of Birmingham Janitorial Services

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

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

<u>Mark Langkos</u>	<u>1/8/2019</u>
PREPARED BY (Print Name)	DATE
<u>Director of Sales</u>	<u>1/8/2019</u>
TITLE	DATE
	<u>Marklangkos@dmburr.com</u>
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
<u>DM Burr Facilities Management, Inc.</u>	
COMPANY	
<u>4252 Holiday Drive Flint, MI 48507</u>	<u>810-391-2314</u>
ADDRESS	PHONE
<u>The DM Burr Group</u>	<u>810-391-2314</u>
NAME OF PARENT COMPANY	PHONE
<u>4252 Holiday Drive Flint, MI 48507</u>	
ADDRESS	

COST PROPOSAL FOR THE FIRST YEAR (2018-19)

ALLEN HOUSE (8 hours/month)	\$ <u>196.21</u> monthly
POLICE CLERICAL AREA (14 hrs. /week)	\$ <u>1,124.69</u> monthly
MUNICIPAL BUILDING (30 hrs. /week)	\$ <u>2,407.60</u> monthly
DEPT. OF PUBLIC SERVICES (30 hours/week)	\$ <u>2,407.60</u> monthly
BALDWIN PUBLIC LIBRARY (Optional) (7 days/week)	\$ <u>3,221.32</u> monthly
TOTAL BID AMOUNT PER MONTH:	\$ <u>9,357.42</u> monthly
TOTAL BID AMOUNT PER MONTH EXCLUDING BALDWIN PUBLIC LIBRARY:	\$ <u>6,136.10</u> monthly
TOTAL BID AMOUNT FOR THE FIRST YEAR:	\$ <u>112,289.04</u> yearly
TOTAL BID AMOUNT FOR THE FIRST YEAR EXCLUDING BALDWIN PUBLIC LIBRARY:	\$ <u>73,633.20</u> yearly

NOTE: THE FOLLOWING MUST BE COMPLETED IN THE EVENT THE CITY REQUESTS ADDITIONAL WORK BEYOND THE CONTRACT REQUIREMENTS, OR FOR APPROVED OVERTIME WORK. STATE THE INDICATED HOURLY CHARGES.

STRAIGHT TIME: \$ 17.29 /HOUR

THE TOTAL BASE BID SHALL INCLUDE ALL COSTS. NO ADDITIONAL COST SHALL BE ADDED DURING THIS CONTRACT PERIOD EXCEPT IF SUPPLEMENTAL WORK IS REQUESTED BY THE CITY OF BIRMINGHAM.

COST PROPOSAL FOR THE SECOND YEAR (2019-20)

ALLEN HOUSE (8 hours/month)	\$ <u>196.21</u> monthly
POLICE CLERICAL AREA (14 hrs. /week)	\$ <u>1,124.69</u> monthly
MUNICIPAL BUILDING (30 hrs. /week)	\$ <u>2,407.60</u> monthly
DEPT. OF PUBLIC SERVICES (30 hours/week)	\$ <u>2,407.60</u> monthly
BALDWIN PUBLIC LIBRARY (Optional) (7 days/week)	\$ <u>3,221.32</u> monthly
TOTAL BID AMOUNT PER MONTH:	\$ <u>9,357.42</u> monthly
TOTAL BID AMOUNT PER MONTH EXCLUDING BALDWIN PUBLIC LIBRARY:	\$ <u>6,136.10</u> monthly
TOTAL BID AMOUNT FOR THE SECOND YEAR:	\$ <u>112,289.04</u> yearly
TOTAL BID AMOUNT FOR THE SECOND YEAR EXCLUDING BALDWIN PUBLIC LIBRARY:	\$ <u>73,633.20</u> yearly

NOTE: THE FOLLOWING MUST BE COMPLETED IN THE EVENT THE CITY REQUESTS ADDITIONAL WORK BEYOND THE CONTRACT REQUIREMENTS, OR FOR APPROVED OVERTIME WORK. STATE THE INDICATED HOURLY CHARGES.

STRAIGHT TIME: \$ 17.29 /HOUR

THE TOTAL BASE BID SHALL INCLUDE ALL COSTS. NO ADDITIONAL COST SHALL BE ADDED DURING THIS CONTRACT PERIOD EXCEPT IF SUPPLEMENTAL WORK IS REQUESTED BY THE CITY OF BIRMINGHAM.

COST PROPOSAL FOR THE THIRD YEAR (2020-21)

ALLEN HOUSE (8 hours/month)	\$ <u>196.21</u> monthly
POLICE CLERICAL AREA (14 hrs. /week)	\$ <u>1,124.69</u> monthly
MUNICIPAL BUILDING (30 hrs./week)	\$ <u>2,407.60</u> monthly
DEPT. OF PUBLIC SERVICES (30 hours/week)	\$ <u>2,407.60</u> monthly
BALDWIN PUBLIC LIBRARY (Optional) (7 days/week)	\$ <u>3,221.32</u> monthly
TOTAL BID AMOUNT PER MONTH:	\$ <u>9,357.42</u> monthly
TOTAL BID AMOUNT PER MONTH EXCLUDING BALDWIN PUBLIC LIBRARY:	\$ <u>6,136.10</u> monthly
TOTAL BID AMOUNT FOR THE THIRD YEAR:	\$ <u>112,289.04</u> yearly
TOTAL BID AMOUNT FOR THE THIRD YEAR EXCLUDING BALDWIN PUBLIC LIBRARY:	\$ <u>73,633.20</u> yearly

NOTE: THE FOLLOWING MUST BE COMPLETED IN THE EVENT THE CITY REQUESTS ADDITIONAL WORK BEYOND THE CONTRACT REQUIREMENTS, OR FOR APPROVED OVERTIME WORK. STATE THE INDICATED HOURLY CHARGES.

STRAIGHT TIME: \$ 17.29 /HOUR

THE TOTAL BASE BID SHALL INCLUDE ALL COSTS. NO ADDITIONAL COST SHALL BE ADDED DURING THIS CONTRACT PERIOD EXCEPT IF SUPPLEMENTAL WORK IS REQUESTED BY THE CITY OF BIRMINGHAM.

COST PROPOSAL FOR THE FOURTH YEAR (2021-22)

ALLEN HOUSE (8 hours/month)	\$ <u>202.10</u> monthly
POLICE CLERICAL AREA (14 hrs. /week)	\$ <u>1,158.43</u> monthly
MUNICIPAL BUILDING (30 hrs. /week)	\$ <u>2,479.83</u> monthly
DEPT. OF PUBLIC SERVICES (30 hours/week)	\$ <u>2,479.83</u> monthly
BALDWIN PUBLIC LIBRARY (Optional) (7 days/week)	\$ <u>3,317.96</u> monthly
TOTAL BID AMOUNT PER MONTH:	\$ <u>9,638.15</u> monthly
TOTAL BID AMOUNT PER MONTH EXCLUDING BALDWIN PUBLIC LIBRARY:	\$ <u>6,320.19</u> monthly
TOTAL BID AMOUNT FOR THE FOURTH YEAR:	\$ <u>115,657.80</u> yearly
TOTAL BID AMOUNT FOR THE FOURTH YEAR EXCLUDING BALDWIN PUBLIC LIBRARY:	\$ <u>75,842.28</u> yearly

NOTE: THE FOLLOWING MUST BE COMPLETED IN THE EVENT THE CITY REQUESTS ADDITIONAL WORK BEYOND THE CONTRACT REQUIREMENTS, OR FOR APPROVED OVERTIME WORK. STATE THE INDICATED HOURLY CHARGES.

STRAIGHT TIME: \$ 17.81 /HOUR

THE TOTAL BASE BID SHALL INCLUDE ALL COSTS. NO ADDITIONAL COST SHALL BE ADDED DURING THIS CONTRACT PERIOD EXCEPT IF SUPPLEMENTAL WORK IS REQUESTED BY THE CITY OF BIRMINGHAM.

Firm Name DM Burr Facilities Management, inc.

Authorized signature




Date 1/8/2019

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
For City of Birmingham Janitorial Services

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

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

Mark Langkos	1/8/2019
PREPARED BY (Print Name)	DATE
Director of Sales	1/8/2019
TITLE	DATE
	Marklangkos@dmburr.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS

DM Burr Facilities Management, Inc.
COMPANY

4252 Holiday Drive Flint, MI 48507	810-391-2314
ADDRESS	PHONE

The DM Burr Group	810-391-2314
NAME OF PARENT COMPANY	PHONE

4252 Holiday Drive Flint, MI 48507
ADDRESS

20-0217227
TAXPAYER I.D.#

Contractor's Agreement to terms and conditions of RFP and the Contract

The undersigned understands that City of Birmingham reserves the right to accept or reject any and all Proposals in whole or in part, and to waive informalities and irregularities and to award the contract to other than the low Bidder.

If award is made to us under this Proposal, we agree to enter into an agreement with City of Birmingham to furnish services and/or products, in strict accordance with this Proposal, and the RFP specifications.

My signature certifies that the Proposal as submitted complies with all specification as set forth within this document (except where noted otherwise).

My signature also certifies that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under federal law, and can result in fines, prison sentences, and civil damage awards.

I certify that an employee of the firm that I am representing has visited the sites for which this service is requested.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Submitted by:



Signature

January 8, 2019
Date

Mark Langkos
Printed Name

marklangkos@dm Burr.com
E-Mail

Director of Sales
Title

810-233-9114
Telephone Number

The DM Burr Group
Company Name

810-233-9098
Fax Number

4252 Holiday Drive
Street Address

Flint, MI 48507
City, State, Zip

INDEMNITY AND HOLD HARMLESS

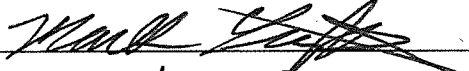
General Indemnification

To the fullest extent permitted by law, **The DM Burr Group of Flint, MI** agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees, agents, and volunteers and others working on behalf of the City of Birmingham, as well as their successors and assignees, in both an official and individual capacity, from and against any and all claims, demands, suits, or loss. This includes costs for any damages which may be asserted, claimed or recovered, including reasonable attorney fees, for any (i) negligent or willful misconduct of Contractor/ Vendor, its officers, directors, employees, successors, assignees, contractors and agents; (ii) any breach of the terms of this Agreement by Contractor/Vendor; (iii) any breach of any applicable Federal, State or local law, rule, regulation or ordinance; or (iv) any breach of representation or warranty by Contractor/Vendor under this Agreement.

Contractor/ Vendor agrees to notify the City of Birmingham by certified mail, return receipt requested, immediately upon actual knowledge of any claim, suit, action, or proceeding for which the City of Birmingham may be entitled to indemnification under this Agreement. This indemnification provision shall survive the expiration or earlier termination of this Agreement.

Environmental Indemnification

Throughout the Initial Term and any Renewal Term of this Agreement, Contractor/Vendor shall not permit itself or any third party to use, generate, handle, store, or dispose of any Hazardous Substances in, on, under, upon or affecting any City of Birmingham property in violation of any applicable law or regulation. Without limiting any other provisions of the Agreement Documents, Contractor/Vendor shall indemnify, hold harmless the City of Birmingham, its elected and appointed officials, employees, agents, and volunteers and others working on behalf of the City of Birmingham, as well as their successors and assignees, in both an official and individual capacity, from and against any and all claims, demands, suits, or loss arising from (i) any breach of any representation or warranty made in this paragraph and/or (ii) environmental conditions or noncompliance with any applicable law or regulation that result from Contractor/Vendor's performance of this Agreement, as well as its employees or agents, in or about any City of Birmingham property. This indemnification provision shall survive the expiration or earlier termination of this Agreement.

By: 
Its: Director of Sales
Date: 1/8/2019

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
COUNTY OF GENESEE)

TAX ID #: 20-0217227

Mark Langkos, being duly sworn, deposes and states that the "Proposer," has submitted to the City of Birmingham a Proposal to provide Janitorial Services. Except as specified below, the Proposer constitutes the only firm having any interest in the Proposal or in any contract, benefit or profit which may, might or could accrue as a result of said Proposal, said exceptions being as follows:

There are no exceptions.
(If no exceptions, please state.)

Affiant further states that said Proposal is, in all respects, fair and is submitted without collusion or fraud, and that no employee or administrator the City of Birmingham is directly or indirectly interested in the Proposal.

Mark Langkos
Affiant's Signature

On this 8 day of Jan., 2018, before me, a Notary Public, in and for the above-referenced county, personally appears Mark Langkos, who made oath that he/she has read the foregoing Non-Collusion Affidavit, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

Cindy Campbell Notary Public
State of Michigan, County of Genesee
My commission expires: NOV 9, 2020
Acting in the County of Genesee, Michigan

CINDY L. CAMPBELL
Notary Public, State of Michigan
County of Genesee
My Commission Expires 11-09-2020
Acting in the County of Genesee



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/25/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER A1 Bourdeau Insurance Agency - Flint 3835 Davison Road Flint MI 48506		CONTACT NAME: Rachel Ruhstorfer PHONE (AG, No, Ext): (810) 742-3411 FAX (AG, No): (810) 742-0105 E-MAIL ADDRESS: rachelr@a1bourdeau.com													
INSURED D.M. BURR FACILITIES MANAGEMENT, INC. 4252 HOLIDAY DR FLINT MI 48507-3515		INSURER(S) AFFORDING COVERAGE <table border="1"><tr><td>INSURER A: EMCASCO Insurance Co.</td><td>NAIC # 21407</td></tr><tr><td>INSURER B: Hamilton Mutual Insurance Co.</td><td>14125</td></tr><tr><td>INSURER C: Employers Mutual Casualty Co.</td><td>21415</td></tr><tr><td>INSURER D: MILD SIWCF</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>		INSURER A: EMCASCO Insurance Co.	NAIC # 21407	INSURER B: Hamilton Mutual Insurance Co.	14125	INSURER C: Employers Mutual Casualty Co.	21415	INSURER D: MILD SIWCF		INSURER E:		INSURER F:	
INSURER A: EMCASCO Insurance Co.	NAIC # 21407														
INSURER B: Hamilton Mutual Insurance Co.	14125														
INSURER C: Employers Mutual Casualty Co.	21415														
INSURER D: MILD SIWCF															
INSURER E:															
INSURER F:															

COVERAGES		CERTIFICATE NUMBER: CL1812551378		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		4D87365	1/24/2018	1/24/2019
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		4E87365	1/24/2018	1/24/2019
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		4J87365	1/24/2018	1/24/2019
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	DMBUR-D	1/1/2018	12/31/2019
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					

CERTIFICATE HOLDER FOR BIDDING PURPOSES ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE B Bourdeau/RUHSRA
--	---

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)
INS025 (201401)

The ACORD name and logo are registered marks of ACORD

2.0 Organizational Information

Executive Summary

The DM Burr Group is pleased to be working with the City of Birmingham in response to the request for proposal for janitorial services. The DM Burr Group recognizes the need to establish and execute a robust solution for all of your institutional building and property maintenance needs.

The DM Burr Group takes "the client comes first" approach to all of our services.

The DM Burr Group is a Michigan based, full-service industrial/commercial building and property maintenance company. The DM Burr Group provides integrated facilities services totaling over seventeen (17) million square feet for various clients including school districts, colleges, medical buildings, government buildings, industrial facilities, retail shopping malls and other concerns in Michigan. Outsourcing the function of building and property maintenance to The DM Burr Group will enable you to focus on what your organization does best, while we take care of the rest!

The company was established with a philosophy based on maintaining strong relationships built on personal service, integrity and attention to each customer's needs. Management maintains a hands-on approach to the company and this hands-on management style is taught to the staff.

The DM Burr Group welcomes the opportunity for a mutually beneficial partnership between our organizations. We look forward to working with you and the staff of the City of Birmingham.



Company Motto

"Taking care of your building while you take care of business."

Company History

The DM Burr Group was started in February of 1998 by David and Michelle Burr. The company was awarded its first commercial cleaning contract at the Kelsey-Hayes Fowlerville Plant (now TRW) in December 1998. The janitorial business, which began as a small home-based business, quickly turned into a thriving corporation. Today, DM Burr provides integrated facilities services for various K-12 school districts, colleges & universities, malls, medical complexes and governmental buildings. Currently our trained staff of over 900 employees provides customer care to over seventeen million square feet per day.

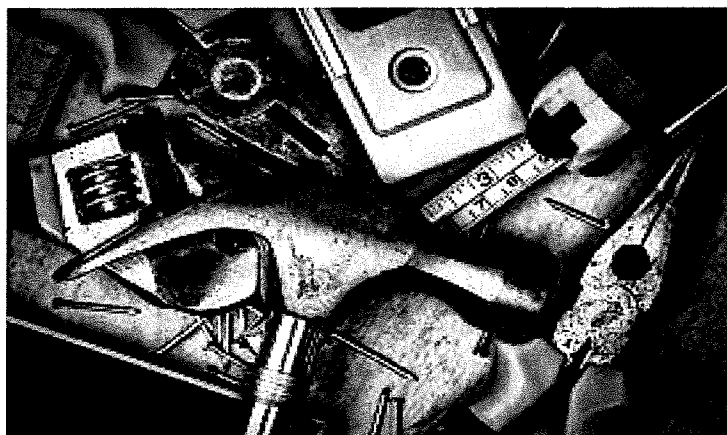
With a highly trained, educated, and dedicated staff possessing over 83-plus years of combined experience in the industry, the senior management of The DM Burr Group has the knowledge necessary to design a unique facility strategy to meet the specific needs of your organization. In order to stay in touch with changes in the industry, The DM Burr Group is a member of the Building Service Contractors Association International, International Facilities Management Association, Institute of Inspection Cleaning and Restoration Certification, International Sanitary Supply Association and Michigan School Business Officials.

Location

DM Burr Group's corporate office is located in Flint, Michigan just off of I-75 and I-69. Our regional offices in Troy and Grand Rapids, Michigan as well as in Cleveland, Ohio enhance our ability to respond quickly and completely to the needs of our customers.

Full Service Facilities Management Solutions

The DM Burr Group is a comprehensive provider of support services for our clients. Our network of company divisions provides facilities management, custodial, building maintenance, grounds, snow removal, mechanical (HVAC/plumbing/electrical/boiler), disaster restoration and security services. As you review our proposal, you will note that partnering with The D. M. Burr Group opens a full "tool box" of facilities management solutions to your organization. We are very proud to be one of the few companies that provide this wide range of services to facility owners and managers.



DM Burr Group Leadership Personnel

John Allen, Chief Executive Officer 810-618-7885

John is responsible for oversight and direction of the entire service delivery within the organization. Activities include: client relations, cost management, problem management, and escalation management. He sets goals for continuous improvement of the company's service excellence metrics. He provides guidance to improve delivery responsiveness and skills offered by our operations employees.

Heather Gill, Director of Human Resources 810-285-2236

Heather is responsible for the human resources function of the organization. Having worked in the field for 20 years, she brings an abundance of experience and real world knowledge in all areas of human resources. Activities include: management of a superior staff of recruiters, cutting edge training for operations and corporate staff, intuitive interviewing and hiring techniques, employee relations management, benefit plan design and implementation, and creation of policies and procedures to keep employees safe and working to the best of their abilities.

Kristy Groce, Director of Operations, Facilities Management 810-922-7156

Kristy is responsible for guidance, direction and overall management of facilities operations. She has twelve years of facilities management experience in healthcare settings. Kristy is responsible for new account start-ups, which includes customer contact, follow up, equipment orders, and creation of run schedules. Kristy works closely with the Operations Managers to ensure the highest level of quality and service at every level.

Roger Borton, Chief Financial Officer 810-441-8320

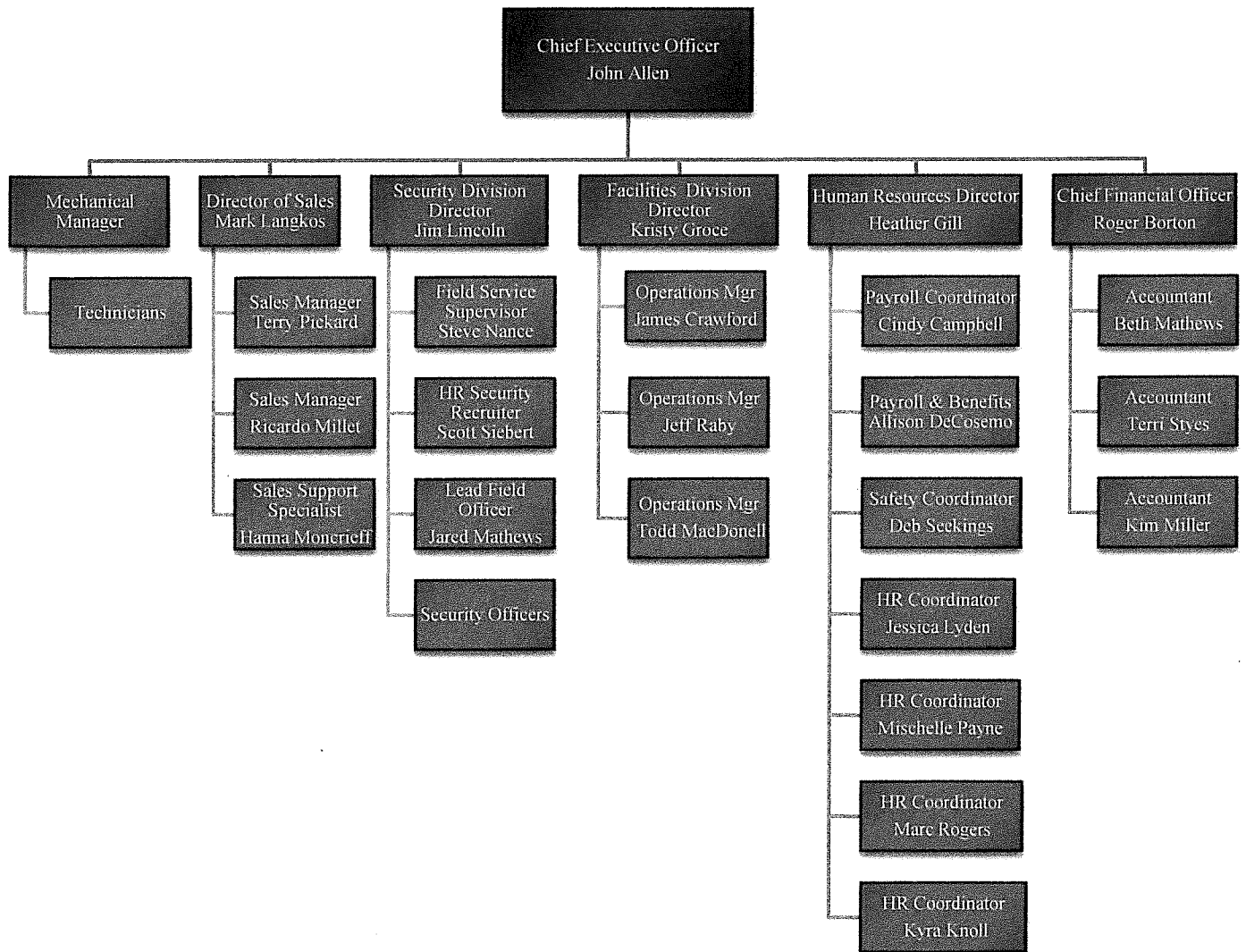
Roger provides oversight to the overall financial management of the corporation. With many years of financial experience in a wide variety of business entities, Roger provides instrumental strategic leadership to our management team.

Mark Langkos, Director of Sales 248-709-6110

Mark is responsible for business development and the overall management of the sales department. With almost 20 years of experience in the service industry and a strong security background, he brings extensive knowledge in both sales and operations. He holds a bachelor's degree from Eastern Michigan University and his leadership is critical for our company's goals and objectives.



The DM Burr Group Organizational Chart



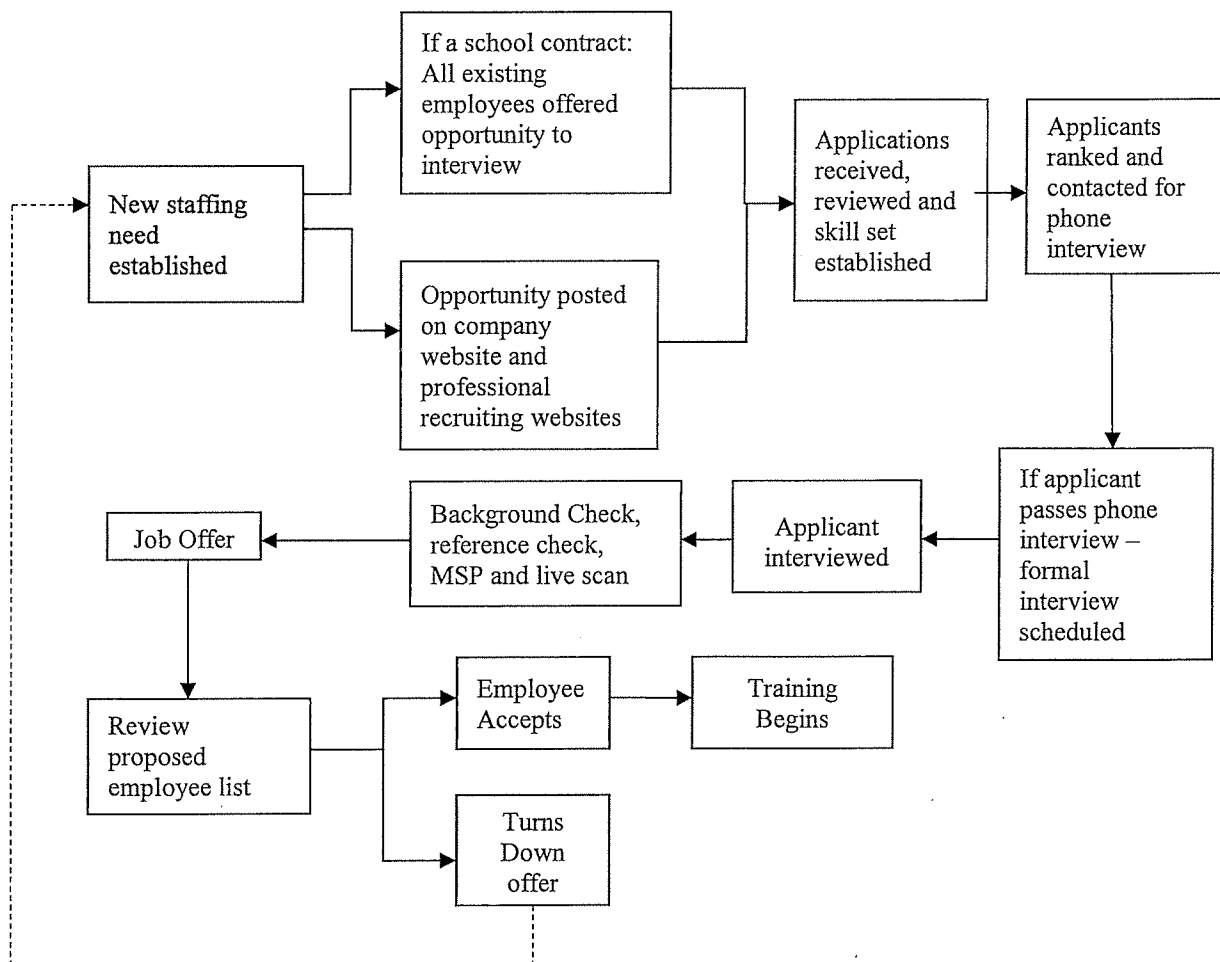
3.0 Policies and Procedures

Staffing

The DM Burr Group is committed to equal employment opportunity in its business operations and employment practices. The DM Burr Group complies with all applicable laws prohibiting discrimination against any applicant or employee to include race, color, religion, sex, national origin, age, disability, or disabled veterans. Equal employment opportunity is basic to The DM Burr Group values and enforcement of this policy is a vital part of management responsibilities.

The first step is to interview applicants that reside in the area near City of Birmingham. The DM Burr Group recognizes that individuals local to accounts are more accountable in their work resulting in better service, benefitting the account. When we have selected the necessary number of applicants after interviewing, The DM Burr Group will conduct an extensive background check of employment history, criminal background checks, fingerprinting, mandatory drug testing and a Live-Scan criminal records check.

Hiring Process



Training (Please refer to the attached training manual for additional information)

The DM Burr Group provides a highly trained workforce. The training process begins at *new hire orientation*. Each employee is given 5 hours of training including the following:

Drug Screening & Criminal Background checks	Proper uniform and I.D Badge Usage
Company Policy and Procedures	Harassment Policies
Company Handbook	Right-to-know Including SDS
Customer Service	Employee Safety Manual
Student Interaction Policy (S.I.P.) (if applicable)	Employee Training Manual

The DM Burr Group has partnered with *Safeschools* in order to provide training and to meet Federal and State compliance regulations. New employees are required to complete a series of web-based courses prior to joining their team and/or work site.

After completion, the employee enters core TEAM DM Burr Cleaning Program, consisting of an additional 8-10 hours of training in the following:

AHERA	Asbestos care (floor, walls, pipes, etc.)
Basic General Cleaning Procedures	Blood-Borne Pathogens
Carpet and Floor Care	Lock-out/ Tag-out Procedures
Infection Control	Ladder Safety
Safety Data Sheets (SDS)	Equipment Maintenance
Daily Restroom cleaning	Fabric Upholstery Cleaning
Stormwater Management (MS4)	Lifting Techniques

Once the employee is selected for a position in an account, additional training at customer site begins. This training is more specific to the account and consists of on-the-job training in the following:

Job Run Sheets	Chemical and Equipment Review
Locks, Alarm Codes	Checklists per Building
Consumable Products (Loading & Changing)	Client Contacts, Directions
Specific Special Tasks	OSHA Compliance Procedures

Supervisors are selected and trained on the following additional information:

Site Supervisor/ Operations training	Chemical and Equipment Review
Locks, Alarm Codes	SDS Sheets, Chemical and Equipment Usage
Client Interview	Giving write ups, evaluations, Harassment policy
Performing site checks (TQM quality)	Review of entire scope of work

Supervisors participate in quarterly training sessions at the corporate training facility. These sessions provide information and/or training on safety issues, regulatory compliance, work practices and other topics of importance. Supervisors then implement this training with their team.

Discipline

The DM Burr Group chooses to handle discipline initially at the site level. For example, when an employee has not fulfilled his/her job requirements or has performed in a manner different than that of DM Burr Group's policies and standards. The Site Supervisor would complete the Employee Corrective Action Form, usually after consulting area Operations Manager. This form is utilized in specifically spelled out levels: Level 1: Verbal Warning, Level 2: Written Warning, Level 3: Final Written Warning, Level 4: Suspension up to Termination. At each level the Site Supervisor, with area Operations Manager cooperation, clearly spells out the infraction, the reason why his/her actions are not acceptable, and what consequences there will be if his/her behavior does not improve.

All discipline will be communicated to the client. It is always at the client's discretion if the employee should be removed from services. If this decision is made, the employee will be immediately removed from the site. All keys, and other client and DM Burr Group property will be removed.

Processes

The DM Burr Group maintains formal process documentation. This documentation produces a plan that accurately describes the company's current processes and improvements to achieve goals, tasks, roles, and responsibilities.

Equipment listing and inventory controls are common processes enabling The DM Burr Group to manage equipment maintenance schedules and allow for optimum equipment efficiency. Inventory controls are in place to allow our site staff to fill orders and track usages of chemical and consumable product. This allows not only for accurate funding of product on a just in time schedule but also allows for accurate cost in the bidding process. Additionally, the company has implemented systematic processes for all of the operational aspects of the business so that The DM Burr Group can be as efficient, effective and responsive as possible.

The DM Burr Group's Staff Continuity Plan

Low Turnover Rates:

The DM Burr Group is proud to maintain very low employee turnover rates, especially with our custodial clients. The 2017 turnover rate in our custodial contracts was 15.5%. We accomplish this by creating an excellent work environment for our employees. It is our priority to maintain a staff with minimum turnover. We do this by selecting the right individual for the right position, established during our interviewing and job training sessions. Our programs were recognized as we received the Goodwill Industries Employer of the Year Award in 2008.

Hiring a Local Workforce:

The first and most important part of hiring a committed workforce for the customer is offering positions to applicants living locally. We first interview candidates identified by the client. We then fill the remaining positions with applicants living in the area.

Recognition & Reward:

The DM Burr Group realizes the importance of our employees and recognizing their achievements consistently and timely. As our employees contribute to the profitability of the company, it our desire to share these profits with employees. Therefore, a quarterly profit sharing program rewards all employees who have been with the company for one year.

Parallel to the profit-sharing program is the supervisor's quarterly bonus program. This program gives our Account Managers the ability to receive up to an additional \$500.00 per quarter if they meet certain criteria set forth for the managing of their site.

Our recognition of employees does not end with these two programs. The DM Burr Group is always looking to catch our employees going above and beyond. When we do observe or hear from our customers about our employee's exceptional performance, we make sure to find a comparable appreciation gift. These gifts have ranged from a variety of gift certificates.

Seniority Program:

We understand that retaining hardworking employees is what has contributed to the success of our company. Therefore, we would like to recognize employee years of service that include 2 year, 5 year, 10 year and 15 year service dates.

2 Year Service Date- Choice of Apparel i.e. (fleece vest, fleece half-zip)

5 Year Service Date- Choice of Apparel i.e. (full-zip fleece jacket)

10 Year Service Date- \$500.00 Bonus Check

15 Year Service Date- \$750.00 Bonus Check

Advancement:

Giving our employees the opportunity to further their career within our organization is vitally important to them and to our growth as an organization. When we are able to create opportunities for employees to advance through the ranks of our company, everyone wins. The customer receives great benefits because the employee who fills the position is familiar with the way DM Burr Group does business and treats our customers. The employee benefits from increased compensation and the stimulation of a more challenging position. The DM Burr Group also benefits because we are able to meet our customer's needs with an exceptionally trained employee; and we are able to provide our employee with the company's highest award, an improved level of living and the chance for continued growth.

The DM Burr Group Employee Benefit Plan

Benefit	Eligibility	Cost
Quarterly Profit Sharing Program	All employees, after one year of service	Company Funded
Paid Holidays	Full-time employees after 90 days of service	Company Funded
Health Coverage	Full-time employees after 60 days of service in compliance with the Affordable Care Act.	Company Funded
Dental and Vision Group Insurances	Full-time employees after 60 days of service	Voluntary
401(k) Retirement Plan	All Employees after 60 days of service	Company Match
Short & Long Term Disability	Full-time employees after 60 days of service	Voluntary
Life Insurance	Full-time employees after 60 days of service	Voluntary
Uniform & ID Badges	All Employees	Company Funded
Paid Vacation	Full time employees after 1 year of continuous service	Company Funded
Advancement Opportunities	All employees, based on the employee's performance	Company Funded

4.0 Quality Management

Total Quality Management

The DM Burr Group has embraced Total Quality Management as its system of quality control. We recognize that quality is of highest importance, and therefore we are steadfast in performing checks on run times, elimination of waste and developing critical path methods that allow for the highest of efficiencies.

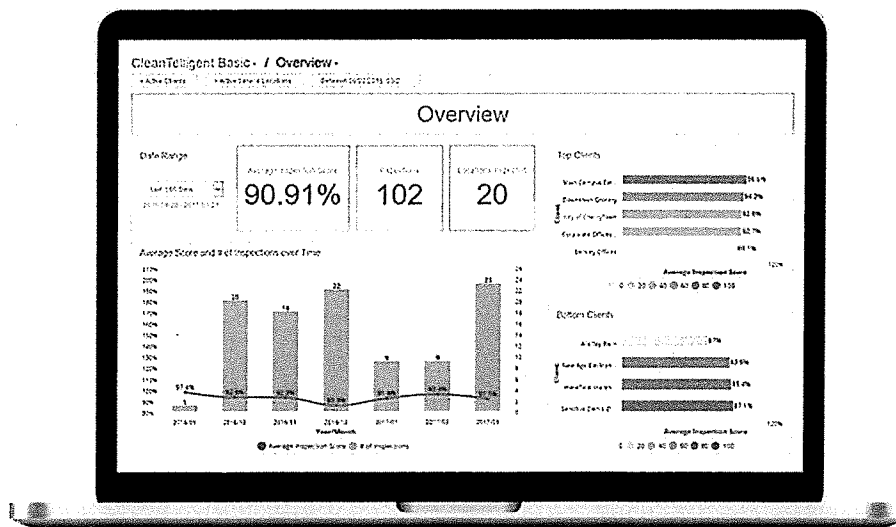
The DM Burr Group also recognizes the importance of client feedback. We perform customer visits and regular quality control audits of all our facilities including:

- 1) Nightly inspections consisting of supervisor walk thru and check lists.
- 2) Daily communication with individual employees on tasks missed, areas of improvement and open dialogue with employees on any area or issue that needs to be resolved.
- 3) Client inspections are usually performed according to contract agreement— usually weekly as the contract starts. The DM Burr Group will support these activities and communicate additional complaints and information with our work teams. After a 3 month period, client inspections are done according to contract need and no less than on a quarterly basis.

The findings from inspections are compiled into reports and then are reviewed with the executive staff. Area Operations Managers devise quick and thorough plans to manage any adversities found in the quality of a building's cleanliness. Just as importantly, regular quality audits assist the management in adjusting their facility management plans for particular customers.

The DM Burr Group understands that client satisfaction is first. This is the backbone driving the DM Burr Group practice of proactive instead of reactive management. Our focus is building long lasting partnerships with clients through communication allowing us to provide the quality services that clients require. To this end, the CleanTelligent software system is employed to ensure quality levels at all facilities and provide feedback to the client. Samples of these surveys are included on the following pages.

CleanTelligent Janitorial Software



CleanTelligent software provides inspection, communication and reporting tools which increase productivity, reduce costs and provide our clients with superior services. The cleaning inspection software identifies cleaning issues with mobile inspection reports which identify deficiencies before they become a problem. It allows DM Burr to customize job schedules with reminders for daily and periodic tasks. Custom inspection forms can be created with unique grading scales to reflect individual client needs. These inspection forms can be filtered by tasks and locations. The additional feedback provides for improved service.

The following documents are samples from inspections for one client:



Recent Inspection Scores by Service Location

Date Range 10/1/17 - 11/22/17
 Partial Inspections No
 Uninspected Locations Included
 Include Inactive Service Locations No
 Types to Include External and Internal

Report Description

This report displays the score of each inspection that was performed at any Service Location visible to a selected employee/contractor. It only displays inspections performed within a certain date range, as selected by the user. The user may choose for the report to display only Service Locations that have not received any inspections within that date range. The user may also include or exclude inactive Service Locations, or show only inspections performed by a particular inspector.

This Report Includes Data from the Following Service Locations:

SL Name: signed / total

LO High School: 11/11

Signed Inspections: 100% (11 / 11)

Service Locations that have not been Inspected in the selected date range:

There are no uninspected Service Locations within the selected date range.

Inspections that meet the selected criteria within this date range:

LO High School			
Inspection Date	Inspected By	Service Detail Score	Tracking Item Detail Score
11/1/17 8:39 PM	Jose Medina	85.16%	N/A
11/1/17 9:09 PM	Jose Medina	88.99%	N/A
11/2/17 5:59 PM	Jose Medina	89.02%	N/A
11/2/17 7:56 PM	Jose Medina	90.93%	N/A
11/2/17 8:42 PM	Jose Medina	93.36%	N/A
11/2/17 9:03 PM	Jose Medina	97.05%	N/A
11/2/17 9:18 PM	Jose Medina	90.34%	N/A
11/2/17 9:42 PM	Jose Medina	96.76%	N/A
11/2/17 10:09 PM	Jose Medina	88.89%	N/A
11/3/17 8:18 PM	Jose Medina	90.43%	N/A
11/22/17 10:09 AM	Jose Medina	87.12%	N/A

Inspections that meet the selected criteria within this date range:

Created on 11/22/17

Page 1
of 2

LO High School			
Inspection Date	Inspected By	Service Detail Score	Tracking Item Detail Score
11/1/17 8:39 PM	Jose Medina	85.16%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	85.16%	N/A
11/1/17 9:09 PM	Jose Medina	88.99%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	88.99%	N/A
11/2/17 5:59 PM	Jose Medina	89.02%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	89.02%	N/A
11/2/17 7:56 PM	Jose Medina	90.93%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	90.93%	N/A
11/2/17 8:42 PM	Jose Medina	93.36%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	93.36%	N/A
11/2/17 9:03 PM	Jose Medina	97.05%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	97.05%	N/A
11/2/17 9:18 PM	Jose Medina	90.34%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	90.34%	N/A
11/2/17 9:42 PM	Jose Medina	96.76%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	96.76%	N/A
11/2/17 10:09 PM	Jose Medina	88.89%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	88.89%	N/A
11/3/17 8:18 PM	Jose Medina	90.43%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	90.43%	N/A
11/22/17 10:09 AM	Jose Medina	87.12%	N/A
Sublocation	Section	Service Detail Score	Tracking Item Score
(none)	(none)	87.12%	N/A


Created on 11/22/17

Page 2
of 2

Inspection Summary

Inspection Information

Date: 11/22/17 10:09 AM
 Location: LO High School
 Inspected By: Jose Medina



Overview

Inspection Score

87.12%

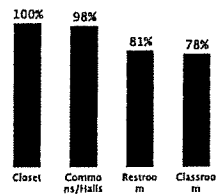
Deficient Ratings

8

Non-Deficient Ratings

31

Top 5 Areas



Bottom 5 Areas

General Notes

Inspector Notes

Vanessa

Plan of Action

(None)

Client Notes

(None)

Service Scores

Inspection Summary - Page 2

No Sublocation - No Section	98%
Change light bulbs	100%
Clean and disinfect sinks and counters	80%
Clean and disinfect toilets and urinals	80%
Clean carpet spots	100%
Clean desktops, work stations	100%
Clean mirrors and dispensers	100%
Clean splashes on walls/partitions	80%
Closet clean and organized	100%
Complete vacuum carpet	100%
Custodial cart stocked and organized	100%
Dry dust computer screens only	80%
Dust ledges/lockers/trophy cases	100%
Dust sills, book cases, counters. High dusting-return vents and diffusers	80%
Edge vacuum all carpet	100%
Empty pencil sharpeners	100%
Empty trash bins, replace liner	100%
Mop buckets free of standing water	100%
Remove graffiti	100%
Restock toilet paper, paper towel, feminine products, soap	100%
Sanitize phones	100%
Scrub floors	80%
Stop sink and drain screen cleaned out	100%
Spot hallway and entrance windows for prints/smears	100%
Spot vacuum carpet visible debris	0%
Sweep and mop floors with disinfectant	100%
Vacuum bag emptied as needed	100%
Vacuum carpet	100%
Vacuum clean and stored properly	100%
Wash lockers	100%
Wash walls	100%
Wash walls/blinds	78%
Wash windows	100%
Wipe chairs for spills	100%

Survey Monkey

Additionally, the Operations Department sends out regular customer satisfaction surveys through the Survey Monkey, an online survey system, to gain insight into customer satisfaction. Below is a sample of this tool for maximizing customer satisfaction.



Report Card for Custodial Services

For: _____ 2017

(Please rate-4, 3, 2 or 1
4 being the best score, 1 being the worst)

School Name _____

Hallway Floors Clean	_____
Restrooms Cleaned and Stocked Nightly	_____
Classrooms Cleaned Nightly	_____
Media Center/Administration Offices	_____
Cafeteria Floors clean	_____
Grounds/Snow Removal	_____
Management Responsiveness to Issues	_____

Comments, Upcoming Events, Employee of Month Recommendations:

Signature of Principal/District Representative

Please return the completed report card via email or interoffice mail to:

4	3	2	1
Over 90% of all cleaning tasks are completed satisfactorily on a daily basis. Concerns are responded to immediately and are not repeated.	Most cleaning tasks (80% or better) are completed daily to customer satisfaction. Concerns are responded to in a timely manner and are rarely repeated.	70% or more of the regular cleaning tasks are addressed but may still need improvement. Issues and concerns are addressed but not always remedied and may reoccur.	60% or less of the cleaning tasks are completed but there are issues with the cleanliness of the school or site. Concerns and issues are discussed with the vendor but follow up is poor and the problems are reoccurring,

The DM Burr Group's Innovative Operating Techniques

The DM Burr Group has developed critical path methods which are then used to compile our job run sheets. The critical path method allows us to attach a time stamp on our run sheets so that in an emergency you can find any DM Burr employee on site, allowing for quick response time to daily operation.

In addition, our management team can all be accessed 24 hours a day 7 days per week by cellular phones and email. The use of smart phones allow our management staff to receive email messages and work orders by cellular phones within minutes of our customers sending messages. All email messages and work orders are responded to within 10 -15 minutes of receipt.

The DM Burr Group has an all-inclusive website (www.dmburr.com), which provides an area for customers to enter their work orders and requests for quotation.

The most unique aspect of the DM Burr Group's program is our team of corporate float employees. These employees are cross-trained in all accounts and report to work at the corporate office daily for all shifts. This team often allows DM Burr Group to service our customer emergencies that other companies cannot. This is not to be mistaken for a substitute population. The DM Burr Group offers this substitute group in addition to float staff. These individuals occasionally fill substitute roles in our accounts and are sent to do deep clean projects and support the client on setups or weekend events. This allows The DM Group to eliminate overtime, and provide higher levels of service at a reduced cost.

The DM Burr Group's Documentation of Technical Abilities

The DM Burr Group takes a technical and scientific approach to the services we support. The first technical task we perform is often accomplished during the pre-bid conference, which is when we gain an intimate knowledge of the location. Next, we take the data we have collected and apply it in our benchmarks. This allows us to segment each building down into manageable zones that will be assigned to the technicians. Once the zones have been determined we format the building maps into color coded, easy to understand guides for our employees. These maps provide our management, trainers and employees with time plotted job descriptions which are excellent tools to ensure all tasks are performed without any lapse in service. In addition, these job descriptions serve as performance management tools for our supervisors, giving them the ability to walk into a facility at any at time and know where the employee will be under normal working conditions. This is how DM Burr Group is able to provide our customers with a higher standard than their expectations.

DM Burr Group utilizes many forms of technology to provide cutting edge and efficient services to our customers. The foundation of our technology is our corporate server system that allows us to share information both internally and to a site level by remote access.

Much of our pre-employment training is done on an interactive web-based program that tests the employees' retention of the material at the end of each session. Our time keeping and payroll system is an automated platform provided by ADP. This system streamlines our operation and keeps our overhead costs down while reducing human errors well.

The DM Burr Group purchases equipment, chemical and consumable products directly from Janitorial Supply Solutions, which is the sister company of The DM Burr Group. Through this arrangement, we are kept abreast of advancement in technologies by our manufacturers' representatives. This close relationship with the manufacturers gives us the ability to test new and innovative equipment prior to it being released to the industry as a whole. Owning our own chemical and equipment company has given The DM Burr Group a competitive advantage when it comes to investing in new technology because we purchase our equipment at wholesale pricing. This equates to greater efficiency, controlled operating expenses and significant savings that we share with our customers.

5.0 Implementation Schedule for the City of Birmingham (Sample)

The DM Burr Group understands that a significant concern of any institution when contemplating contracting its facilities management is the transition from current staff to The DM Burr Group team. We have studied this transition and created a detailed plan to make it as seamless as possible. Below is an example of the detailed plan that The DM Burr Group will utilize to transition into your City.

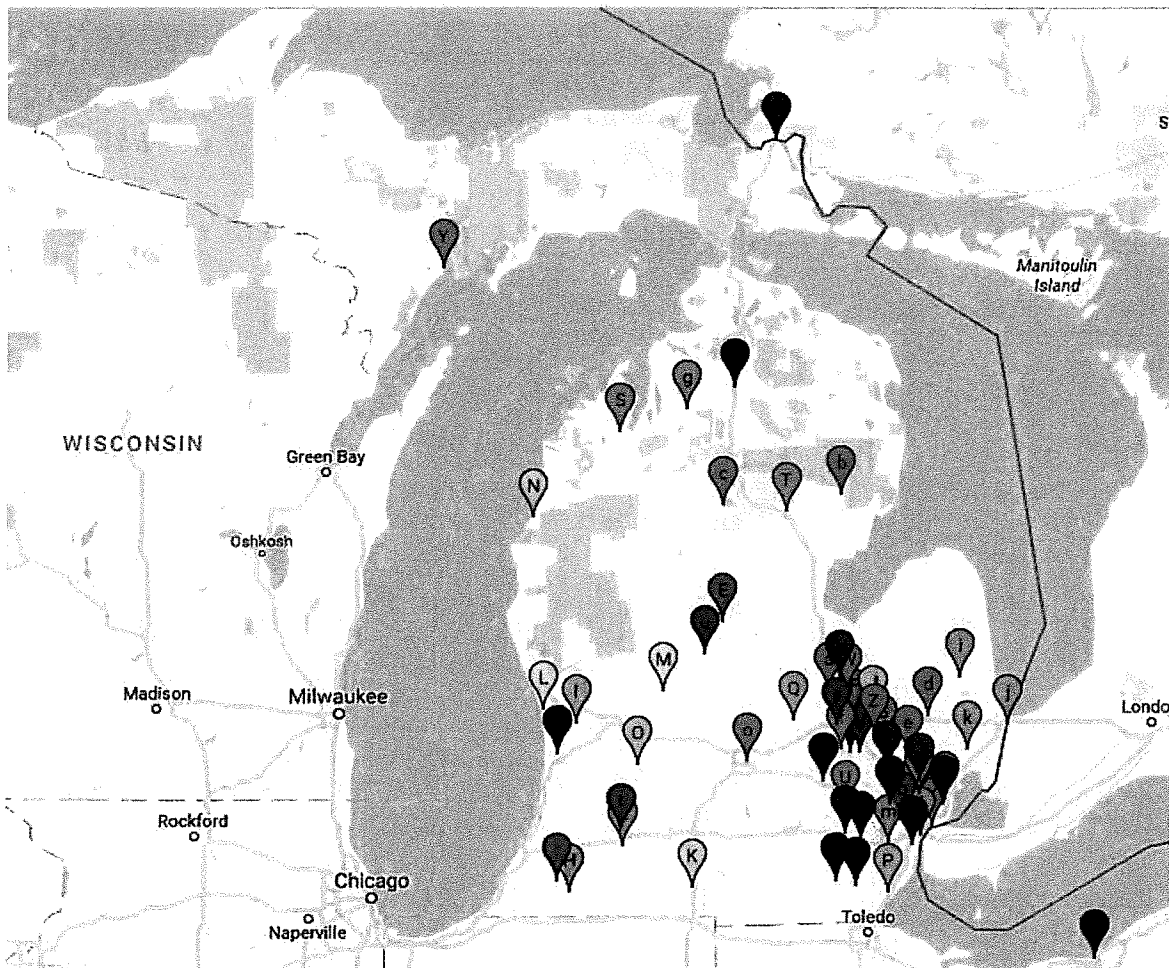
Task	Duration	Ongoing Y/N
Prior to Contract Start		
Accounting Tasks		
Budgeting for account	2 Weeks	Y
Billing information added to acct. system	2 Days	N
Human Resources Tasks		
Meeting with operations and sales	1 Day	N
Receive pay and benefit package info.	1 Day	N
Set up interviews of existing employees	1 Day	N
Run ad in media for open positions	3 Days	N
Receive applications	4 Days	N
Conduct telephone screening	2 Days	N
Conduct on site interviews	2 Days	N
Narrow list and fill positions	1 Day	N
Select Account Manager	1 Day	N
Reference checks, drug testing, Soc. Sec. check	2 Days	N
Run Livescan on all selected employees	3 Days	N
Training of employees at DM Burr office	2 Days	N
Employees visit current contract sites	1 Day	N
Equipment, chemical training	2 Days	N
Set up individual pay/benefit packages	1 Day	N
Finalize all individual employee records	1 Day	N
Operations Tasks		
Meeting with HR and Sales	1 Day	N
Final staffing levels, locations, equipment requirements received	1 Day	N
Site visits	1 Day	N
Meet with customer officials to review proposed employee list	1 Day	N
Review SDS with customer	1 Day	N
Find office location on site / set up computers, printers, etc.	1 Day	N
Evaluation of buildings to develop timing efficiencies	2 Days	N
Prepare job runs and detailed job listings	2 Days	N
Begin to train site managers at existing accounts	2 Days	N
Prepare site maps for detail job cleanings and daily runs	3 Day	N

Obtain keys, codes and other security detail from customer	1 Day	N
Identify communication procedures with customer	1 Day	N
Finalize work order procedures with customer	1 Day	N
Obtain copy of work schedules	1 Day	N
Prepare employee work schedules	1 Day	N
Sales		
Identify customer officials	1 Day	N
Obtain maps of customer facilities	1 Day	N
Complete sales documentation	1 Day	N
Meet with Operations and HR	1 Day	N
Post Start		
Accounting Tasks		
Set up automated time keeping	1 Day	N
Review hrs. and budget with Ops. Managers	1 Day	N
Perform budgetary reviews	Ongoing	Y
Human Resources Tasks		
Training employees	Ongoing	Y
Hiring replacement employees	Ongoing	Y
Handling disciplinary situations	Ongoing	Y
Manage employee rewards program	Ongoing	Y
Operations Tasks		
Corporate managers work with Liaison and new employees for on-site start-up	5 Days	N
Set up site visits with each site leader	1 Day	N
Implementation of Total Quality Management Program	1 Day	N
Implement worker suggestion programs	1 Day	N
Implement job sheets and review with staff	1 Day	N
Site manager reviews and communication with employees and customer officials begins	Ongoing	Y
Director of Operations to contact customer officials weekly, or as necessary.	Ongoing	Y
Corporate quality program begins	Ongoing	Y

6.0 References and Letters of Recommendation

The DM Burr Group has been instrumental in facilitating custodial contracts for more than 80 substantial institutional accounts, totaling over 17million square feet on a daily basis throughout the State of Michigan....including the Upper Peninsula and across the Lower Peninsula.

Following is a brief sampling of these accounts.





Genesee Health System

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all rooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and examination rooms and cafeteria area, window cleaning and carpet cleaning.

, 810.257.3737

Multiple Locations



Charter Communications

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all rooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and eating area, window cleaning and carpet cleaning.

Jacqui Cone, 810.658.5139

24 Locations throughout the State of Michigan



Social Security Administration Offices

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Said Farah, 810.239.8130

6 Facilities through the State of Michigan

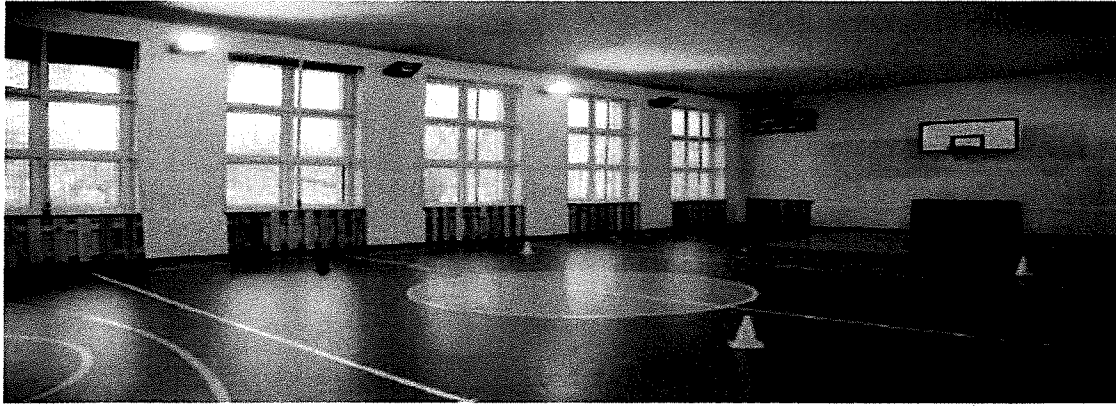


Lake Orion Community Schools

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Wes Goodman, Director of Operations, 248.814.1798

13 Facilities - 1,391,114 sq ft



Brandon School District

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Janice Meek, Director of Business, 248.627.1818

6 Facilities – 771,365 sq ft



Southwestern Michigan College

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Susan Coulton, 269.672.1396

14 Facilities – 782,000 sq ft

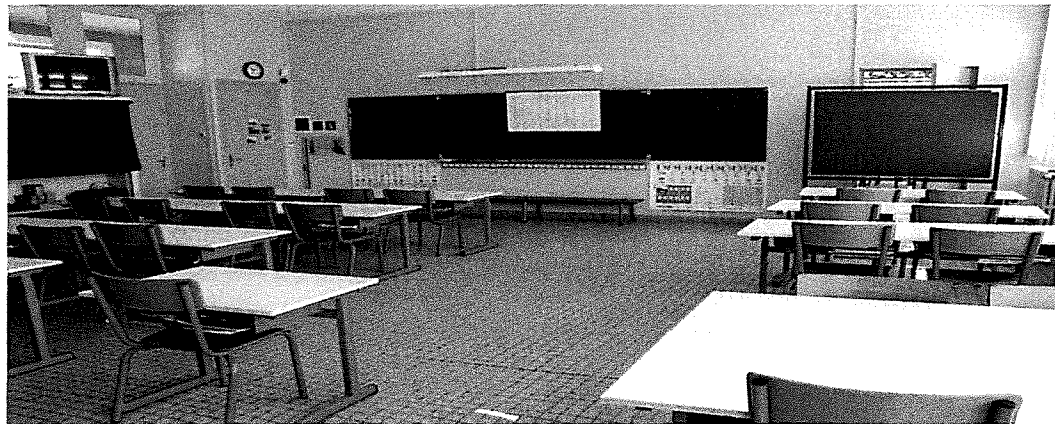


Sault Ste. Marie Area Schools

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Amanda Matheson, Manager, Accounting & Business Operations, 906.635.3839

7 Facilities – 470,230 sq ft

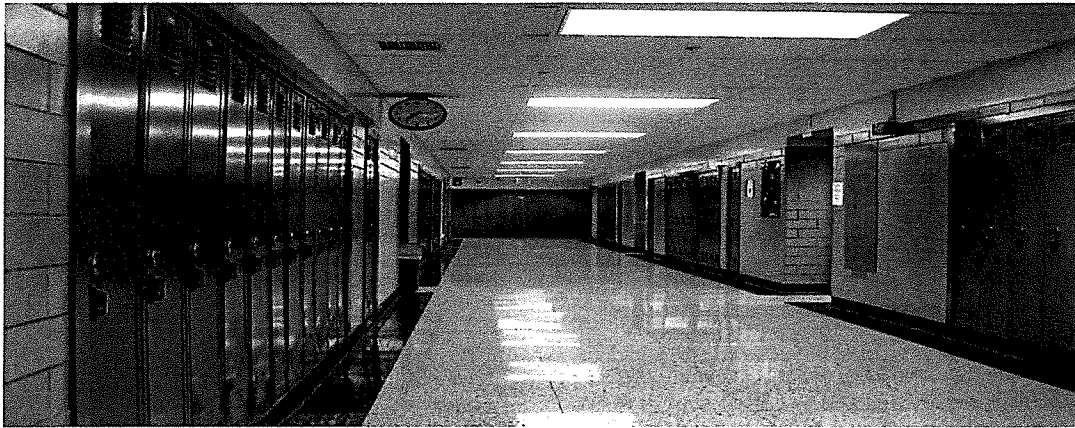


Houghton Lake Community Schools

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Susan Tyler, Superintendent, 988.366.2000

5 Facilities – 121,000 sq ft



Swartz Creek Community Schools

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Benjamin Mainka, Superintendent, 810.591.22300

11 Facilities – 544,000 sq ft

Swartz Creek Community Schools
Address: 8354 Cappy Lane, Swartz Creek, MI 48473

(Recently received from a member of the teaching staff regarding DM Burr custodian.)

"I'm still at school right now as Dante is vacuuming my classroom. I just wanted to express what a wonderful worker Dante is. He does a great job of cleaning and taking care of needs all around the school, but beyond that he extends himself so much more. One of my students had a meltdown two days ago and slammed the classroom door. Consequently, my beloved walnut plaque of Michigan that a neighbor made for me fell and broke. I was devastated. As well, my glider rocker was broken and it was off kilter because a bolt fell out, which a child also did. I just left the bolt there and the rocker crooked and the broken plaque on the table. I came back in the morning and there was a note on my plaque that Dante wrote that said he had some extra time so he glued my walnut Michigan plaque together. Also, my glider rocker was put together. I was so glad because I bought it used and it would have been hard to afford another. Dante is personable and always in a good mood with a smile on his face. Another thing I don't see is Dante on his phone! I have been at many schools and so often that is what you see. People write to complain about people a lot, but I don't think that people often get the recognition that they should, so I wanted to point out that I and many people in the school really appreciate Dante. I just wanted you to know."



Davison Community Schools

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Phil Thom, Maintenance Director, 810.591.0803

8 Facilities (attrition model) – 750,000 sq ft

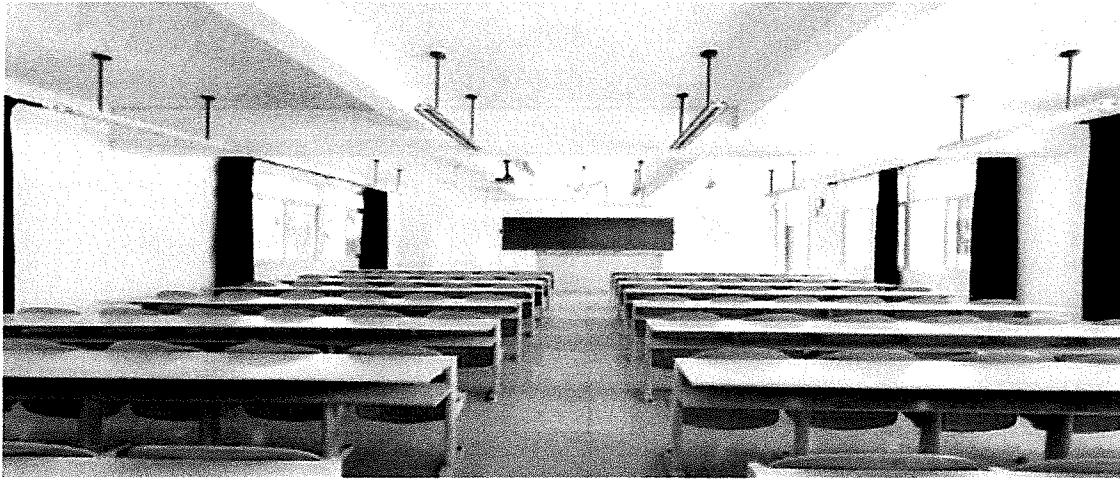


Clarenceville Schools

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Dave Bergeron, Director of Business and Operations, 248.919.0400

4 Facilities– 375,270 sq ft



South Redford School District

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning. **Maintenance and Grounds. Security.**

Brian Galdes, Superintendent, 313.535.4000

7 Facilities— 597,586 sq ft



River Rouge School District

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning. **Maintenance and Grounds. Security.**

Derrick Coleman, Superintendent, 313.297.9600

4 Facilities— 308,000 sq ft



Kearsley Community Schools

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Patty Yorks, Superintendent, 810.591.8000

9 Facilities— 600,000 sq ft



Clio Area Schools

Services Rendered: Complete janitorial services; consisting of but not limited to dusting and cleaning of all office areas, cleaning and disinfecting of all classrooms, vacuuming of all carpeted floors, extensive stripping, waxing, and maintaining of tile floors, cleaning and disinfecting of restrooms and cafeteria area, window cleaning and carpet cleaning.

Pat Jones, Supervisor of Operations, 810.591.0500

9 Facilities— 497,791 sq ft



Dr. Gary Richards
Superintendent of Schools

IMLAY CITY SCHOOLS
634 W. Borland Road
Imlay City, MI 48444
(810) 724-2765
www.icschools.us

October 21, 2015

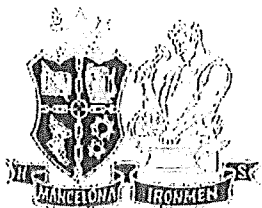
Kristy Groce
Director of Operations
The DM Burr Group
4252 Holiday Drive
Flint, MI 48507

Dear Kristy,

I would like to take a moment to thank you and DM Burr for the wonderful job you are doing in our school district. Your company is dependable, professional and reliable, and your employees are friendly, personable and professional. It is my pleasure to say that DM Burr has lived up to its reputation and commitment. With our previous cleaning company we had to inspect our buildings daily to determine which areas were not properly cleaned and then clean what was missed. We have never experienced these types of problems with DM Burr and, in fact, any issues that have come up have been addressed promptly and courteously, which puts DM Burr a notch above the rest. We truly appreciate the superior cleaning, the attention to detail, the consistency, the professionalism, the dedication to providing quality service, and the personal communication and attention we get from DM Burr. We look forward to many more years of doing business with your company.

Sincerely,

Gary Richards, Ph.D.
Superintendent of Schools



Mancelona Public Schools

Jeffery DiRosa, Superintendent

P.O. Box 739

Mancelona, MI 49659

Phone: 231-587-9764

Fax: 231-587-9500

www.mancelonaschools.org

September 18, 2009

To Whom It May Concern:

Please accept this letter of recommendation for the D.M. Burr Security Services Company. Our District hired D.M. Burr Facilities Management to be our custodial provider throughout the district. On the first day of the contract, we were faced with two buildings that had been broken into and vandalized the night prior. During the break-in, vandals flooded both the High School and Elementary School along with causing tens of thousands of dollars in damage.

D.M. Burr immediately mobilized their crews from both their Disaster Restoration Division and Security Division. Within three hours, equipment and personnel were working within the two affected schools. For the next four days, D.M. Burr Security Services secured our facilities while the Disaster Restoration personnel restored our buildings. All of the personnel that D.M. Burr dispatched to Mancelona Schools were professionally uniformed and well trained.

In closing, I can give D.M. Burr my highest recommendation. They are professional, thorough, and very responsive. I would be happy to talk with you further about the great service they provide. I may be reached at (231) 587-9764 ext. 216

Sincerely,

Jeffery DiRosa
Superintendent
Mancelona Public Schools

Houghton Lake Community Schools

6001 West Houghton Lake Drive
Houghton Lake, MI 48629



December 17, 2008

To Whom It May Concern:

D.M. Burr Facilities Management, Inc. was willing to work with our school district to create a customized staffing solution that saves us significant dollars. Our partnership with D.M. Burr has allowed us to dramatically cut costs without reducing staff or service levels. D.M. Burr is a company that is interested in building long-term relationships with clients. I am thoroughly pleased with our arrangement and look forward to working with D.M. Burr in the future.

Matthew Lewis
Chief Financial Officer
Houghton Lake Community Schools

Central Office 989-366-2035
Fax 989-366-2070



Business Manager 989-366-2033



Danis Russell
Chief Executive Officer

January 13, 2011

To Whom It May Concern:

Genesee County CMH started using the office and floor cleaning services of DM Burr Facilities Management in January 2006. They brought in new staff for our facility and made sure everyone was completely trained and were all made aware of the expectations that our agency had of them. They have been with us for 5 years now and I have received nothing but compliments from the staff in the agency regarding the service that has been provided. They have met all of our expectations and have also taken on additional work whenever asked. I believe they will continue to provide the same excellent service and hope they continue to be our cleaning crew for long time.

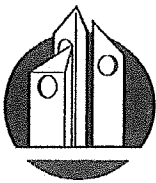
If you have any questions about them, please feel free to call me at the phone number listed below.

Sincerely,

Regina MacDonald
Facility Manager
Genesee County Community Mental Health
1057 E. Coldwater Rd.
Flint MI 48505
Office phone (810) 257-3727
Office fax (810) 785-2044



725 Mason Street • Flint, MI 48503



**Southwestern
Michigan College**

October 25, 2007

Mr. John Allen
President of Operations
D.M. Burr Facilities Management Inc.
4126 Holiday Dr.
Flint, Michigan 48507

Dear John:

It has been a pleasure having D.M. Burr Facilities Management Inc. as our custodial service provider. Our relationship with your company has been relatively short, however from the beginning the quality of service we have received has either met or exceeded our expectations.

D.M. Burr has demonstrated a thorough understanding of your business beginning with the bid process and ending with the level of service you promised during our first meeting. The level of professionalism you provide throughout your organization is truly impressive.

I look forward to working with D.M. Burr for many years to come.

Sincerely,

Terry G. Harris
Vice President & CFO

BOARD OF TRUSTEES

Dr. Fred L. Mathews
Chairman

Keith McKenzie
Vice Chairman

Jan Kalris
Secretary

Carole Tate
Treasurer

Paul D. File
Trustee

Thomas E. Jordon
Trustee

William White
Trustee



SOCIAL SECURITY

3400 Conner Street
Detroit, MI 48215
October 18, 2006

DM Burr Facilities Management, Inc. maintains the building at the address shown above. I have been the manager of this office since January 2005. I have been very pleased with the service that DM Burr provides. The personnel that I have worked with have all been very professional and take their responsibilities seriously. In the rare event of an emergency, when someone is not available to come clean for the day, my office is contacted and a substitute is sent out as soon as possible.

Most recently, the company also cleaned the carpets in the building. The crew that came were professional and on time. I was extremely pleased with the result of the job that was done on the carpets. I would recommend this company for their service and dependability.

Sincerely,

Gail R. Juarez, Manager
Social Security Administration

7.0 The D. M. Burr Group Diverse Family of Services

*Taking Care of Your Building
While You Take Care of Business*

W E D O M O R E

THE DM BARR GROUP
FACILITIES MANAGEMENT
SECURITY | DISASTER RESTORATION | MECHANICAL

We Do More

Taking Care of Your Building While You Take Care of Business

What is "Facilities Management?" For the DM Burr Group, the answer is ever evolving, ever improving, to best serve a wide-ranging roster of customers.

Currently, through a combination of custodial resources, supplies procurement, mechanical expertise, and security services, as well as unique functions such as flood and fire restoration, DM Burr provides a distinct resource for businesses and institutions of every size. These unique divisions offer customers the chance to choose any or all options available to them – diverse services designed to allow business owners to devote their time to their businesses, not their buildings.



trust through a consistently high level of service and accountability, making your business theirs.

Beyond this, the proud men and women of DM Burr daily commit to making their personal expertise, training and professionalism work for your business. They build



THE PRINCIPLES

Commitment

Professionalism

Training

Experience

Accountability

Trust

Pride

Facilities Management



"Our services can be tailored to each client, doing as much or as little as they'd like; but whatever we're asked to do, we do very well, and we do it right the first time. Excellent quality of service is our calling card."

*John Allen
Chief Operating Officer
DM Burr Group*

S E R V I C E S

- | | |
|-----------------------------------|--|
| ■ Custodial services | ■ Physical reviews and consultation |
| ■ Landscaping | ■ Lawn care |
| ■ Snow removal | ■ Window washing |
| ■ Painting | ■ Carpentry |
| ■ Janitorial supplies | ■ Lighting installation, renovation and repair |
| ■ Outdoor maintenance | ■ Marble and tile care |
| ■ Plumbing | ■ Leaf removal |
| ■ Gutter cleaning and maintenance | ■ Roofing evaluation |

Free to Focus on the Business at Hand

If you're in business today, you have more important matters than weeding the front walk or worrying about whether there are enough napkins in the staff kitchen. But you must also know that first impressions are very important, and little things like a pristine walkway, sparkling washrooms, and well-lit surroundings can make a professional statement. Likewise, attractive and well-maintained workplaces make for happier and more productive employees.

It's easy to see how professional facilities management can be a worthwhile investment, and DM Burr has the experienced, trained and committed staff to fulfill an impressive menu of services.

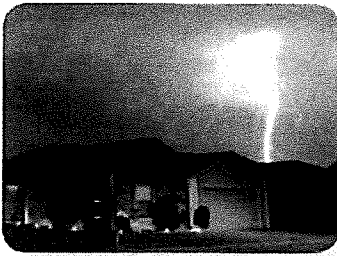
All DM Burr staff are well trained, licensed and bonded. Training includes on-the-job safety, and on-site professionalism is stressed. Environmentally responsible products and practices are utilized, with a full line of "green" cleaning supplies. If reducing your current time and cost associated with your business' physical upkeep sounds like a good idea, maybe it's time to hear more. From basic custodial services to 24/7 interior and exterior maintenance, your business can discover a new level of aesthetic appeal, physical functionality, year-round safety, and cost efficiency with help from DM Burr Facilities Management.



Disaster Restoration

Restoring Peace of Mind... One Job at a Time

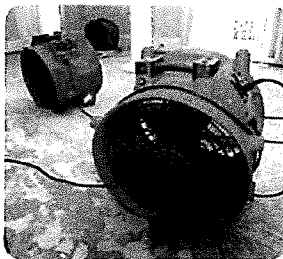
The need for property restoration can come from many unfortunate occurrences – fire or smoke damage; water damage from floods, heavy rain, ice dams, or broken pipes; storm damage caused from high winds, hail, lightening strikes, or fallen trees; or even such man-made problems like vandalism and graffiti.



The experienced staff of DM Burr professionals understands the entire spectrum of restoration services. Certified by the Institute of Inspection, Cleaning, and Restoration, they carefully analyze each situation

before beginning appropriate restoration techniques. Such analysis may first lead to repair and stabilization of certain situations to ensure that no more damage is done – something other companies frequently fail to recognize.

The ultimate benefits? A more efficient and effective repair and restoration process, faster completion times, a quicker return to normality for your home or profitability for your business, and potentially lower insurance claims through less residual damage.



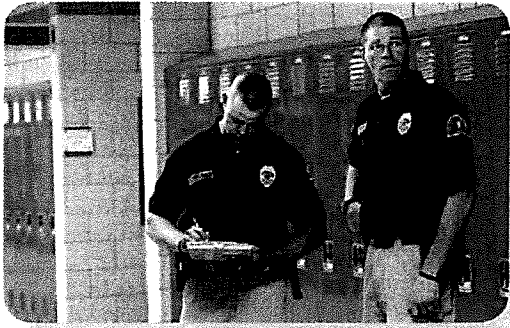
"We have the people and the experience to face any type of restoration challenge, and we have the equipment and know-how to help stabilize a situation, minimize structural damage, and even reduce insurance claims."

Nathan Cocke
Operations Manager,
DM Burr Disaster Restoration

S E R V I C E S

- State-wide for business and residential damages fire/smoke damage
- Water damage (flood, leaks, sump pumps, ice dams, etc.)
- Biohazard clean-ups (including sewage and mold)
- Vandalism (broken windows, graffiti, eggs, etc.)
- Board ups
- On-site security services to protect against theft and vandalism at compromised facilities
- Wind/storm damage (broken windows, hail damage, tree falls, roofing/siding, etc.)
- TES (Thermal Energy System) drying process
- Specialty cleaning processes for tile/grout
- Sand/soda blasting (for brick and stone restoration)

Security



"Our staff undergoes upwards of 200 hours of specialized training over the course of a year – self defense, weapons training, CPR and First-Aid, communication skills, even report writing classes. Isn't that the kind of expertise you want on your side?"

*Jim Lincoln
Operations Manager,
DM Burr Security Services*

S E R V I C E S

- Personal security
- Residential patrols
- Private investigations
- Armed and unarmed patrols
- Healthcare facilities security
- Consulting services shopping center and mall security (indoors and outdoors) industrial plants
- Background screenings
- Colleges & universities
- Sporting events
- Public & private schools disaster/emergency support
- Closed-circuit monitoring
- Community events
- Insurance fraud investigations
- Real estate protection
- Private parties

The Power to Protect A Passion to Serve

When most people think of commercial security services, they probably imagine the stereotypical "rent-a-cop." The Security Services Division of DM Burr would like to erase that image from your mind – completely.

DM Burr security professionals are well trained, experienced, and likely the closest thing to "real police" as you will find today in the private security business. In fact, a large percentage



of DM Burr officers have law enforcement, armed forces, military police, or other professional security credentials. Even the patrol cars are police grade – modified Dodge Chargers and Ford Crown Victorias.

In-house training with certified instructors is ongoing, with every DM Burr security officer taking between 100-200 hours of diverse law enforcement-style coursework each year. Included is weapons training and hand-to-hand self defense, assuring you that both armed and unarmed security officers can handle your situations effectively.

DM Burr offers a wide variety of options, from personal protection services (body guards) to facility and residential patrols to private detective services. Consultation and background screening services are also available, as is closed-circuit surveillance installation and training.

From a single person to an entire community, you can trust DM Burr to deliver security services with skill, dedication and professionalism.

Mechanical

Keeping Your Mechanical Systems in Working Order

The DM Burr Mechanical Division is all about efficiency – getting the absolute most out of 21st century technology by delivering it with experts who measure their knowledge in decades. That means knowing the ins and outs of all types of mechanical installations.

DM Burr staff is composed of state licensed mechanical contractors who all participate in continuing education programs through dealer networks and the RSES industry association. Green technologies such as solar energy, industrial and residential wind turbines, occupancy recognition environmental systems, and off-site environmental monitoring are also up-and-coming and top-of-mind considerations of DM Burr mechanical staff.



The use of CAD/CAM technology makes bringing best practices to life a lot easier for the customer. Using three-dimensional computer-aided design and modeling, the mechanical experts can draft facility systems specifically tailored for the building. Such high-level planning saves time, money and man-hours before and during the process.

What's more, partnerships with industry leaders like Johnson Controls allow DM Burr to provide additional services to customers – just another part of making your facility work for you effectively and efficiently in every aspect of its physical structure.



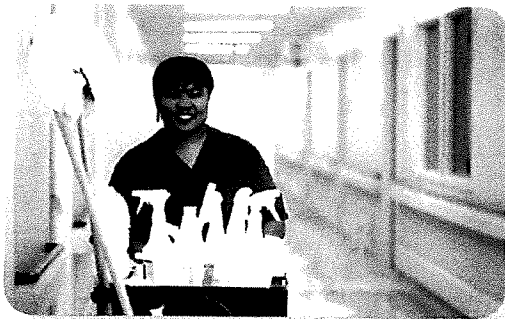
"Our people can bring experience and know-how to new-builds and remodels alike, using the technology to create and maintain dependable and energy-efficient facility systems."

*Jim Helms
Operations Manager,
DM Burr Mechanical Division*



S E R V I C E S

- | | |
|----------------------------|---|
| ■ Electrical wiring | ■ Design-and-build services retrofit capabilities |
| ■ Plumbing | ■ Radiant heating systems |
| ■ Heating/cooling | ■ Energy-efficiency consultation |
| ■ Energy audits | ■ Residential and commercial services |
| ■ Green technology | ■ Building materials consultation |
| ■ Solar panel installation | |
| ■ Geothermal installation | |
| ■ Automated energy systems | |



"By bundling services available through DM Burr - particularly the cleaning supplies option - with other programs, customers can realize vast savings on the types of supplies they will always need anyway. It's really an incredible extra value of doing business with us."

David Burr
Chief Executive Officer
DM Burr Group

S E R V I C E S

- | | |
|---------------------------|---------------------------------|
| ■ Janitorial supplies | ■ Floor scrubbers |
| ■ Cleaning chemicals | ■ Paper products |
| ■ Solvents | ■ Safety wear |
| ■ Window cleaners | ■ Marble and tile care products |
| ■ Brooms | ■ Trash bags |
| ■ Polishes | ■ Air fresheners |
| ■ Mops and buckets | ■ First aid supplies |
| ■ Specialty cleaners | ■ Rubber gloves |
| ■ Vacuums and accessories | ■ Insecticides |
| ■ "Green" cleaners | |

Clean up with Economical Janitorial Supply Solutions

You know how expensive it can be to keep the maintenance closet filled and your facility looking its best. Of course, DM Burr Facilities Management offers complete janitorial/custodial services; but maybe you already have all the custodial staff you need on hand. Is there a way to use your own people, while still keeping costs down?

Yes. Janitorial Supply Solutions, Inc., The DM Burr Group's supplies procurement division, can provide your business with a dramatically more economical solution - upwards of 30 percent - 60 percent savings off your typical retail costs of custodial supplies.

With a full menu of top-quality cleaning supplies - including the latest in environmentally safe ("green") cleaners - you can choose what you need on a schedule that's convenient for you. There are even options for large and small cleaning equipment for purchase, as well.

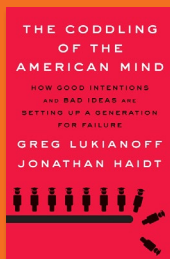
When you use Janitorial Supply Solutions (JSS), you can order as much or as little as you want and take advantage of the extensive catalog of products as you need them. Whether you use your employees or use DM Burr Facilities Management personnel, using JSS can really help you "clean up."





INFORMATION ONLY

ADULT NON-FICTION

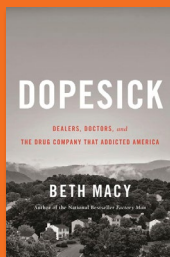


THE CODDLING OF THE AMERICAN MIND: HOW GOOD INTENTIONS AND BAD IDEAS ARE SETTING UP A GENERATION FOR FAILURE

Greg Lukianoff and Jonathan Haidt | 306.2097 LUKIANOFF

Many students entering elite universities over the past decade have shown themselves to be fragile, obsessed with their own feelings and safety, and susceptible to a Manichean worldview where good is always battling evil. They have demanded that universities protect them from the "violence" of offensive ideas. The authors argue that if parents and educators start encouraging children to seek challenges and recognize nuance, they'll raise happier, healthier citizens.

—Doug Koschik, LIBRARY DIRECTOR



DOPESICK: DEALERS, DOCTORS, AND THE DRUG COMPANY THAT ADDICTED AMERICA

Beth Macy | 362.2909 MACY

Documenting the rise in popularity and abuse of OxyContin from its first introduction in 1996 to present day, Macy paints a vivid picture of the drug crisis with compelling narratives of several addicts and their families as they attempt to get clean. This is an eye-opening book that clearly outlines the economic, social, and financial damage of a powerfully addictive drug.

—Rebekah, ASSOCIATE DIRECTOR



I'LL BE GONE IN THE DARK: ONE WOMAN'S OBSESSIVE SEARCH FOR THE GOLDEN STATE KILLER

Michelle McNamara | 364.1532 MCNAMARA

I love true crime and this book did not disappoint. Although the book includes many cases to keep track of, it is a compelling and creepy read.

—L. auren, ADULT LIBRARIAN

CHILDREN & TEENS



THE BIG BOOK OF THE BLUE

Yuval Zommer | J593.9 ZOMMER

This wonderfully enticing picture book about sea creatures has beautiful blue illustrations that splash across pages and is filled with entertaining and witty commentary. I loved reading this to my granddaughter, and reading it again, and again, and again.

—Kathleen, ADULT LIBRARIAN

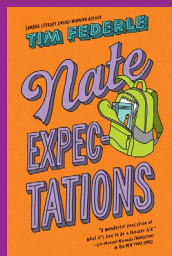


DREAMERS

Yuyi Morales | E MORALES

The multimedia artwork in this picture book has a magical dream-like quality that's accompanied by a beautiful message. The warmth and love that exudes from this book is overwhelming; it's like a hug in a book!

—H, ADULT LIBRARIAN



NATE EXPECTATIONS

Tim Federle | Y FICTION FEDERLE

In the final volume of an amazing trilogy, E.T. the Musical has ended and Nate returns home to face an even bigger challenge—high school. The audiobook is read by the author and I cannot recommend it enough! Start with *Better Nate Than Ever* if you're new to the series.

—Syntha, YOUTH LIBRARIAN

BALDWIN LIBRARY Recommends BEST BOOKS OF 2018

If you're looking for a great read this winter, check out favorite titles of 2018 recommended by members of the Baldwin Library staff, Library Board and Friends of the Library.



BALDWIN PUBLIC LIBRARY
WWW.BALDWINLIB.ORG • 248.647.1700

BEST BOOKS
2018

ADULT FICTION

AMERICA'S FIRST DAUGHTER

Stephanie Dray | FICTION DRAY

This thoroughly researched novel gives readers a glimpse into the life of "Patsy" Randolph Jefferson, daughter of Thomas Jefferson. Because it was so realistically drawn, it felt like I had traveled back in time to a fascinating family saga including both the white and black Jeffersons.

—Donna, YOUTH LIBRARIAN

I, ELIZA HAMILTON

Susan Holloway Scott | FICTION SCOTT

Elizabeth Schuyler was a strong-willed independent woman from a prominent family who found her own strength and voice during the American Revolution as an intellectual partner and wife to Alexander Hamilton. Historical fiction, *I, Eliza Hamilton* pairs well with Ron Chernow's biography of Alexander Hamilton.

—Deb Mohatarem, VICE PRESIDENT,
FRIENDS OF THE BALDWIN PUBLIC LIBRARY

THE GREAT BELIEVERS

Rebecca Makkai | FICTION MAKKAI

The two storylines in this engaging, character-driven drama between friends, in 1985 Chicago and Paris in 2015, demonstrate the depth of friendship, love, and uncertainty in the face of several unknowns, including the onset of HIV and AIDS when research and treatment was still new and experimental.

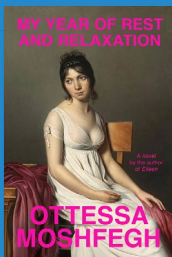
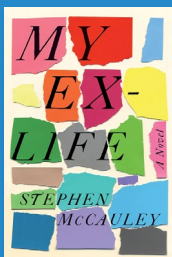
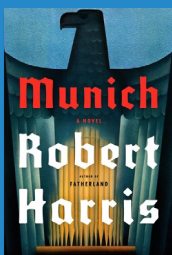
—Susan, ADULT LIBRARIAN

THE HOUSE OF BROKEN ANGELS

Luis Alberto Urrea | FICTION URREA

This novel, an intimate look into one long weekend of the sprawling De La Cruz family, starts slow but needs that time to carefully draw characters you will end up loving. It isn't exactly about what happens, but more about the messy, gory, sweet, and sticky ties that bind a family and shape cultural identities.

—Sarah, ADULT LIBRARIAN



ADULT FICTION

MUNICH

Robert Harris | FICTION HARRIS

Two estranged friends from Oxford—one British and one German—find themselves accompanying their bosses Neville Chamberlain and Adolf Hitler to the ill-fated summit in Munich in September of 1938. Munich tells the story of Guy Legat and Paul Hartmann's worlds colliding in the face of inevitable war at the hands of an unstoppable dictator. An excellent spy thriller from a modern master of historical fiction!

—Maria, HEAD OF ADULT SERVICES

MY EX-LIFE

Stephen McCauley | FICTION MCCAULEY

David Hedges, discontent with his posh life in San Francisco, decides to visit his ex-wife, who runs a bed and breakfast on the coast of Massachusetts, which a realtor describes as "somewhere on the early end of the Grey Gardens trajectory." The inevitable complications and the lively characters—each with their own dramas—make for a delightful read.

—Liz, CIRCULATION ASSISTANT

MY YEAR OF REST AND RELAXATION

Ottessa Moshfegh | FICTION MOSHFEGH

A young woman attempts to orchestrate a year of sleep to recharge from the perils of New York City and society in this cuttlingly witty postmodern "The Bell Jar."

—Dan, ADULT LIBRARIAN

A PLACE FOR US

Fatima Farheen Mirza | FICTION MIRZA

In this beautifully written, moving, and timely saga about a devout Indian-American Muslim family living in suburban America, themes of belonging and identity are at the center as relationships are tested by expectations of heritage but bound by love. This debut author eloquently describes what it means to be a family in today's world.

—Lisa, LIBRARY ASSISTANT

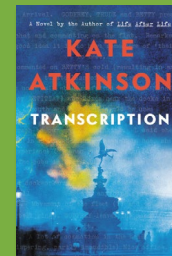
ADULT FICTION

TRANSCRIPTION

Kate Atkinson | FICTION ATKINSON

Any year Kate Atkinson releases a new book it immediately becomes my favorite book of the year. Atkinson's wit and genius plotting involves an unsuspecting young British woman who gets involved in spying for the Allies during WWII—and she's uncommonly good at working with the tools of the spy trade. So good, in fact, that many years later when she believes she's left the spy trade behind, it all comes back to haunt her.

—Denise, ADULT LIBRARIAN



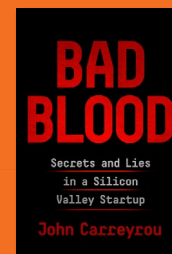
ADULT NON-FICTION

BAD BLOOD

John Carreyrou | 338.7681 CARREYROU

This book was absolutely riveting—mostly for the wrong reasons. Even though the book is non-fiction, you'll keep thinking "no way, no way" can a hoax like this one fool so many.

—Melissa Mark, LIBRARY BOARD



BECOMING

Michelle Obama | BIOGRAPHY OBAMA

By turns an illuminating, poignant, and entertaining self-portrait of our former first lady, this is an authentic story about a smart, driven girl from a loving family on the South Side of Chicago—a descendent of slaves—who found a path to the world stage. Her personal story ("Your story is what you have, what you will always have. It is something to own") is also the story of the American Dream; it represents all that is beautiful (and ugly) about our complicated country and time. Mrs. Obama's narration of the audiobook is highly recommended.

—Ryndee Carney,

FRIENDS OF THE BALDWIN PUBLIC LIBRARY BOARD



BEST
BOOKS
2018

December 18, 2018

Village supports Baldwin library

By: [Linda Shepard](#) | [Birmingham - Bloomfield Eagle](#) | Published December 18, 2018



Attendees enjoy the Baldwin Public Library Read in the Park program last summer in Beverly Park.

Photo provided by the Baldwin Public Library

BEVERLY HILLS — Last year, 6,124 Beverly Hills library card-holding residents checked out over 135,900 items from the Baldwin Public Library, which is located in downtown Birmingham.

“Beverly Hills has a contract with the Baldwin library,” Doug Koschik, the library director, said during a Dec. 4 presentation. “Every year, the village pays under \$490,000 for library services.”

Koschik said 539 Beverly Hills residents took part in the 2018 summer reading program, and the programs Storybook Trail and Read in the Park — both held in Beverly Park — were very successful.

A library book return box is located at Beverly Hills Village Hall, along with a small lending library.

“We pride ourselves with our work with youth. We have many contacts with public and private schools,” Koschik said. The library offers homework help, program announcements are sent to schools, and links from school media centers connect to Baldwin’s website.

“There is a program called First Grade/First Card that makes sure all children in first grade get a library card,” he said. “We have tutoring via a computer called BrainFuse tutoring. It is available for all students, from elementary up. With the Birmingham Public Schools, we put on the Battle of the Books for fourth- and fifth-graders. That is a massive program.”

A new website and online catalog are designed to reflect the changing times, which includes e-book circulation currently at 19 percent. The Idea Lab, a makerspace, features 3D printers and a laser

engraver, and offers soldering, metal casting, vinyl cutting, heat pressing, embroidery and sewing services.

"This has been fantastically successful in bringing a new crowd to the library," Koschik said.

An ongoing renovation is focused on improving the physical library facility while highlighting the original 1927 building. "It was gloomy. Now it is filled with light," he said. "The idea is to create a mid-century glass pavilion so the theme of 'let there be light' will carry through."

"I just want to say thank you," Beverly Hills Village Councilwoman Racheal Hrydziuszko said. "My son was one of the ones who got his first-grade library card this summer. He had to get a wallet for it, and he spent the entire summer carrying it around with him. Thank you so much."

"I was at the library over the weekend," Beverly Hills Village Council President Lee Peddie said. "I've always been a very strong proponent of the library. I think it is wonderful and use it all the time."

"It is one of the things that makes a community vibrant and a desirable place to live, so I am looking forward to help support that cause," Councilman John George said.

"I think the relationship you have with the library is successful," Koschik said. "I think the residents of Beverly Hills are using Baldwin. We are always trying to improve services and outreach. I invite everybody to come visit us."

December 19, 2018

Baldwin gets crafty with new workshops

BIRMINGHAM — Visitors can express their creativity and get a hands-on introduction to new craft techniques at the Baldwin Public Library during a schedule of crafting workshops.

Stamp making

Participants will use tools in the library's Idea Lab to create a custom decorative stamp to take home. Workshops will take place 10 a.m.-4 p.m. Saturday, Dec. 29, and 6-8 p.m. Thursday, Jan. 3.

Watercolors for beginners

Learn the basics of watercolor painting with local artist and calligrapher Leah Moss in this three-hour workshop. Each student will receive a paint palette and paints, paintbrushes, and extra watercolor paper sheets. There is a \$30 cost for materials.

This workshop will take place 1-4 p.m. Saturday, Jan. 12.

Winter Fragrance workshop, with Alchemy Henna

Participants will learn to use natural botanical elements to make a wintry fragrance to wear and share. There is a \$10 cost for materials.

This workshop will take place at 6:30 p.m. Monday, Jan. 14.

Quilled monograms

Participants will use fine strips of rolled paper to make decorative monograms.

The workshop will take place at 7 p.m. Wednesday, Feb. 13.

For each session, pre-registration is required. For more information or to secure a spot in a workshop, call (248) 554-4682 or visit baldwinlib.org.

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

December 23, 2018

Winter break activities

The Baldwin Library, 300 W. Merrill Street, in Birmingham 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 Wild Animals scavenger hunt throughout the youth room. Visitors are welcome to make crafts at a station set up in the youth room, in addition to the following programs.

Elephant and Piggie Party

10:30 a.m. Thursday, Dec. 27; registration required. Have some elephant-sized fun with Gerald & Piggie, crafts and activities.

Richard Paul's Fun Variety Show

2 p.m. Friday, Dec. 28; registration required. Ventriloquist Richard Paul will perform an outrageous variety show full of humor, magic and a whole slew of characters. Best for ages 5 and up.

For more information, go to www.baldwinlib.org.

Workshops at Baldwin Library

Express your creativity and receive hands-on introduction to new techniques with various crafting opportunities at the Baldwin Library, 300 W. Merrill Street, in Birmingham. They include:

Stampmaking

10 a.m. to 4 p.m. Saturday, Dec. 29, or 6-8 p.m. Thursday, Jan. 3. Using tools in Baldwin's Idea Lab, make a custom decorative stamp to take home.

Watercolor for Beginners

1-4 p.m. Saturday, Jan. 12; registration required. Learn the basics of watercolor painting with local artist and calligrapher Leah Moss in this three hour workshop. Each student will receive a paint palette and paints, paint brushes and extra watercolor paper sheets. \$30 materials fee.

Winter Fragrance Workshop

6:30 p.m. Monday, Jan. 14; registration required. Use natural botanical elements to make a wintry fragrance to wear or share. \$10 materials fee.

Quilled Monograms

7 p.m. Wednesday, Feb. 13; registration required. Use fine strips of rolled

paper to make decorative monograms.

For more information, go to

December 26, 2018

COMMUNITY BRIEF

Baldwin hosts activities during winter break

BIRMINGHAM — Planning a staycation during winter break? The Baldwin Public Library will host a variety of programs and activities to keep children active and engaged during their time away from school.

Children are invited to go on a wild animals scavenger hunt throughout the youth room and make crafts at a special station set up for young visitors.

In addition, the following programs are planned:

Elephant and Piggie Party

Participants can have some elephant-sized fun with Gerald and Piggie during crafts and other activities.

The party will take place at 10:30 a.m. Thursday, Dec. 27. Registration is required.

Richard Paul's Fun Variety Show

Ventriloquist Richard Paul, aka That Funny Puppet Guy, will perform a variety show full of humor, magic and a slew of characters. The show is best for guests 5 and older.

The show will take place at 2 p.m. Friday, Dec. 28. Registration is required.

For more information or to register for these free events, visit baldwinlib.org or call (248) 554-4682.

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

— TIFFANY ESSHAKI

Baldwin Library adds new book clubs, seeks teen rep

Reading becomes an even richer experience when it is a shared one. Whether it has been a while since you last picked up a book or you are a seasoned reader with many favorite authors, Baldwin Library has a book club just for you.

Participating in a book club is a great way to expand your reading horizons, become a more critical and thoughtful reader and try new authors, genres, and titles. Baldwin hosts six monthly book clubs that read a wide range of noteworthy titles, including books by debut authors, books about controversial topics, and award-winning books.

If you have never attended a book discussion before, come with an open mind, be prepared to share your thoughts and opinions and respect others who may disagree with you. Finishing the book is preferred, but not a requirement. After all, there are no grades in book club. "The reading experience, how the characters felt, and how the reader related to the book, can be

very personal. Sharing these varied responses makes for interesting discussions," said librarian Sarah Bowman, host of the Books & Brews club that meets at Dick O'Dow's in Birmingham.

"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," said Lauren Ziolkowski, who hosts a monthly discussion at All Seasons of Birmingham. Maria Williams, head of adult services and host of the Friends Don't Let Friends Read Alone book club, added: "Ideally, each book we select will have conflict in it. Conflict generates a variety of opinions among its readers and the best discussions happen when people disagree."

This winter, Baldwin is adding two new book clubs to its monthly lineup. At Page to Screen Book club, cinephiles will read a book, view a film inspired by the book and then meet to compare and contrast the book and film. The club will view "25th Hour" at 2 p.m. Sunday, Dec. 30, and then discuss David Benioff's "25th Hour" at 6 p.m. Thursday, Jan. 3. In February 2019, Baldwin librarians will begin a non-fiction book discussion club at Birmingham Next covering history, technology, biographies, memoirs, music and social science.

At 7 p.m. Tuesday, Jan. 22, Baldwin librarians are hosting a 2019 Book Club Reception. They will share the 2019 book club selections and highlight other noteworthy reads that are sure to prompt great discussions. To view Baldwin's full book club schedule, see a list of upcoming discussion titles and register online, go to www.baldwinlib.org/book-clubs.

The Baldwin Public Library is located at 300 W. Merrill Street in downtown Birmingham. Hours are

9:30 a.m. to 9 p.m., Monday through Thursday, 9:30 a.m. to 5:30 p.m. Friday and Saturday and noon to 5 p.m. Sunday.

■ The board of the Baldwin Public Library invites interested high school juniors who reside in the city of Birmingham, village of Beverly Hills, village of Birmingham Farms or the city of Bloomfield Hills to apply for the position of student representative to the Baldwin Public Library board. This is an excellent opportunity for students to develop leadership skills and instill an ethic of community service, as well as encourage citizen participation in local government. In addition, the Board benefits greatly from having a new perspective on Library planning and services.

This one-year term lasts from Feb. 18, 2019, to Feb. 16, 2020. Representatives are expected to attend library board meetings held at 7:30 p.m. the third Monday of each month, with Wednesday, Jan. 22, 2020, as the only exception. 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 student representative review the monthly agenda, minutes and reports prior to the meeting, which can be found at <http://www.baldwinlib.org/staff-board>. 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.

To find application details, go to www.baldwinlib.org/volunteer. The completed application, essay and two letters of recommendation are due by Jan. 11, 2019, to Rebekah Craft at the Baldwin Library, 300 W. Merrill, Birmingham, MI 48009 or via email to rebekah.craft@baldwinlib.org.



BIRMINGHAM
Eccentric

December 30, 2018

Workshops at Baldwin Library

Express your creativity and receive hands-on introduction to new techniques with various crafting opportunities at the Baldwin Library, 300 W. Merrill Street, in Birmingham. They include:

Stampmaking

6-8 p.m. Thursday, Jan. 3. Using tools in Baldwin's Idea Lab, make a custom decorative stamp to take home.

Watercolor for Beginners

1-4 p.m. Saturday, Jan. 12; registration required. Learn the basics of watercolor painting with local artist and calligrapher Leah Moss in this three hour workshop. Each student will receive a paint palette and paints, paint brushes and extra watercolor paper sheets. \$30 materials fee.

Winter Fragrance Workshop

6:30 p.m. Monday, Jan. 14; registration required. Use natural botanical elements to make a wintry fragrance to wear or share. \$10 materials fee.

Quilled Monograms

7 p.m. Wednesday, Feb. 13; registration required. Use fine strips of rolled paper to make decorative monograms.

For more information, go to www.baldwinlib.org.

BIRMINGHAM
Eccentric

January 6, 2019

Workshops at Baldwin Library

Express your creativity and receive hands-on introduction to new techniques with various crafting opportunities at the Baldwin Library, 300 W. Merrill Street, in Birmingham. They include:

Watercolor for Beginners

1-4 p.m. Saturday, Jan. 12; registration required. Learn the basics of watercolor painting with local artist and calligrapher Leah Moss in this three hour workshop. Each student will receive a paint palette and paints, paint brushes and extra watercolor paper sheets. \$30 materials fee.

Winter Fragrance Workshop

6:30 p.m. Monday, Jan. 14; registration required. Use natural botanical elements to make a wintry fragrance to wear or share. \$10 materials fee.

For more information, go to www.baldwinlib.org

January 9, 2019

SATURDAY, JAN. 12

Watercolor for Beginners class

The Baldwin Public Library, located at 300 W. Merrill St. in Birmingham, will host a Watercolor for Beginners class from 1 to 4 p.m. Students will learn the basics of watercolor painting with local artist and calligrapher Leah Moss. Each student will receive a paint palette, various paints, paintbrushes and extra watercolor paper sheets. There is a \$30 materials fee, and pre-registration is required. For more information or to register, visit www.baldwinlib.org or call (248) 647-1700.



MLK events for Birmingham Schools, Baldwin

January 11, 2019

Lieutenant Governor Garlin Gilchrest II will address the student body of Birmingham Public Schools' Wylie E. Groves High School on Wednesday, January 16, as the keynote speaker at the school's annual Dr. Martin Luther King, Jr. assembly, on the topic of "What Would Martin Tweet?" at two assemblies set for 7:30 and 8:50 a.m.

"At Groves, we use this assembly to not only mark the national holiday, but to communicate, educate and accomplish change," said Dr. Embekka Roberson, Groves principal. "Our celebration is for all of the Groves community. Dr. Martin Luther King, Jr. stood for more than just civil rights for African Americans, he stood for the hope that everyone will live, learn and work together in harmony."

The Birmingham school district stated that the selection of the Lt. Governor "honors and embodies a connection to the values and qualities identified as important to the staff and students of Wylie E. Groves High School: give back to the community, be respectful and responsible to yourself and others, be open minded as we avoid judgements and stereotypes, value our environment, empower yourself and others to be the change you wish to see, and support each other with empathy."

The idea to have Gilchrest speak on "What Would Martin Tweet?" came about as Gilchrest was the founding executive director of the Center for Social Media Responsibility at the University of Michigan.

"Today's students are interconnected through social media in ways which are constantly changing; this connection often is disconnecting, and it was Gilchrist's belief that 'ensurement that people are connected, informed, empowered, and free to share their ideas are core values of the internet,' which intrigued the committee," said Groves English teacher Amy Voigt.

The assembly will also include a call to service from the school's Experiential Education Department to engage staff and students in community service projects, "making the holiday a day on rather than a day off," Voigt said.

Birmingham's Baldwin Library will also celebrate, honor and recognize the life and accomplishments of Dr. Martin Luther King, Jr. by hosting two special events on Monday, January 21.

At 3 p.m., historical impersonator Rosie "Miz Rosie" Chapman will impersonate Civil War heroine Harriet Tubman in her seventh visit to the library for MLK Day. "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." Registration is requested for the program and can be done online or by calling 248.554.4670.

At 7 p.m. that evening the library will host a free screening of Dr. King's "I Have a Dream" speech from August 28, 1963.

BIRMINGHAM Eccentric

January 13, 2019

Workshops at Baldwin Library

Express your creativity and receive hands-on introduction to new techniques with various crafting opportunities at the Baldwin Library, 300 W. Merrill Street, in Birmingham. They include:

Winter Fragrance Workshop

6:30 p.m. Monday, Jan. 14; registration required. Use natural botanical elements to make a wintry fragrance to wear or share. \$10 materials fee.

Quilled Monograms

7 p.m. Wednesday, Feb. 13; registration required. Use fine strips of rolled paper to make decorative monograms.

For more information, go to www.baldwinlib.org.

MLK Day at Baldwin Library

To celebrate the life of Dr. Martin Luther King Jr., the Baldwin Library, 300 W. Merrill Street, in Birmingham is hosting two special events Monday, Jan. 21.

■ At 3 p.m., historical impersonator Rosie "Miz Rosie" Chapman will impersonate Civil War heroine Harriet Tubman, one of the most unique and courageous women in American history. Registration is requested for this program and can be done online or by calling 248-554-4670.

■ At 7 p.m., Baldwin will host a screening of King's "I Have a Dream" speech from Aug. 28, 1963.

For more information or to register, go to www.baldwinlib.org.

BALDWIN LIBRARY EVENTS

The Baldwin Public Library is located at 300 W. Merrill Street in Birmingham. Hours are 9:30 a.m. to 9 p.m. Monday through Thursday, 9:30 a.m. to 5:30 p.m. Friday and Saturday and noon to 5 p.m. Sunday. For more information, go to www.baldwinlib.org.

Mother/Daughter Book Club

When: 7-8 p.m. Tuesday, Jan. 15

Details: A book club for girls in grades 4-6 and their moms. Read the

book at home and come to the library for fun book discussion. This month's book is "Like Magic" by Elaine Vickers. Books are provided as a gift from the Hornac Endowment. Registration required.

Bedtime Tales: Flying Friends

When: 6:30-7:15 p.m. Wednesday, Jan. 16

Details: Children are invited to wear their pajamas and bring a favorite stuffed animal for these special evening family story times. Registration required.

January 16, 2019

MONDAY, JAN. 21

Celebrate Martin Luther King Jr. Day at the Baldwin Library

The life and accomplishments of Martin Luther King Jr. will be celebrated with two special events at the Baldwin Library, 300 W. Merrill St. in Birmingham. At 3 p.m., historical impersonator Rosie "Miz Rosie" Chapman will perform as Civil War heroine Harriet Tubman, and at 7 p.m., the library will host a screening of Martin Luther King Jr.'s "I Have a Dream" speech. Registration is requested for the afternoon program. To register, visit www.baldwinlib.org or call (248) 554-4670.

Birmingham Heritage

January / February 2019

Volume XXXX, No. 3

January / February 2019

Birmingham Heritage

Page 2

Events

Another *Heritage* and another great two months of events here at the museum! December 13 was our last "Disaster and Recovery" lecture at the Baldwin Library, as well as our last storytime of the year.

Next year's lecture themes are below, but dates have not been set yet so stay tuned!

"Downtown, Then and Now" Museum Director Leslie Pielack and Birmingham Shopping District Executive Director Ingrid Tighe will explore the past and present of Birmingham's internationally renowned downtown and how it helps define our city.

"Jacobsons-Birmingham's Special Department Store," Bruce Kopytek, author of the popular book, *Jacobsons: I Love It So!* is back to charm audiences with memories of a Birmingham institution that was a beloved part of the community.

"Birmingham Neighborhoods and Their Stories" Join local historians George Getschman and Pam DeWeese for a presentation that will highlight some of the unique neighborhood communities and their histories, from Birmingham Villa to Eco City to Little San Francisco to Quarton Lake Estates, and more!

Our family storytimes are located at the museum and are held on the second Thursday of each month at 6:30 pm. Our next storytimes are as follows:

Jan 10: Into the Forest

Feb 14: Silly Snowmen

Due to popular demand, we are extending our award-winning exhibit "The People of Birmingham: Celebrating 200 Years of Stories" into the spring. Come stop by if you haven't had the chance yet!

~ Caitlin Donnelly



November's "Camping Out" storytime

December 14, 2018

Birmingham school board selects Troy deputy superintendent to lead district

[David Veselenak](#), [Hometownlife.com](#) Published 10:23 a.m. ET Dec. 14, 2018



(Photo: Courtesy of Birmingham Public Schools)
CONNECTTWEETLINKEDINCOMMENTEMAILMORE

After a national search, the Birmingham Public Schools Board of Education has looked to the east for its next executive leader.

The board voted unanimously at a special meeting Dec. 13 to make Mark Dziatczak, deputy superintendent for teaching and learning for the Troy School District, its preferred candidate for the superintendent job to lead the district in 2019.

Board members all had positive things to say about Dziatczak, including his out-of-the-box ideas and his approach to leadership.

"Overwhelmingly, the common theme with him was collaboration," board Secretary Adrienne Young said. "He really nailed it with having people be heard, having people be a factor in his decision-making. He also showed a willingness to make tough decisions and get tough feedback.

"It's without hesitation that, when it comes time to vote, my preference is for Mr. Dziatczak."

Dziatczak was selected over fellow finalist Christopher Delgado, who currently serves as deputy superintendent for the Walled Lake Consolidated Schools district. The [two men interviewed](#) this past week again with the board and other interested stakeholders in the district.

The board will officially offer a contract at its next regular meeting, which is scheduled for 7 p.m. Tuesday in the BPS administration offices, 31301 Evergreen in Beverly Hills.

The unanimous vote was 6-0, with Trustee Jessica Thomas absent from the meeting. Board President Kimberly Whitman said while Thomas was unable to attend and vote, Thomas had told her Dziatczak was her preference to be selected.

It was a sentiment that was reflected throughout the special meeting, which took less than an hour.

"As much as I saw so many strengths in Dr. Delgado, I feel very firm, I feel very proud, that I will mention Mark Dziatczak to move forward," board Vice President Lori Ajlouny said.

Once a contract is offered, it will mark the end of a several-month process after the retirement of Daniel Nerad [earlier this summer](#). The board has met several times since Nerad's departure to select a search firm, review candidates and whittle the number of finalists down from five to two earlier this fall.

There's no word on when specifically Dziatczak would begin his tenure in the Birmingham district, which includes all or parts of several communities, including Birmingham, Bloomfield Township, Beverly Hills, Bingham Farm, Franklin, Troy, Southfield and West Bloomfield. The district is currently being run by interim superintendent John Silveri, who was brought in after Nerad left.

In a portion of his application released by the school district after the board's vote, Dziatczak wrote that a school district's success comes "with a harmonious and productive relationship between the Board of Education and superintendent."

"Mutual expectations are created, followed and leveraged to conduct the policy and procedure work of the district, which forms the structure within which staff can act and students can flourish," he wrote. "Upon this solid foundation, the superintendent works collaboratively with students, parents, staff and community members to refine the mission, vision, values and goals of the district, which are designed to empower students to positively impact their world during their transition from young learners to adult citizens."

Contact David Veselenak at dveselenak@hometownlife.com or 734-678-6728. Follow him on Twitter @davidveselenak.

December 20, 2018



Seventy miles of safety paths have been funded in Bloomfield Township since the dedicated millage was first approved by voters 20 years ago.

Photo provided by Greg Kowalski, Bloomfield Township

Leaders in Birmingham, Bloomfield look ahead to 2019

By: [Tiffany Esshaki](#) | Birmingham - Bloomfield Eagle | Published December 20, 2018

BIRMINGHAM/BLOOMFIELD — New Year's resolutions for municipal leaders aren't so different from anyone's, really: stay on budget, make a schedule and stick to it, fix what's broken around the homestead.

We asked city managers, mayors and supervisors around the Eagle's coverage area what their hopes are for 2019. Once the confetti is swept away and the champagne has been swigged, they've got big plans to stay busy in the new year.

Birmingham City Manager Joe Valentine

For Valentine, the new year will be all about prepping for years even further into the future.

"There are several projects, like updating the city's master plan, developing a long-term plan to address growing demands for senior services, developing a long-term plan to address unimproved streets in the city and finalizing a development plan for the connection of Bates Street to Old Woodward, along with reconstruction (of) the North Old Woodward parking structure," he said. "I look forward to completing (those initiatives), since we'll be focused on reconstructing Maple in 2020."

Downtown Birmingham's main intersection, Maple Road and Old Woodward Avenue, was closed last summer for a major reconstruction project that included everything from new sewer and water lines to new sidewalks, improved lighting, landscaping and other upgrades.

The City Commission decided last fall to complete the second portion of the downtown reconstruction in 2020, when Maple Road will get the same treatment from Woodward to Southfield Road.

"Maybe my 2021 resolution will involve a vacation," Valentine laughed.

Birmingham Mayor Patty Bordman

Bordman, elected by the City Commission as mayor last fall, will spend 2019 in her new official capacity.

"I will be sharing in others' happiness when I perform their wedding ceremony," she said.

She noted that the city's master plan is a priority of hers, along with getting more residents involved in the Birmingham Citizens Academy, as well as the city's advisory boards.

Bloomfield Hills City Manager David Hendrickson

Infrastructure is top of mind for Hendrickson too in this coming year. Since 2017, Hills officials have worked to improve roads in the northwest end of the city, and the southwest portion is on the agenda for this year.

But Hendrickson wants roadways to look as good as they are sound.

"You may notice that over the last several years, we have worked hard at improving the landscape with beautification efforts on Woodward," he said, noting the 2.5-mile stretch of landscaped median space that splits Woodward in the city. "For 2019, we'll be working on the other areas of the city to include Kensington Road, north of Long Lake. (This area) parallels the Canadian National railroad tracks, and it needs trees and vegetation and other visual improvements."

Hendrickson also nodded to new ventures in the city's business community, like the old Kingsley Inn that was recently renovated and reopened as the DoubleTree by Hilton Bloomfield Hills Detroit.

Bloomfield Township Supervisor Leo Savoie

With major progress at the Village of Bloomfield and the county making strides in fixing troubled Telegraph Road — a project that will resume in the spring — Savoie thinks the township had a pretty good 2018.

So his resolution for the new year: Stay the course.

"In the upcoming year, I see further development in the township. Work is progressing nicely at the Village of Bloomfield, on Telegraph, and we're regularly receiving requests for building permits from businesses that want to locate in the township," he said in an email.

"Residentially," Savoie continued, "we are almost totally built up, but the quality of the homes in the township is outstanding. We're consistently rated as one of the best places to live anywhere."

On his to-do list are continued infrastructure updates, like replacing water and sewer lines, adding safety paths and upgrading roads.

But every project has a price.

"We are always looking for more innovative and cost-effective ways of doing things while providing the best services to our residents," he said. "Protecting those services as we face rising costs will continue to be a big challenge as we go forward. But (...) we deal with this head-on and find a realistic solution."

December 24, 2018

Bloomfield library 'historian' still sharp as she reaches 101st birthday

Diane K. Bert, Special to Hometownlife.com Published 8:31 a.m. ET Dec. 24, 2018



(Photo: Diane K. Bert)

[CONNECT](#)[TWEET](#)[LINKEDIN](#)[COMMENT](#)[EMAIL](#)[MORE](#)

Friends, relatives, fellow volunteers and staff members gathered recently to help Virginia "Ginny" Smith celebrate her 101st birthday in the Bloomfield Township Library meeting room. Refreshments and a beautiful cake were part of the festivities.

"She's amazing, sharp as a tack," library director Carol Mueller said. "We call (Smith) the historian of the Bloomfield Township Library and she still volunteers at age 101."

Smith thanked the attendees. In a recent interview she said, "I can't think of anything I could enjoy as much as I enjoyed working in the library."

She began about 60 years ago, when the library was housed in a long-gone building near Long Lake and Telegraph roads. She remembers that the books had to be on the first floor, because the second floor was not strong enough to support the weight of the books.

In 1962, planning began for a permanent library. Experts were consulted on design ideas because the committee members had no previous experience. Groundbreaking occurred in 1967 and the beautiful new library opened in 1969. Smith was involved in planning and volunteering.

When her youngest son began college, Smith began working at the library. She subsequently worked at the library and then resigned, ran for and was elected to the library board, serving as president.

BIRMINGHAM Eccentric

After that term ended, she served on the board of Friends of the Bloomfield Township Library and was elected president. She was involved in every aspect of the library.

Smith initiated the Second Saturday Book Sales, which have raised large sums of money for library projects. These sales of donated books are beautifully organized in the style of a library or book store.

Ann Williams, recently retired head of adult services, said, "We worked together. She has always been an inspiration with a wonderful sense of humor and a knack for pithy comments."

Lynne Bonda has worked as a volunteer for 10 years.

"Virginia is very friendly and willing to help anyone," Bonda said. "We all admire her. She has the history of the library at her fingertips. She is a remarkable person with a quick wit and is willing to share gardening information."

Smith was one of the first master gardeners in the state. Gardening expert Janet Macunovich once had Smith accompany her to a conference in New Jersey. She captivated the audience as she advised seniors on gardening.

Smith was devoted to her three sons and neglected pursuing a career, according to her son, Dr. Frank Smith.

"Her three boys always came first," Frank Smith said. "When Valley Woods Elementary School was opening, the principal approached Virginia to organize the library, which she willingly did. My mother really likes people. Her priorities are: family, people, reading and the library, gardening and cats."

Grandson Graham Smith called it "fantastic" to see people from all walks of life come together to celebrate the joy that the library has brought Smith over the years.

"She loves reading and education," Graham Smith said. "She instilled in us a love of learning."

Barbara Erickson came from Minnesota to help her beloved aunt celebrate her birthday.

"I am like a daughter to her," Erickson said. "When I was a child, I would come every summer and spend a few weeks. She is a great role model."

Roni Fare delivered mail in Smith's neighborhood. She became a devoted friend and took an interest in Smith's well-being. When Fare retired, she became an aide to Smith and continues to help with driving and other tasks.

Susan Kheder, Smith's daughter-in-law, said reaching 101 is "a remarkable feat. It is great for so many people from so many walks of life to come to honor her."

BIRMINGHAM Eccentric

"She is a special lady in so many ways, contributing to the community," Kheder said. "It is great to hear her life stories and benefit from her historical perspective."

Diane K. Bert is a Bloomfield Hills resident with a Ph.D. in educational psychology from Wayne State University. She can be reached at dkbert617@gmail.com.

Fort Myers Beach Public Library murder suspect appears in court

Dr. Leroy Hommerding, 69, was stabbed to death Sunday morning while opening the facility.

Sunday, January 20th 2019, 11:51 AM EST by Zack Wilson

Updated: Monday, January 21st 2019, 11:59 AM EST

FORT MYERS BEACH, Fla. - It began as any other day.

As he had done hundreds of times before, Leroy Hommerding walked his way up to the front entrance of Fort Myers Beach Public Library, a place where he'd been a director going on 20 years.

A banner reading "BOOK SALE THIS SAT SUN" waved around in the morning breeze. On a flag pole steps away, the stars and stripes fly high above the ground below.

Beyond the sliding glass doors in front of him are thousands of books.

It is the second day of a weekend book sale, but on this day, there would be no purchases.

Moments later, crime scene tape would litter the front of the library, and a few short clock ticks past 9 a.m. on Sunday, January 20, 2019, Dr. Leroy Hommerding would be dead.

WITNESSES TO THE MURDER

Diana Caskey and her husband were among the last people to see Dr. Hommerding alive.

They were also among the first to attempt to help him, though it would be too late.

After initially believing that he had slipped and fell, Caskey's husband was the first to realize something terrible was happening.

And, at that moment, he watched as Adam M. Soules pull the weapon from Dr. Hommerding's body.



"As soon as we pulled up over by the library, my husband noticed someone he thought had slipped. But then he saw a knife come out of a human being that was on the ground. So he jumped out, ran there and found out he had been stabbed," Caskey said.

Soules, wielding his murder weapon, took off running.

Caskey and other witnesses reacted quickly, chasing Soules to what used to be Topps Supermarket, now just a dilapidated, old building.

It would be the place where Soules' would spend, at least for now, his final moments as a free man.

"We followed him to Topps, and he climbed up the ladder and jumped off the roof. We all surrounded the building, and the weapon was on top of the roof. It was a machete," Caskey said.

Moments later, deputies would arrive and arrest the 36-year-old suspect.

WHAT HAPPENS NEXT

For Soules, the reality has become a jail cell and a second-degree murder charge.

He made his first court appearance on Monday. The judge said the state, which is asking that the suspect be held with bond, would need to file a motion for it to be decided upon. Soules will make his second appearance in court on Tuesday. The state is also seeking his potential charges be upgraded to first-degree murder.

For now, Soules will still be held without bond.

For friends, family and colleagues, it will be about trying to figure out what life is like without 69-year-old Dr. Hommerding, a beloved figure in their community.

Sheriff Marciano said detectives are interviewing all witnesses involved.

"Thanks to the rapid and professional response from LCSO and from concerned citizens, this outrageous act will not go unpunished," Sheriff Marciano said in an afternoon press conference.

According to the **Fort Myers Beach Public Library's website**, Dr. Hommerding replaced Jayne Cole as the director of the library in 2000.

© Copyright 2019 WBBH/WZVN (Waterman Broadcasting). All rights reserved.

Upcoming Events of Interest

2018 Income Tax Law Update, with Tom Hill

Tuesday, January 29, from 7:00 p.m. - 8:00 p.m. Registration required.

Learn how recent tax law changes will affect virtually every taxpayer with Tom Hill, a retired CPA. There will be lots of time for questions.

Page to Screen Film Screening & Book Discussion

Film screening: Sunday, February 3, from 2:00 p.m. - 4:30 p.m. Registration required.

Book discussion: Thursday, February 7, from 6:00 p.m. - 7:30 p.m. Registration required.

Watch "I Am Not Your Negro," and then discuss James Baldwin's novel "If Beale Street Could Talk," the book that inspired the film.

African American Women and Radical Politics, with Dr. Erin Dwyer

Monday, February 4, from 7:00 p.m. - 8:00 p.m. Registration required.

From the 1880s through the early 1900s African American women like Ida B. Wells-Barnett and Lucy Parsons challenged not only white supremacy and gender politics, but respectability politics within the Black community.

Parenting Strategies - Helping Your Anxious Child Cope with Balance

Wednesday, February 6, from 7:00 p.m. - 8:00 p.m. Registration required.

Learn tips and tricks on a variety of child-rearing topics presented by Jessica Cortez, LMSW. February's topic is Helping Your Anxious Child Cope with Balance.

3D Print Finishing

Wednesday, February 6, from 7:00 p.m. - 8:00 p.m. Registration required.

Learn about the various finishing techniques applied to 3D printed items to make look polished and professional.

Food Fun Snowmen Edition

Saturday, February 9, from 10:30 a.m. - 11:30 a.m. Registration required.

For grades 1 to 6. What do you get when you mix a craft program with yummy treats? Snowmen you can eat! Allergens may be present. The Library is not a nut free facility.

Music Explorers with Baldwin Ensemble

Saturday, February 9, from 2:00 p.m. - 3:30 p.m. Registration required.

This meeting of the Music Explorers Society with the Baldwin Ensemble will explore Franz Schubert's Quartet No. 13 in A minor and Felix Mendelssohn's Quartet Op 44. no 1. Learn more about their lives and place in musical history during the transition from the Classical to Romantic Periods.

Instagram

Monday, February 11, from 7:00 p.m. - 8:00 p.m. Registration required.

An Adult Services Librarian will teach you about this photo-based social media tool. Bring your smart phone, power cord, and iTunes or Google Play passwords.

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting
Wednesday, January 23, 2019
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 December 17, 2018 minutes | p. 123 |
| B. Acceptance of the December 2018 receipts of \$33,267.94 | p. 129 |
| C. Approval of the December 2018 disbursements of \$7,364.42 | p. 131 |

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 January 23 Trust Meeting.

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, February 18, 2019.



BALDWIN LIBRARY BOARD
MINUTES, TRUST MEETING
December 17, 2018

1. Call to Order

The meeting was called to order by President Bob Tera at 8:25 p.m.

Library Board present: Jim Suhay, Bob Tera, David Underdown, Ashley Aidenbaum, Frank Pisano, 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: None.

2. Consent Agenda

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

1st Aidenbaum

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business: There was none.

4. Adjournment

Motion: To adjourn the meeting.

1st Mark

2nd Suhay

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

Nays: None.

Absent and excused: None

The motion was approved unanimously. The meeting was adjourned at 8:30 p.m. The next regular meeting will be on Wednesday, January 23, 2019.

Melissa Mark, Secretary

Date

Baldwin Public Library Trust: December 2018

December receipts totaled \$33,267.94. December disbursements totaled \$7,364.42.

The current value of the Trust is \$1,619,495.90, divided up in the following way:

Total endowment investments*	\$1,010,604.24
Endowment funds distributed for use	<u>\$97,513.00</u>
Total endowment funds	\$1,108,117.24
General spendable funds	\$265,816.95
Restricted funds**	\$216,972.82
Naming rights for Rotary Tribute Room	<u>\$28,588.89</u>
Total non-endowment funds	\$511,378.66
Total endowment funds	\$1,108,117.24
Total non-endowment funds	\$511,378.66
Total of all Trust funds	\$1,619,495.90

* 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 \$137,831.36 in donations. This includes all money received, but not money pledged. Neither does it include money raised at the 2017 and 2018 Books & Bites events.

As of December 31, 2018, the amount of money in the Trust that is undesignated stands at \$317,012.00

Baldwin Public Library Trust
Portfolio Performance Benchmarks
As of December 31, 2018

<u>Index</u>	<u>2018: Entire Year</u>	<u>2017: Entire Year</u>
S&P 500 (Equity benchmark)	-6.24%	19.42%
Global Aggregate (Bond benchmark)	-1.20%	6.48%
Blended Return of Both Benchmarks*	-4.98%	16.19%
Baldwin Trust's Portfolio Return	-8.30%	17.60%
Trust's Portfolio Performance Compared to Blended Return of Benchmarks	-3.32%	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.

**BALDWIN PUBLIC LIBRARY TRUST
BALANCES BY FINANCIAL INSTITUTIONS
DECEMBER 31, 2018**

Investment and Cash Report									
	Prior Month Balance 11/30/18	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 12/31/18
Chemical Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$3,960.86	\$21,516.70	\$3,960.86			\$0.00
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00			\$0.00
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$19.99	\$380.60	\$19.99			\$0.00
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$1,778.79	\$0.00			\$0.00
2017 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
2018 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$670.00	\$10,509.38	\$670.00			\$0.00
2018 Youth Room Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$991.99	\$0.00			\$0.00
Restricted Funds	\$2,296.30	\$0.00	\$0.00	\$2,713.57	\$21,867.86	\$2,846.15			\$2,428.88
General Spendable Funds	\$83.59	\$0.00	\$0.00	\$3.00	\$4,364.04	\$3.00			\$83.59
TOTAL	\$2,379.89	\$0.00	\$0.00	\$7,367.42	\$61,409.36	\$7,500.00			\$2,512.47
Chemical Bank Money Market:									
Endowment Budgeted Funds	\$102,230.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,960.86)		\$98,269.89
Endowment Investment Funds	\$500.00	\$50.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00		\$550.00
2012 Books & Bites at Baldwin Fundraiser	\$17.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$17.94
2013 Books & Bites at Baldwin Fundraiser	\$2,634.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$19.99)		\$2,614.48
2015 Books & Bites at Baldwin Fundraiser	\$276.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$276.87
2017 Books & Bites at Baldwin Fundraiser	\$22,516.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$22,516.82
2018 Books & Bites at Baldwin Fundraiser	\$8,469.62	\$17,769.37	\$34,400.37	\$0.00	\$0.00	\$0.00	(\$670.00)		\$25,568.99
2018 Youth Room Fundraising	\$121,895.35	\$14,075.00	\$70,195.00	\$0.00	\$0.00	\$0.00	\$0.00		\$135,970.35
Restricted Funds	\$30,389.76	\$34.88	\$20,056.72	\$0.00	\$0.00	\$0.00	(\$2,846.15)		\$27,578.49
General Spendable Funds	\$15,615.53	\$1,338.69	\$6,438.95	\$0.00	\$0.00	\$0.00	(\$3.00)		\$16,951.22
TOTAL	\$304,547.11	\$33,267.94	\$131,441.04	\$0.00	\$0.00	\$0.00	(\$7,500.00)		\$330,315.05
Raymond James & Associates:									
Endowment Fund Investments	\$1,116,943.00					\$0.00	\$0.00	(\$83,831.89)	\$1,033,111.11
Endowment Cash	\$4,773.92					\$0.00	\$0.00	\$1.21	\$4,775.13
Sub-total Endowment Funds	\$1,121,716.92					\$0.00	\$0.00	(\$83,830.68)	\$1,037,886.24
General Spendable Funds Cash	\$712.38					\$0.00	\$0.00	\$0.18	\$712.56
General Spendable Mutual Funds	\$259,653.78					\$0.00	\$0.00	(\$11,584.20)	\$248,069.58
Stock Donated for Youth Room Fundraising	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00
Sub-total General Spendable Funds	\$260,366.16					\$0.00	\$0.00	(\$11,584.02)	\$248,782.14
TOTAL	\$1,382,083.08					\$0.00	\$0.00	(\$95,414.70)	\$1,286,668.38
Total All Funds	\$1,689,010.08	\$33,267.94	\$131,441.04	\$7,367.42	\$61,409.36	\$7,500.00	(\$7,500.00)	(\$95,414.70)	\$1,619,495.90

DECEMBER 31, 2018

	\$1,010,054.24
--	----------------

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
DECEMBER 31, 2018**

		Prior Month Balance 11/30/18	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 12/31/18
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$276,065.28	\$1,338.69	\$6,438.95	\$3.00	\$4,364.04	\$0.00	\$0.00	(\$11,584.02)	\$265,816.95
Restricted Funds:										
Memorials										
2012 Books & Bites at Baldwin Fundraiser		\$7,554.41	\$34.88	\$194.88	\$80.42	\$458.97				\$7,508.87
2013 Books & Bites at Baldwin Fundraiser		\$17.94	\$0.00	\$0.00	\$0.00	\$0.00				\$17.94
2015 Books & Bites at Baldwin Fundraiser		\$2,634.47	\$0.00	\$0.00	\$19.99	\$380.60				\$2,614.48
2017 Books & Bites at Baldwin Fundraiser		\$276.87	\$0.00	\$0.00	\$0.00	\$1,778.79				\$276.87
2018 Books & Bites at Baldwin Fundraiser		\$22,516.82	\$0.00	\$0.00	\$0.00	\$0.00				\$22,516.82
2018 Youth Room Fundraising		\$8,469.62	\$17,769.37	\$34,400.37	\$670.00	\$10,509.38				\$25,568.99
		\$121,895.35	\$14,075.00	\$70,195.00	\$0.00	\$991.99				\$135,970.35
Friends										
Adult Services Programs		\$4,149.21	\$0.00	\$4,589.92	\$921.99	\$6,112.83				\$3,227.22
Young Adult Programs		\$4,063.16	\$0.00	\$3,596.92	\$335.18	\$5,398.29				\$3,727.98
Youth Services Programs		\$11,746.49	\$0.00	\$6,800.00	\$1,375.98	\$9,737.41				\$10,370.51
Outreach & Equipment		\$5,172.79	\$0.00	\$4,875.00	\$0.00	\$160.36				\$5,172.79
Sub-total Restricted		\$188,497.13	\$31,879.25	\$124,652.09	\$3,403.56	\$35,528.62	\$0.00	\$0.00	\$0.00	\$216,972.82
Rotary Room Fund										
Naming Rights-Principal		\$27,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,832.00
Maintenance Funds		\$756.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$756.89
Total Gift and Tribute Funds		\$493,151.30	\$33,217.94	\$131,091.04	\$3,406.56	\$39,892.66	\$0.00	\$0.00	(\$11,584.02)	\$511,378.66
Endowment Funds										
Endowment Budgeted Funds										
General Funds		\$52,719.87	\$0.00	\$0.00	\$1,524.82	\$2,062.75	\$0.00			\$51,195.05
Adult Large Print		\$1,297.63	\$0.00	\$0.00	\$313.11	\$1,017.32	\$0.00			\$984.52
Adult Services Department		\$9,738.50	\$0.00	\$0.00	\$295.23	\$4,425.49	\$0.00			\$9,443.27
Adult Audio Visual		\$2,456.39	\$0.00	\$0.00	\$569.64	\$569.64	\$0.00			\$1,886.75
Adult Reference		\$15,764.10	\$0.00	\$0.00	\$0.00	\$1,902.29	\$0.00			\$15,764.10
Adult Programs		\$3,441.64	\$0.00	\$0.00	\$300.00	\$7,300.00	\$0.00			\$3,141.64
Adult Architecture		\$1,346.82	\$0.00	\$0.00	\$39.16	\$185.62	\$0.00			\$1,307.66
Youth Services Department		\$9,329.43	\$0.00	\$0.00	\$818.90	\$1,760.82	\$0.00			\$8,510.53
Youth Programs		\$217.03	\$0.00	\$0.00	\$0.00	\$932.77	\$0.00			\$217.03
Professional Development		\$3,991.65	\$0.00	\$0.00	\$100.00	\$1,360.00	\$0.00			\$3,891.65
Staff Appreciation		\$1,170.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$1,170.80
Sub-total		\$101,473.86	\$0.00	\$0.00	\$3,960.86	\$21,516.70	\$0.00	\$0.00		\$97,513.00
Total Endowment Investments		\$1,094,384.92	\$50.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$83,830.68)	\$1,010,604.24
Total Endowment Funds		\$1,195,858.78	\$50.00	\$350.00	\$3,960.86	\$21,516.70	\$0.00	\$0.00	(\$83,830.68)	\$1,108,117.24
Total All Trust Funds		\$1,689,010.08	\$33,267.94	\$131,441.04	\$7,367.42	\$61,409.36	\$0.00	\$0.00	(\$95,414.70)	\$1,619,495.90

Receipts by Bank

14-Jan-19

Bank Number	Receipt Number	Date	Talmer Bank and Trust	Account Number and Name	Bank Account	8830009280	Amount	Received From
827	31-Dec-18			302.0000.999.00.10 2018 Youth Room Fundraising			\$400.00	Donors from Youth Room Fundraising Letter
				302.0000.999.00.10 2018 Youth Room Fundraising			\$2,000.00	Williams Davidson Foundation
				301.0000.999.00.07 Trust Money Mkt General Funds			\$150.00	2018 Youth Room Fundraising Matching Gift Donation
				302.0000.999.00.03 Memorial Funds			\$17.44	Charles Stewart Mott Foundation
				301.0000.999.00.07 Trust Money Mkt General Funds			\$50.00	General Funds Matching Gift Donation
				302.0000.999.00.03 Memorial Funds			\$17.44	Doug Koschik
				302.0000.999.00.10 2018 Youth Room Fundraising			\$2,000.00	In Memory of Kim Fisher
				302.0000.999.00.09 2018 Books & Bites at Baldwin Fundrais			\$17,183.68	Charles K. Sestok III
				302.0000.999.00.10 2018 Youth Room Fundraising			\$100.00	General Funds Donation
				302.0000.999.00.10 2018 Youth Room Fundraising			\$700.00	Kristen Tait
				302.0000.999.00.10 2018 Youth Room Fundraising			\$5,000.00	Womens National Farm & Garden Association
				301.0000.999.00.07 Trust Money Mkt General Funds			\$500.00	2018 Youth Room Fundraising Letter Donation
				301.0000.999.00.07 Trust Money Mkt General Funds			\$500.00	Donors from Youth Room Fundraiser Letter
				302.0000.999.00.10 2018 Youth Room Fundraising			\$375.00	2018 Youth Room Fundraising Letter Donations
				301.0000.999.00.07 Trust Money Mkt General Funds			\$50.00	The Community House
				302.0000.999.00.10 2018 Youth Room Fundraising			\$750.00	2018 Youth Room Fundraiser-First Donation of \$15,000 Donation for Youth Room Aquarium
				301.0000.999.00.07 Trust Money Mkt General Funds			\$35.00	Virginia DePorre
				302.0000.999.00.10 2018 Youth Room Fundraising			\$375.00	General Funds Donation in Memory of Pierre L. DePorre, DVM
				301.0000.999.00.07 Trust Money Mkt General Funds			\$50.00	Doug Koschik
				302.0000.999.00.10 2018 Youth Room Fundraising			\$750.00	Donors from Youth Room Fundraising Letter
				301.0000.999.00.07 Trust Money Mkt General Funds			\$35.00	Joseph & Gail Aslanian
				302.0000.999.00.10 2018 Youth Room Fundraising			\$750.00	General Funds Donation in Memory of Richard Edwin Henne
				301.0000.999.00.07 Trust Money Mkt General Funds			\$35.00	Patrick & Therese Costello
				302.0000.999.00.10 2018 Youth Room Fundraising			\$35.00	2018 Youth Room Fundraising Donation
				301.0000.999.00.07 Trust Money Mkt General Funds			\$35.00	Shirley Dawson
				302.0000.999.00.10 2018 Youth Room Fundraising			\$750.00	General Funds Donation in Honor of Julia Dawson

: 1 of 2

Receipts by Bank

14-Jan-19

Bank Number	11	Talmer Bank and Trust	Bank Account	8830009280			
Receipt Number	Date	Account Number and Name		Amount	Received From		
827	31-Dec-18	302.0000.999.00.10	2018 Youth Room Fundraising	\$2,500.00	2018 Youth Room Fundraising Donation for Puppet Theatre		
		302.0000.999.00.10	2018 Youth Room Fundraising	\$250.00	Doug Koschik		
		301.0000.999.00.08	Trust Money Mkt Endowment Fund	\$50.00	2018 Youth Room Fundraising Donation in Memory of Jane Perry		
		302.0000.999.00.09	2018 Books & Bites at Baldwin Fundrais	\$585.69	David Underdown		
		301.0000.999.00.07	Trust Money Mkt General Funds	\$53.69	Linne Underdown Hage Forester Endowment Donation		
					Ghafari Trading LTD.		
					10% Donation for Wine Orders from Uptown Market		
					Chemical Bank		
					Interest Income for December		
Receipt Number Total:				\$33,267.94			
Total Amount For This Bank				\$33,267.94			

01/14/2019 02:50 PM
User: 1306
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 12/01/2018 - 12/31/2018

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
12/05/2018	LIBRY	4986	001505	MEADOWBROOK INSURANCE GROUP	350.00
12/19/2018	LIBRY	4987	001961	ACCUCUT	132.50
12/19/2018	LIBRY	4988	000843	BAKER & TAYLOR BOOKS	486.63
12/19/2018	LIBRY	4989	004867	BALDWIN PUBLIC LIBRARY TRUST	108.28
12/19/2018	LIBRY	4990	003904	CAPITAL ONE BANK	3,097.74
12/19/2018	LIBRY	4991	003904	VOID	0.00
12/19/2018	LIBRY	4992	007758	CAREY & PAUL GROUP	375.00
12/19/2018	LIBRY	4993	004269	CENTER POINT LARGE PRINT	108.38
12/19/2018	LIBRY	4994	006626	ROSIE CHAPMAN	350.00
12/19/2018	LIBRY	4995	000902	GALE/CENGAGE LEARNING	224.72
12/19/2018	LIBRY	4996	004604	GORDON FOOD	225.66
12/19/2018	LIBRY	4997	007492	STEPHANIE KLIMMEK	306.33
12/19/2018	LIBRY	4998	008255	LEAH E. MOSS DESIGNS, LLC.	750.00
12/19/2018	LIBRY	4999	008952	LISA LUDWINSKI	300.00
12/19/2018	LIBRY	5000	008953	ELIAS MAJID	150.00
12/19/2018	LIBRY	5001	008961	STEVE NORTON	320.00
12/19/2018	LIBRY	5002	006432	ELISABETH PHOU	79.18

LIBRY TOTALS:

Total of 17 Checks:	7,364.42
Less 1 Void Checks:	0.00
Total of 16 Disbursements:	7,364.42