



Baldwin Public Library
Library Board of Directors

Library Board Meeting

March 18, 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 Eton 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
AHMET, KLEA , Student Representative Home: e-mail: kleaahmet07@gmail.com	Term expires February 2020	



AGENDA

Baldwin Public Library Board Meeting

Monday, March 18, 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 February 18, 2019 minutes p. 7
- B. Approval of February 2019 vendor payments in the amount of \$98,572.98, p. 11
including payments in excess of \$6,000
- C. Approval of total expenses in the amount of \$271,211.50. p. 16

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 36
- D. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 45
- E. Fundraising update (Doug Koschik) p. 120
- F. Upcoming events of interest (Rebekah Craft) p. 114

III. Board Committee Reports

- A. Finance Committee (Frank Pisano) p. 14
- B. Building Committee (Jim Suhay) p. 18

IV. Library Report p. 31

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. Public budget hearing for fiscal years 2019-20 & 2020-21 p. 46
 - Suggested motion:** Motion to approve budget as stated in the budget resolution on page XX. p. 72
- VIII. Items Removed from Consent Agenda
- IX. Information Only
 - A. *Eccentric* ad “Notice of Public Hearing” p. 76
 - B. Koschik’s presentation to TLN Membership Meeting p. 77
 - C. Koschik’s presentation to Birmingham Rotary Club p. 90
 - D. *Eagle* article “There’s a ‘Once upon a time’ for every child at local libraries” p. 101
 - E. *Downtown Publications* article “Library to issue RFPs for new youth room” p. 104
 - F. *Downtown Publications* article “Lecture series to explore past and present of city” p. 105
 - G. *Eagle* article “A trip back to Jacobson’s department store kicks off lecture series” p. 106
 - H. *Eagle* article “Café, aquarium to highlight new library youth area” p. 108
 - I. *Detroit Free Press* article “Oakland County libraries hustling to get hip” p. 110
 - J. Upcoming events of interest p. 114
- 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, April 15, 2019 at 7:30 p.m.

Suggested motion: To adjourn the March 18 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
February 18, 2019

1. Call to Order and Roll Call

The meeting was called to order by President Bob Tera at 7:30 p.m.

Library Board present: Jim Suhay, Bob Tera, Frank Pisano, Ashley Aidenbaum, Melissa Mark, and Student Representative Klea Ahmet.

Absent and excused: David Underdown.

Library Staff present: Doug Koschik, Director; Rebekah Craft, Associate Director; Carri Fritz-Gvozdich, Circulation Supervisor; and Paul Gillin, Administrative Assistant.

Friends of the Library Liaison: Pam DeWeese.

Contract community representatives present: None.

Members of the public present: One person.

Tera introduced Ahmet and asked her to read aloud the Library's mission statement.

2. Consent Agenda

Motion to approve the consent agenda.

1st Pisano

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera thanked the following staff for their contributions to BPL:

- Substitute Librarian Mick Howey, who has worked at Baldwin for two years, has recently helped the Adult Services Department greatly by working many extra hours at the Reference Desk during staff vacancies and sick leaves. When time permits at the Desk, Mick prepares "new release" lists and other kinds of book lists for the Library's website.
- IT Coordinator Jamie Richards is always on call to handle technological emergencies. Last Friday morning an Internet outage affected the Library. Jamie stayed on the phone with technicians until the problem got solved three hours later. At the same time, he was assessing the situation internally and letting people know what they were able and not able to do on their computers.



- Bookkeeper Darlene Poprafsky constantly remains busy in her job, but every year she faces extra burdens with the regular Library audit, as well as the IRS 990 Form for the Baldwin Public Library Trust. She has just finished her work with the latter. Darlene's honesty and attention to detail are legendary.
- Circulation Assistants Carri Gvozdoch and Karen Koyle recently took on the extra burden of planning the Library's annual thank-you party for staff. Over 50 employees and Library Board members braved snowy road conditions to attend, and a good time was had by all. The party was paid for out of the Paul Francis Endowment Fund for Staff Appreciation. Many thanks to Janet Francis for making this and other morale-boosting staff events possible.
- Three years ago, Youth Department Head Stephanie Klimmek took over the daunting task of coordinating the annual Battle of the Books with the Birmingham Public Schools. This year's Battle was the best ever, with over 500 fourth and fifth graders participating. I wish to thank Stephanie and all of her staff for the incredible number of hours they put into this popular and worthwhile activity.

Tera introduced Circulation Assistant II Carri Fritz-Gvozdoch, who described her background. Tera then introduced new Student Representative Klea Ahmet, who spoke briefly about her background and interest in the Library. She was warmly welcomed by the Board.

Next, Pisano announced the following staff anniversaries: Hart (23 years); Williams (6 years); Kabel (6 years); Green (3 years); and, Johnson (2 years).

Mark updated the Board on the fundraising activities to date, which have yielded approximately \$185,000 (plus an additional \$20,000 plus in pledges) for the Youth renovation project. Tera thanked Mark for her effort and the public for their generous donations.

Craft highlighted a few upcoming events of interest, details of which can be found on page 75-76 of the February Board packet.

Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on February 13, 2019. Complete minutes of this meeting are on pages 14-16 of the February Board packet. The budget for FY 2018-2019 continues to track well. The next meeting of the Finance Committee will take place on Monday, March 11, 2019 at 4:30 p.m.

Building Committee: Suhay reported that there was no Building Committee meeting since the last Board meeting, but referred the Board to page 17 of the February Board packet for Koschik's presentation to the City Commission at its long-range planning session on January 26. Suhay then asked Koschik to update the Board on a recent meeting he had with LZG and City officials regarding the Youth Services renovation. Koschik stated that the City prefers that one RFP be issued, including both construction and landscaping. There will still be a separate RFP, issued by the Library, for furniture and fixtures. Mark asked for clarification of the landscaping and whether it would be under the jurisdiction of the general contractor. Koschik stated yes, but that there would be a line item on the bid sheet for landscaping. Koschik stated that the Board had previously approved a resolution authorizing separate RFPs for construction and landscaping, but now he recommends the approval of another resolution referring to only a single RFP.



Motion: To endorse the final plan for the Baldwin Public Library Youth Room expansion and renovation, as developed by Luckenbach Ziegelman Gardner Architects, and to request that the Birmingham City Commission endorse the plan and authorize issuance of the RFP for the project.

1st Suhay

2nd Mark

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

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously.

Pisano expressed his appreciation to Suhay for his remarks at the City's January 26 long-range planning session, which highlighted the current and future projects underway or envisioned at BPL, thereby keeping the Library's projects in front of the Commission.

4. Library Report:

Koschik highlighted a few recent activities of interest, including ZingTrain, Birmingham Next, and the updates to the audio-visual technology of the Rotary and Tribute Donor Rooms.

Craft mentioned a few other items from the Library report. The complete Library Report can be found on pages 29 - 48 of the February Board packet.

5. Liaisons:

Friends of Baldwin Public Library: DeWeese reported that the Friends had a Board meeting last week and three guests attended from the public. January sales from the book cart were \$704. The annual meeting is scheduled for April 14, 2019. There is a musical event after the meeting. The Friends are still accepting donations of gently used purses, bags, etc., for the March 24 Books, Bags and Bagels event.

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: Mark asked Koschik if there was any update from the City regarding the outside sculpture; Koschik stated that nothing much can be done until the weather improves, thereby enabling some foundation work to be done prior to installation. Mark believes it would be nice to have some sort of celebratory event in conjunction with the installation.

8. Information Only: See pages 49 – 76 of the February Board packet.

9. Adjournment

Motion: To adjourn the meeting.

1st Suhay

2nd Mark

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



Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously. The meeting was adjourned at 8:18 p.m. The next regular meeting will be on Monday, March 18, 2019 at 7:30 p.m.

Melissa Mark, Secretary

Date

DRAFT

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	16,564.44
	000408	BALDWIN PUBLIC LIBRARY	96.59
	000517	BEIER HOWLETT P.C.	25.50
	000421	BLACKSTONE PUBLISHING	694.95
	004680	DALTON COMM. CLEANING CORP	495.00
	000575	DEMCO, INC	278.41
	005651	FINDAWAY WORLD, LLC	1,009.92
	008827	KANOPY, INC	380.00
	000784	LAKESHORE LEARNING	240.31
	005550	LEE & ASSOCIATES CO., INC.	211.14
	003527	LOWER HURON SUPPLY CO	557.36
	000312	LUCKENBACH-ZIEGELMAN ARCHITECT	16,077.20
	007927	MICHELLE HOLLO	770.00
	002013	MIDWEST TAPE	12,548.69
	000673	NEW YORK TIMES, THE	2,028.00
	000678	OCLC, INC.	289.93
	000481	OFFICE DEPOT INC	405.39
	006785	OVERDRIVE, INC.	6,292.87
	007678	PENGUIN RANDOM HOUSE LLC	202.50
	008110	PETER BASSO ASSOCIATES INC.	1,850.00
	000733	RECORDED BOOKS, LLC	181.35
	006347	SOUTHERN COMPUTER WAREHOUSE	2,169.66
	000797	THE LIBRARY NETWORK	1,521.00
	005861	UNIQUE MGMT SERVICE, INC	17.90
264427	007745	ALL COVERED	1,621.75
264457	003904	CAPITAL ONE BANK	8,619.29
264464	007615	CINTAS CORPORATION-K11	205.64
264497	000249	GUARDIAN ALARM	165.00
264521	007912	ANTHONY LOWE	100.00
264535	008356	MIDWEST COMPUTER RESOURCES, INC.	200.00
264559	007588	PERMACARD	682.64
264573	007907	SP+ CORPORATION	1,400.00
264606	006759	AT&T	591.19
264633	000627	CONSUMERS ENERGY	1,638.00
264640	000179	DTE ENERGY	4,309.86
264641	004493	ELITE IMAGING SYSTEMS	1,369.34
264652	006666	GRID 4 COMMUNICATIONS INC.	281.15
264656	007211	HOME DEPOT CREDIT SERVICES	133.78
264684	000668	NATIONAL TIME & SIGNAL CORP	517.80
264694	008783	PRESIDIO NETWORKED SOLUTIONS GROUP	8,787.64
264732	000408	BALDWIN PUBLIC LIBRARY	128.68
264746	000433	BRODART COMPANY	186.20
264777	000249	GUARDIAN ALARM	222.41
264827	007823	PITNEY BOWES GLOBAL FINANCIAL	472.53
264858	000158	VERIZON WIRELESS	28.47
264870	009017	ZINGERMAN'S TRAINING INC	1,000.00
650	000795	LIBRARY DESIGN ASSOCIATES, INC.	960.00

Register of Claims

Page: 2/2

Baldwin Public Library

300 W. Merrill Street

Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
Total:			98,572.98

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

February Finance Committee Report – Special Meeting

The Baldwin Public Library Board's Finance Committee met on Thursday, February 21, 2019, at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Bob Tera, Jim Suhay, Doug Koschik, and Rebekah Craft.

- Koschik presented a draft of the FY 2019-20 and FY 2020-2021 budgets. The proposed budgets, covering the next two years, include additional revenues of 0.2728 mill in FY 2019-20 and 0.2567 mill in FY 2020-2021 to fund Phase 2 of the Library long-range building vision.
- Koschik will meet with City Manager Joe Valentine and Finance Director Mark Gerber on March 1 to discuss the Library's budget for FY 2019-2020.
- The next regular meeting of the Finance Committee will take place on Monday, March 11, 2019, at 4:30 p.m.

March Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Tuesday, March 12, 2019, at 4:30 p.m. in the Delos Board Room. Present were Frank Pisano, Doug Koschik, and Rebekah Craft.

- Koschik discussed the FY 2018-2019 budget. The budget is tracking well after eight months.
- Koschik presented the FY 2019-2020 and FY 2020-2021 budgets, along with accompanying notes, to the Finance Committee and will present the budget at the March 2019 Board Meeting under "New Business."
- Craft discussed the February Trust expenditures with the Friends of the Baldwin Public Library's funds.
- Pisano reported on the City Investment Committee and Retirement Committee meetings he attended.
- The next regular meeting of the Finance Committee will take place on Monday, April 8, 2019, at 4:30 p.m. Ron Carpenter of Raymond James will speak to the Committee about the Trust's investments.

FINANCIAL REPORT: FEBRUARY 2019

This report references the Revenue and Expense Report 2018-19, found on the following page. At 66.7% of the way through fiscal year 2018-2019, the Library has spent 68.8% of its budget and received 87.6% of its revenue. By this point of the year, the Library was budgeted to have spent 64.2% of its budget and to have received 86.0% of its revenue. Payment was made to Luckenbach-Ziegelman Architects for Youth Services Phase 1 Renovation (\$16,077.20) and Presidio Networked Solutions Group for Annual Maintenance on Firewall & Core Switches & Servers (\$8,787.64).

Vendor payments in excess of \$6,000:

Baker & Taylor Books	\$16,564.44
Luckenbach-Ziegelman Architects	\$16,077.20
Midwest Tape	\$12,548.69
Overdrive, Inc.	\$6,292.87
Presidio Networked Solutions Group	\$8,787.64
Total vendor payments in excess of \$6,000	<u>\$60,270.84</u>

Balance of vendor payments less than \$6,000	<u>\$38,302.14</u>
Total vendor payments	\$98,572.98

City of Birmingham allocations:

Payroll Period 1/27-2/9	\$76,207.26
Payroll Period 2/10-2/23	\$77,168.13
Employee Health Care Payroll Deduction	(\$657.00)
Fixed Past Retirement Health Care Cost	\$6,929.92
Fixed Past Retirement Cost	\$3,228.67
BS&A Software Charge	\$248.19
Administrative Services	\$8,740.83
MML Insurance Premium	\$380.83
Credit Card Processing Fee	\$279.19
Beier Howlett P.C.	\$112.50
Total City of Birmingham allocations	<u>\$172,638.52</u>

Total expenses for the month	<u><u>\$271,211.50</u></u>
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2018-19
FEBRUARY 2019

8th Month
66.7% of the year

	Approved 2018-19 Budget	Current Month Budget February 2019	Current Month Actual February 2019	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	\$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	(\$10,000)	\$74	\$10,074	-0.5%	(\$755)	5.0%
COUNTY AND STATE REVENUE	\$102,600	\$0	\$0	\$0	\$5,500	\$7,217	\$1,717	7.0%	\$5,631	5.5%
LOCAL GRANTS	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000	100.0%	\$8,200	100.0%
COMMUNITY CONTRACTS	\$898,780	\$196,679	\$196,679	(\$0)	\$420,633	\$421,651	\$1,018	46.9%	\$410,769	46.9%
PATRON USE REVENUE	\$82,600	\$6,883	\$8,656	\$1,773	\$55,064	\$64,708	\$9,644	78.3%	\$58,957	61.8%
INVESTMENT INCOME	\$36,920	\$3,076	(\$312)	(\$3,388)	\$24,608	\$27,855	\$3,247	75.4%	\$9,795	89.0%
TOTAL REVENUE	\$4,355,770	\$205,388	\$205,023	(\$365)	\$3,745,675	\$3,816,375	\$70,700	87.6%	\$3,610,987	86.2%
EXPENSES										
PERSONNEL SERVICES	\$2,273,420	\$165,000	\$162,877	(\$2,123)	\$1,442,000	\$1,431,657	(\$10,343)	63.0%	\$1,282,974	61.2%
SUPPLIES	\$75,500	\$8,000	\$8,248	\$248	\$53,746	\$59,628	\$5,882	79.0%	\$52,280	69.7%
CONTRACTED SERVICES	\$354,500	\$20,000	\$31,913	\$11,913	\$239,000	\$314,850	\$75,850	88.8%	\$253,553	85.7%
TECHNOLOGY & MAINTENANCE	\$150,000	\$11,000	\$11,860	\$860	\$65,000	\$59,226	(\$5,774)	39.5%	\$43,045	31.7%
UTILITIES	\$100,500	\$6,000	\$5,948	(\$52)	\$64,500	\$61,005	(\$3,495)	60.7%	\$58,680	59.3%
OTHER CHARGES	\$66,170	\$5,000	\$3,096	(\$1,904)	\$47,000	\$48,837	\$1,837	73.8%	\$37,396	63.3%
BUILDING IMPROVEMENTS & FURNISHINGS	\$122,000	\$5,000	\$4,628	(\$372)	\$76,000	\$186,519	\$110,519	152.9%	\$48,617	30.4%
COLLECTIONS	\$587,700	\$50,000	\$42,643	(\$7,357)	\$408,975	\$405,756	(\$3,219)	69.0%	\$355,545	63.5%
TOTAL EXPENSES	\$3,729,790	\$270,000	\$271,212	\$1,212	\$2,396,221	\$2,567,477	\$171,256	68.8%	\$2,132,090	61.2%
VARIANCE	\$625,980	(\$64,612)	(\$66,189)	(\$1,577)	\$1,349,454	\$1,248,899	(\$100,555)			
FUND BALANCE-BEGINNING OF YEAR						\$1,289,553				
FUND BALANCE-CURRENT						\$2,538,451				

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.

Baldwin Public Library

Phase 2 of 3-Phase Building Program: Youth Room Expansion & Renovation

Presentation to Birmingham City Commission

February 25, 2019



PHASE TWO: Progress to Date

- 1) Luckenbach Ziegelman Gardner (LZG) prepared:
 - Conceptual/schematic design
 - Design development & construction drawings
- 2) Planning Board & HDC approved plan in October
- 3) City Commission heard plan at long-range planning session
- 4) City & Library staff have reviewed construction documents & developed RFP
- 5) Library Board has endorsed issuance of RFP
- 6) We request that the City Commission authorize the issuance of RFP

PHASE TWO: Details

- Renovate existing space
- Expand 40% toward north, east & south: 2,000 square feet
- Widen hallway to Youth Room
- Add aquarium
- Expand restrooms
- Increase: play area, story room & seating

PHASE TWO: Details

- Make fully ADA-compliant
- Honor 1927 building by exposing original brick
- Clad in heat- and glare-reducing glass from floor to ceiling
- Add youth terrace & garden on north
- Landscape exterior to improve connection to Shain Park

PHASE TWO: Aerial View



PHASE TWO: Exterior from East



PHASE TWO: Exterior from North



PHASE TWO: Exterior from South



PHASE TWO: Widened Hallway



PHASE TWO: Play Area & Story Room



PHASE TWO: Computers, Exposed Brick



PHASE TWO: Cost Estimates

Construction costs for expansion & renovation	\$ 1,560,680
Furniture, fixtures & equipment (FFE)	485,645
Architectural & engineering fees	168,498
Landscaping, incl. terrace & seating	109,114
Computer wiring	7,323
Owner's contingency (5%)	<u>116,563</u>
Total	\$2,447,823
Library Trust funds, fundraising & fund balance	<u>-425,210</u>
Additional Library millage up to Headlee cap	\$2,022,613

(Additional millage is for three-year period, declining each year.)

PHASE TWO: Next Steps

- Bids due by April 10
- Committee reviews bids
- Committee recommends contractor to City Commission for approval
- Construction begins summer 2019, ends spring 2020

QUESTIONS & COMMENTS



Sheet Schedule	
1	1.00 SITE PLAN
2	2.00 EXTERIOR ELEVATIONS
3	3.00 EXTERIOR SECTION
4	4.00 EXTERIOR CURTAIN WALL FRAME
5	5.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
6	6.00 EXTERIOR CURTAIN WALL FRAME
7	7.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
8	8.00 EXTERIOR CURTAIN WALL FRAME
9	9.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
10	10.00 EXTERIOR CURTAIN WALL FRAME
11	11.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
12	12.00 EXTERIOR CURTAIN WALL FRAME
13	13.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
14	14.00 EXTERIOR CURTAIN WALL FRAME
15	15.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
16	16.00 EXTERIOR CURTAIN WALL FRAME
17	17.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
18	18.00 EXTERIOR CURTAIN WALL FRAME
19	19.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
20	20.00 EXTERIOR CURTAIN WALL FRAME
21	21.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
22	22.00 EXTERIOR CURTAIN WALL FRAME
23	23.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
24	24.00 EXTERIOR CURTAIN WALL FRAME
25	25.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
26	26.00 EXTERIOR CURTAIN WALL FRAME
27	27.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
28	28.00 EXTERIOR CURTAIN WALL FRAME
29	29.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
30	30.00 EXTERIOR CURTAIN WALL FRAME
31	31.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
32	32.00 EXTERIOR CURTAIN WALL FRAME
33	33.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
34	34.00 EXTERIOR CURTAIN WALL FRAME
35	35.00 EXTERIOR CURTAIN WALL GLASS SPECIFICATION
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Luckenbach/Ziegelman/Gardner Architects PLLC



**Baldwin Public Library-Youth Services
Renovation / Addition**
300 W. Merrill Street, Birmingham, Michigan
Architect's Project Number 307



**Luckenbach
Ziegelman
Gardner
Architects
PLLC**

300 West Merrill Street
Birmingham, MI 48008
205.333.1111
www.lzga.com

DESIGN PARTNERS

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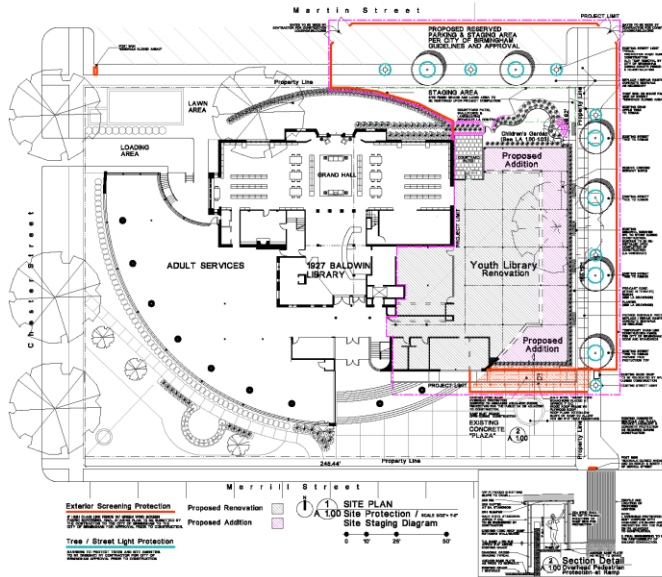
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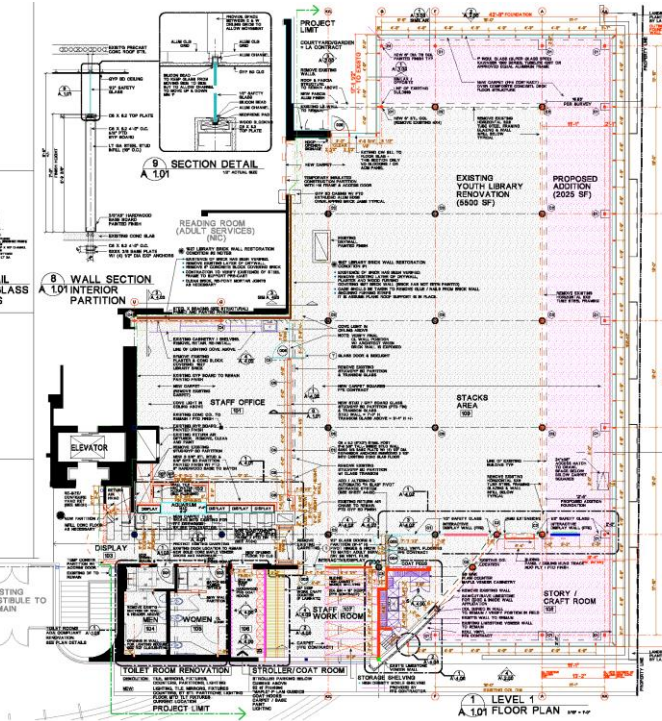
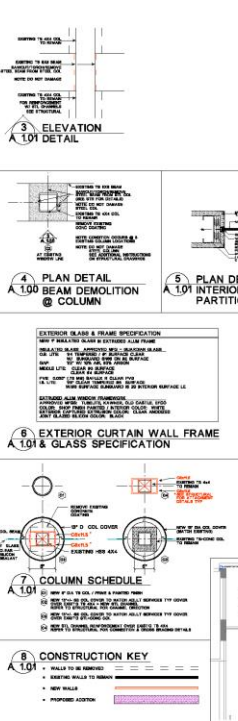
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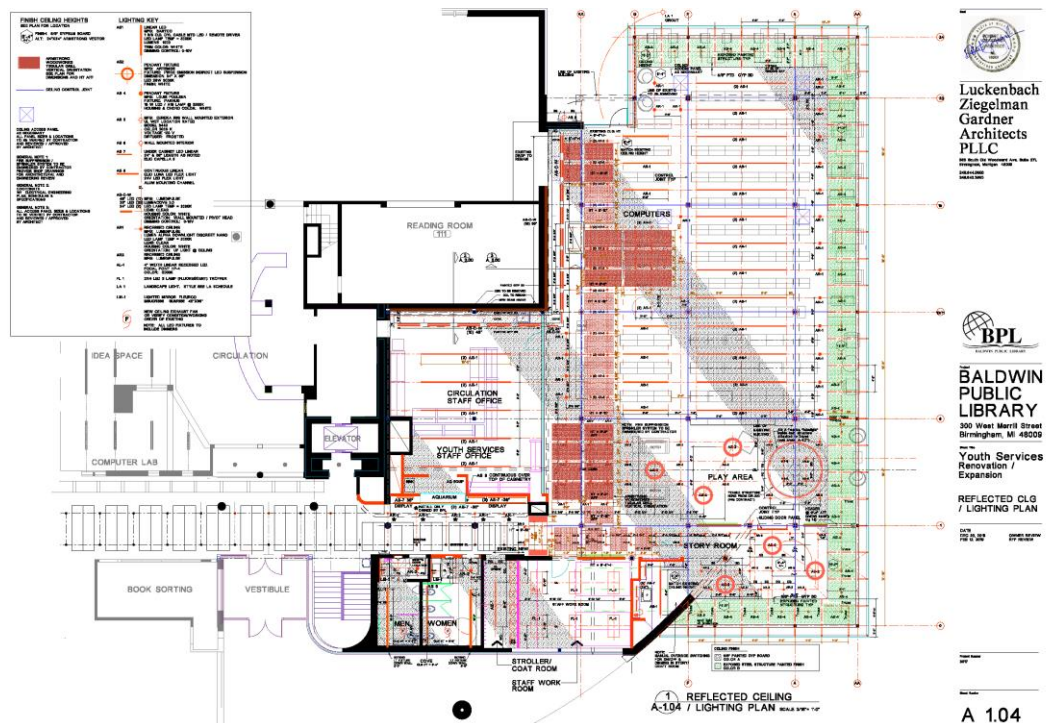
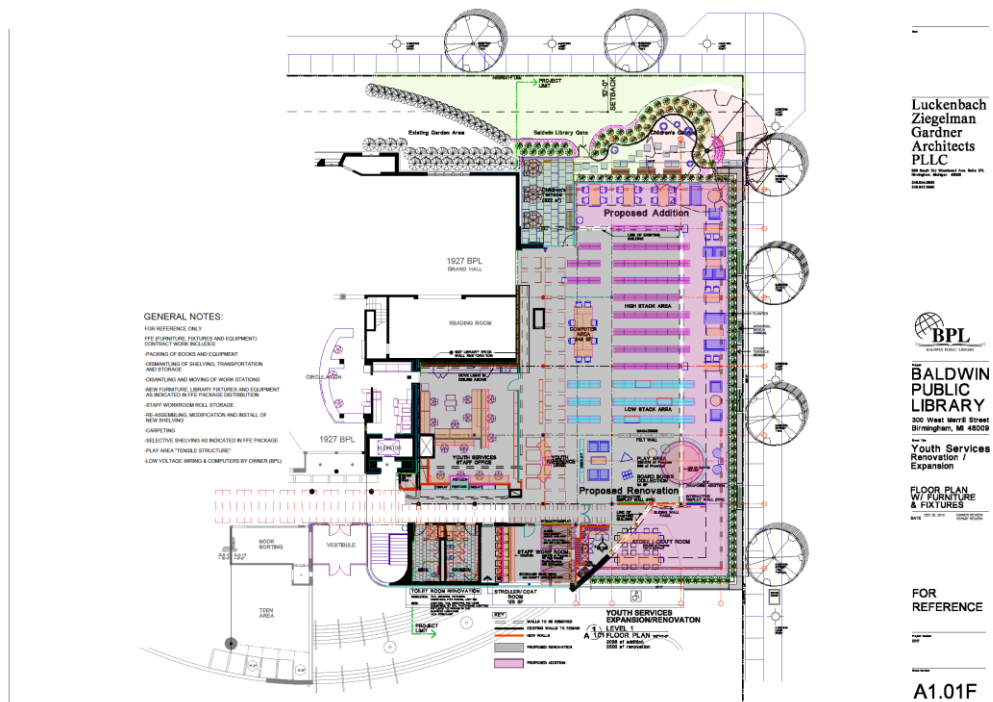
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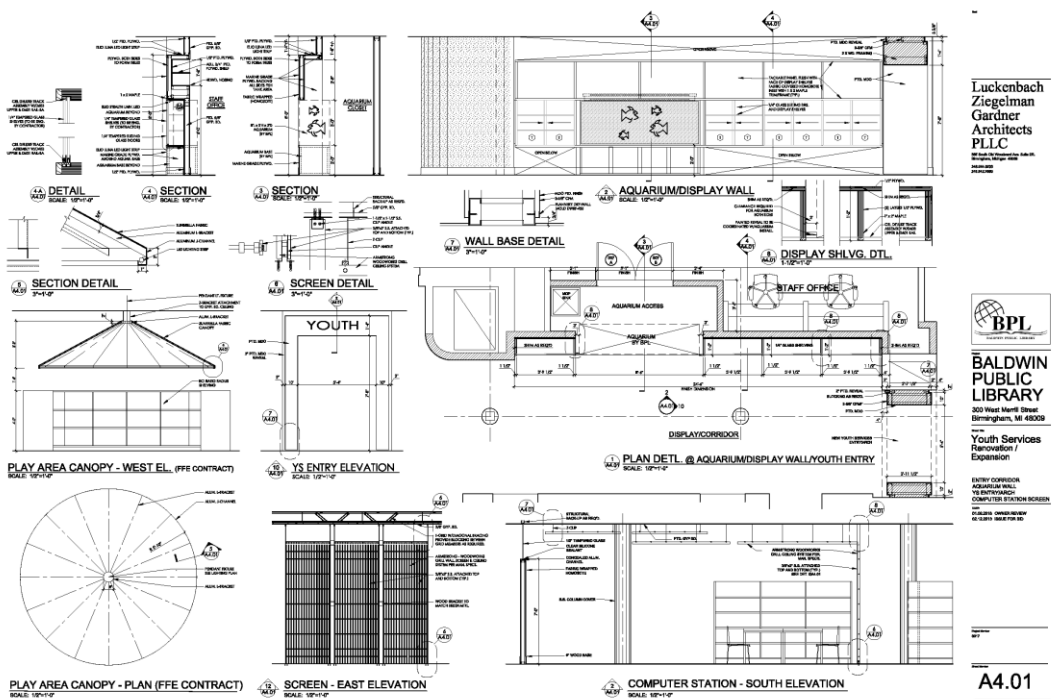
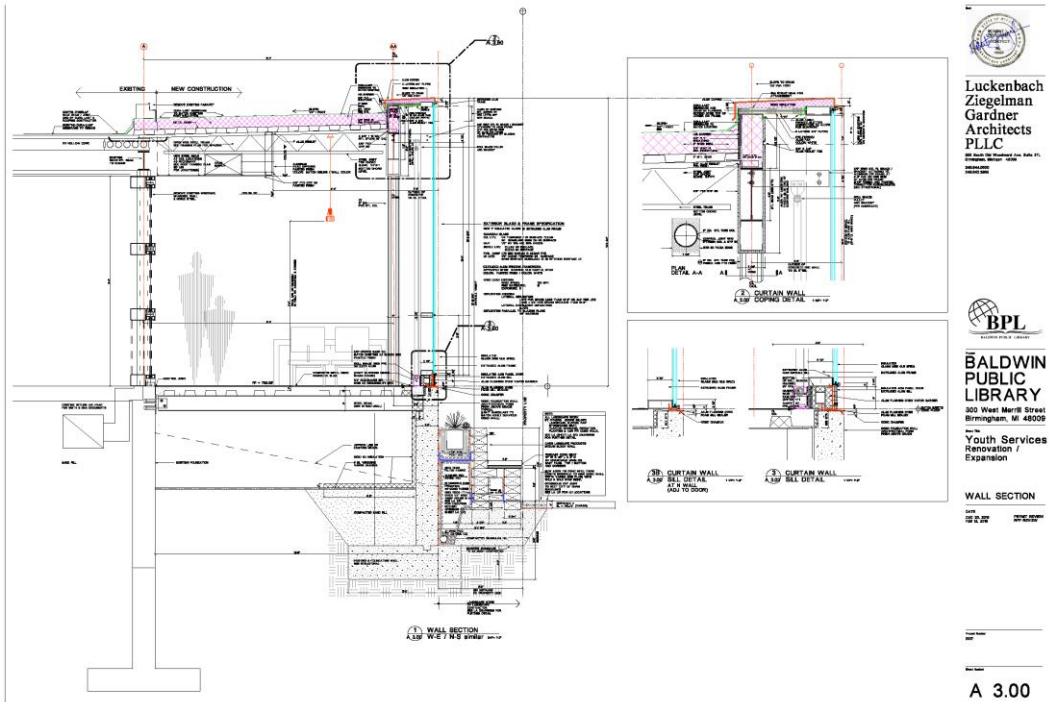


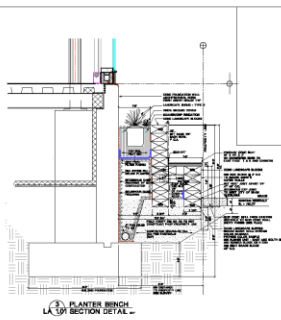
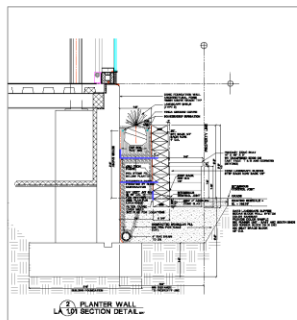
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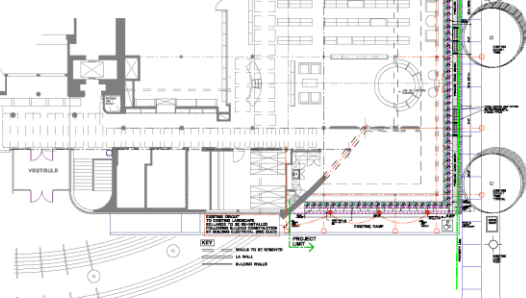
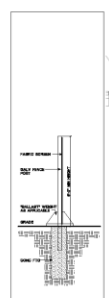






LANDSCAPE SCHEDULE

NO.	SYMBOL	DESCRIPTION	QTY	UNIT	REMARKS
1	(Symbol)	Arbutus shrub type 1	100	EA	100% - 100% - 100% - 100%
2	(Symbol)	Arbutus shrub type 2	100	EA	100% - 100% - 100% - 100%
3	(Symbol)	Perennial bed (sage)	100	EA	100% - 100% - 100% - 100%
4	(Symbol)	Perennial bed (vinca minor)	100	EA	100% - 100% - 100% - 100%
5	(Symbol)	Galv steel fence	100	EA	100% - 100% - 100% - 100%
6	(Symbol)	Installation of existing "Baldwin Gate"	100	EA	100% - 100% - 100% - 100%
7	(Symbol)	Garden Terrace	100	EA	100% - 100% - 100% - 100%
8	(Symbol)	4" projected crushed stone	100	EA	100% - 100% - 100% - 100%
9	(Symbol)	Benches, tables, chairs, umbrellas	100	EA	100% - 100% - 100% - 100%
10	(Symbol)	Dogwood (Cornus florida)	100	EA	100% - 100% - 100% - 100%
11	(Symbol)	Steel Edging	100	EA	100% - 100% - 100% - 100%
12	(Symbol)	Grass Edging	100	EA	100% - 100% - 100% - 100%
13	(Symbol)	Arbutus type lighting fixture	100	EA	100% - 100% - 100% - 100%
14	(Symbol)	Burge Asymmetric Upright	100	EA	100% - 100% - 100% - 100%

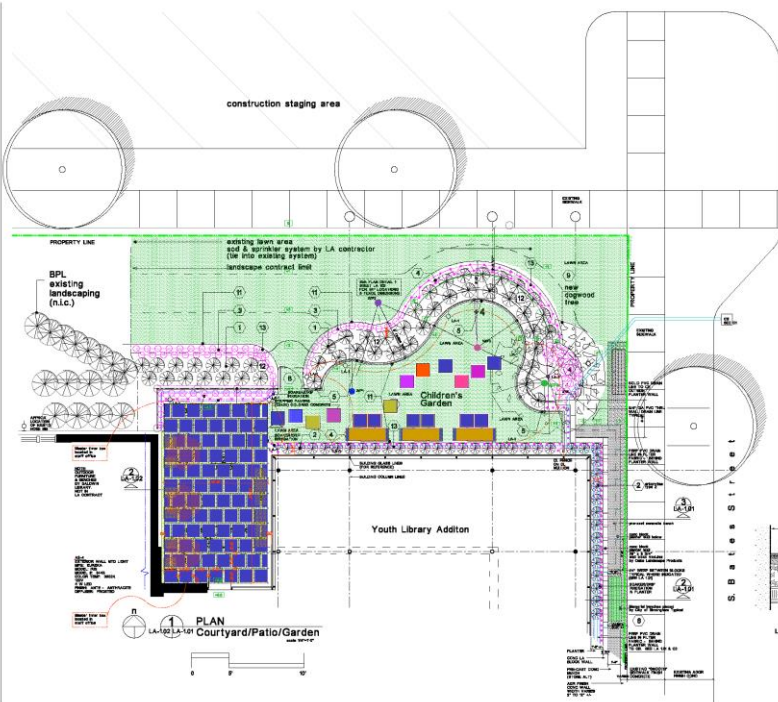


LUCKENBACH ZIEGELMAN GARDNER ARCHITECTS PLLC
 300 West Merrill Street
 Birmingham, MI 48009

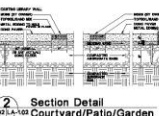
BPL
BALDWIN PUBLIC LIBRARY
 300 West Merrill Street
 Birmingham, MI 48009
 Youth Services
 Renovation / Expansion

LANDSCAPE PLAN
 DATE: 02.02.10
 SCALE: 1/8" = 1'-0"

LA 1.01



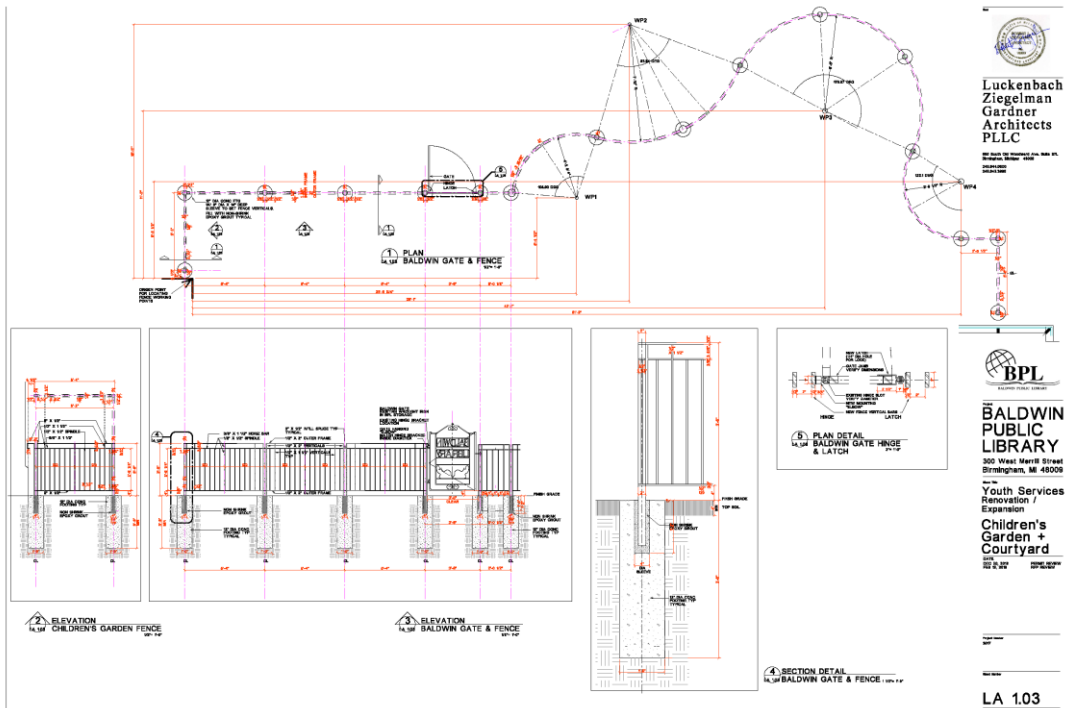
- DRAWING KEY**
- Vegetation**
- 1 arbutus shrub type 1
 - 2 arbutus shrub type 2
 - 3 perennial bed (sage)
 - 4 perennial bed (vinca minor)
 - 5 galv steel fence
 - 6 installation of existing "Baldwin Gate"
 - 7 Garden Terrace
 - 8 4" projected crushed stone
 - 9 Benches, tables, chairs, umbrellas
 - 10 Dogwood (Cornus florida)
 - 11 Steel Edging
 - 12 Grass Edging
- Lighting**
- 13 arbutus type lighting fixture
 - 14 Burge Asymmetric Upright



LUCKENBACH ZIEGELMAN GARDNER ARCHITECTS PLLC
 300 West Merrill Street
 Birmingham, MI 48009

BPL
BALDWIN PUBLIC LIBRARY
 300 West Merrill Street
 Birmingham, MI 48009
 Youth Services
 Renovation / Expansion
Children's Garden + Courtyard

LA 1.02



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

Expenditures from FOBPL Donations

Strategic Plan Status Report

Key Metrics Dashboard: February 2019

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 18-19 End of Q3 Target
Financials					
Revenues	\$ 205,023	\$ 197,295	\$ 3,816,375	\$ 3,610,987	
Expenses	\$ 271,212	\$ 244,580	\$ 2,567,477	\$ 2,132,090	
Circulation					
Circ (Charges & Renewals)	40,896	38,683	345,266	333,653	308,680
Self-Check Usage	23.4%	22.2%	22.7%	22.5%	25.0%
% of Circ by Residents	92.6%	90.7%	92.1%	90.7%	90.0%
% of Circ by Non-Residents	7.4%	9.3%	7.9%	9.3%	10.0%
Interlibrary Loans					
Items borrowed	784	809	6,364	5,983	
Items loaned	661	727	6,017	5,819	
Technology Usage					
Database Sessions	1,292	1,336	9,752	12,004	13,043
Downloadable Content	9,463	7,263	70,580	58,136	67,054
Public Computer Usage	1,178	938	9,196	10,640	15,483
Wireless Sessions	23,975	19,002	187,392	150,610	165,000
Website Hits/Pageviews	24,184	18,158	201,227	198,326	244,342
Program Attendance					
Adults	385	406	3,001	3,424	
# of Programs for Adults	28	28	177	196	
Teens	77	28	1,078	711	
# of Programs for Teens	15	8	93	85	
Youth	2,614	2,923	17,969	16,258	
# of Programs for Youth	53	62	414	418	
Computer Classes	36	46	291	260	
# of Computer Programs	8	12	68	68	
Online Video Views	28	32	330	365	
Idea Lab Certifications	-	2	36	49	
Idea Lab Visits	263	153	1,361	421	1,250
Total Program Attendance	3,403	3,435	24,066	21,018	23,983
Total # of Programs	104	110	752	767	690
Gate Count	16,993	17,654	172,238	173,036	214,076
Volunteer Hours	279	107	1,754	1,450	1,467
Social Media					
	New Users	New Users LY			
e-Newsletter Subscribers	3	13	1931	1810	1970
Facebook Page Likes	19	22	2079	1821	2058
Twitter Followers	7	2	1208	1124	1205
Instagram Followers	58		764		475

Strategic Plan Status Report

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

Services and Programs

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

Birbery Awards

Media specialists Ann Truesdell (BCS), Candace Greer-Jefferson (Berkshire) and Sarah Sindelar (Derby) invite middle school students to participate in the “mock Newbery” Birbery reading program each winter. Stephanie Klimmek and the BPS (Birmingham Public Schools) media specialists choose ten books that they believe are front-runners for the Newbery Award, and students in sixth, seventh and eighth grade are invited to read the books from November through February. This year, the students who read the books participated in a Quiz Bowl, and the top Quiz Bowl winners at each school were picked up via limo on Friday, March 1 and taken to Baldwin Library for a catered lunch and book discussion, which Klimmek facilitated. The winner was *Small Spaces* by Katherine Arden. Three honors were awarded: *The Unforgettable Guinevere St. Clair* by Amy Makechnie, *The Miscalculations of Lightning Girl* by Stacy McAnulty, and *Endling: The Last* by Katherine Applegate.

1000 Books before Kindergarten Program

On February 26, Baldwin celebrated the one-year anniversary of launching the 1000 Books Before Kindergarten. Since the launch, 396 children have signed up for the program and 35 children have completed the program. To participate, children register in the Youth Department and receive a 1,000 Books tote bag along with a silk dance scarf and song sheet with nursery rhymes, as well as a reading log. Children and their parents are encouraged to read 1,000 books together between the sign-up date and their first month of kindergarten. For every 250 books that a child reads, he or she will receive an early- literacy-themed prize. Studies show that families who start reading aloud to their children at birth help strengthen their language skills, build their vocabulary, and increase fluency. Providing opportunities to learn and develop reading skills, connect caregivers and children, and discover new books are all long-standing goals of the Baldwin Public Library.

Baldwin's program is sponsored in part by the Bob and Jean Kelly Endowment fund, which was started to promote early literacy. The national program was started by the 1000 Books Foundation, a Nevada 501(c)(3) non-profit public charity, which was founded in 2013 to promote reading to newborns, infants and toddlers and seeks to encourage parent-child bonding through reading.

Everyone's Reading

This year's Everyone's Reading program is hosting Adriana Trigiani. The featured title is her novel *Kiss, Carlo*.

Ms. Trigiani will be speaking on April 2 at 7:00 p.m. at the Temple Beth El in Bloomfield Hills and on April 3 at 7:00 p.m. at Adat Shalom Synagogue in Farmington Hills. Baldwin Library cardholders are eligible to receive one ticket to either talk and must pick up the ticket in person.

Baldwin has multiple copies of *Kiss, Carlo* available for checkout and will be hosting a book discussion of the novel on March 20 at 7:00 p.m.

Financial Stability

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

FY 2019-20 Budget

On March 1, Koschik met with City Manager Joe Valentine and Finance Director Mark Gerber to discuss the Library's proposed FY 2019-20 budget. On February 21 and March 12, he went over the budget with Baldwin's Finance Committee. He'll present the budget formally to the Library Board at its March 18 meeting.

Volunteer Luncheon on April 6

Baldwin will be acknowledging its many volunteers with a luncheon on April 6 at 12:00 p.m. In FY 2017-18, volunteers donated 2,513 hours of time to the Library. We are immensely grateful for the support and help of our volunteers.

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:

- Have We Got a Story Time for You!
- Friends of BPL Host Books, Bags, and Bagels Sale
- Michigan Notable Author Visits 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:

- Idea Lab social media signage
- The Write Stuff Teen program poster
- Summer Reading Logo
- Polaris related notification signs

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

281 volunteer hours were utilized in the month of February.

Communications with Staff

Staff talks were held on February 20 and 21 as a follow-up to the February Library Board meeting.

Staff Updates

Lisa Christie, Circulation Assistant I, reached 13 years of service on March 6.

Sue Kalisky, Substitute Youth Librarian, reached 3 years of service on March 6.

Elisabeth Phou, Teen Services Librarian, will reach 14 years of service on March 28.

Allison Sartwell, Substitute Youth Librarian, reached 3 years of service on March 6.

Staff Changes

We are currently in the process of interviewing and hiring Substitute Adult Services Librarians and a Youth Services Library Assistant.

In March, we added four new Library Pages to our staff: Donna Annal, Tim Boiteau, Julie Beckwell, and Megan Zacharias.

TLN Meeting

Baldwin hosted the March 8 TLN Steering Committee and TLN Membership meetings. Doug gave a presentation and overview of the services we offer at Baldwin. A copy of his presentation can be found on page 77 of the Board Packet. After the meetings, attendees toured the Idea Lab with Jeff Jimison.

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

Koschik will speak at the May 28 Bingham Farms Village Council meeting.

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. The Library's new Non-fiction book club continues to be popular. This club meets on the second Thursday of every month at 10:00 a.m. Books are available for checkout in the Next office.

Birmingham Rotary Club

Koschik has continued to attend Birmingham Rotary Club meetings. At the March 11 meeting, he gave a brief update on Library happenings. A copy of his presentation can be found on page 90 of the Board Packet.

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

Doug Koschik attended the FOBPL Board meeting on March 12. The Friends are preparing for their upcoming Books, Bags & Bagels fundraiser, which will take place on Sunday, March 24, from 1:00 to 4:00 p.m., and for their annual meeting, which is scheduled for Sunday, April 14, at 1:30 p.m.

Storytellers Guild

On February 21, Stephanie Klimmek presented a program on the American Library Association's Youth Media Award Winners 2019 to the Storytellers Guild at The Community House. The American Library Association honors authors, illustrators, and publishers for achievements like best overall contribution to American literature, best illustrated contribution to American literature, best book originally published in another language that was translated into English, most distinguished work by an African American author and illustrator as well as many other awards. About 25 members of the Storytellers Guild attended. The Storytellers Guild reads books to children in various schools as well as providing them with free books for their classrooms and libraries.

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

On March 6, Baldwin went live on Ill's Polaris integrated library system. Since that time we have been busy integrating hardware and software to use the new system. Our self-check machines, automated sorter, computers, and all products from third-party vendors are now working on the new system. Patrons are also using the new catalog to find items and manage their accounts. Feedback from staff and the public has been overwhelmingly positive, and we are excited for our users to experience this new and more customer-friendly interface. IT Coordinator Josh Rouan, who successfully spearheaded this project, will address the Library Board about it at the Board's May 20 meeting.

Rotary Room Technology Upgrades

We have updated the audiovisual technology in the Rotary and Donor rooms, as well as the equipment used to record Library Board meetings. We have a new control system, new audio equipment, new cameras and new broadcasting equipment. This was made possible, in part, by a grant from the Cable Board.

Youth Room Expansion & Renovation

On February 25, Koschik gave a brief presentation to the City Commission and answered several questions from Commissioners. The City Commission then voted 6-0 in favor of issuing the Youth Room RFP. Baldwin hosted the pre-bid meeting for the Youth Services expansion & renovation RFP on March 13. Representatives from 20 companies, some of them subcontractors, attended the meeting. Bids are due on April 10.

Fire Alarm Monitoring System

On February 22, Baldwin updated the fire monitoring system in the building. Guardian Alarm will no longer be monitoring the National Time and Signal Fire Panel. NTS will now handle all monitoring with its Cell Path monitoring system.

Idea Lab

Here is an update from Idea Lab Supervisor, Jeff Jimison:

In early February, we held our 3D Print Finishing program. This was a fun opportunity for a small group of interested patrons to learn more about various 3D print post-processing techniques. We even tried out a few of those techniques ourselves, like

resin-coating and enamel painting. Then we had our very popular Lithophanes program, in which patrons created backlit photo panels using the 3D printers. We continue to receive inquiries about lithophanes even now, weeks later! In late February we were visited by SWENext, (a local youth arm of the Society of Women Engineers). These young students were introduced to some of the fascinating science of 3D printing, took a tour of the lab, and did several cool hands-on activities! We had tremendous fun flying quadcopters in the Jeanne Lloyd Room!

Early March brought the Intro to 3D Scanning program, which was a formal roll-out of The Idea Lab's latest software feature: Photogrammetry through ReCap. ReCap, a cloud-based software service from Autodesk, uses regular photographs of an object or location to compile a high-resolution 3D scan of that place, or thing. This incredible new Idea Lab feature is certainly a rare offering among makerspaces, deserving of its own introductory program.

There's much more, I'm sure, but the last thing I'd like to mention here are the updates to our 3D printing services. Now, thanks to a tool called OctoPrint, we are able to provide everyone who requests a 3D print with a live video stream of their print as it occurs. They can check on the progress of their print at any time, from anywhere. And, when their prints are complete, they can now view a high-quality timelapse video of the entire process: Watching an hours-long print unfold before their eyes in just a few seconds. Yet another unique feature of The Idea Lab that keeps us and our patrons on the cutting edge.

Thanks for reading, and be sure to visit The Idea Lab to learn more about our *constant barrage of fascinating developments*.

Adult Event Photos

In February the Baldwin Ensemble returned for another performance in the popular *Music Explorers* series, where the performers guide the attendees through an exploration of a musical style or particular composer.



Later in the month, popular art lecturer Wendy Evans visited to teach BPL patrons how to hone their art appreciation skills. Her talk, entitled, “Looking at Art with the Eyes of an Artist,” was extremely well attended. At the right she poses for a picture with BPL patron Joe Wolf.

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



Teen Event Photos

Cake Pops

Everyone had a great time creating their own cake pops on Valentine's Day.



Super Smash Bros Ultimate Tournament

This video game program brought a lot of teens to the library to compete in an intense bracket tournament.



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

Youth Event Photos

Miz Rosie

On Martin Luther King Jr. Day, Miz Rosie held the attention of a packed room of parents and children as she told the story of Harriett Tubman. Lots of group participation and Miz Rosie's natural ability to keep a room of people spellbound made the program a huge success.



Kids in the Kitchen

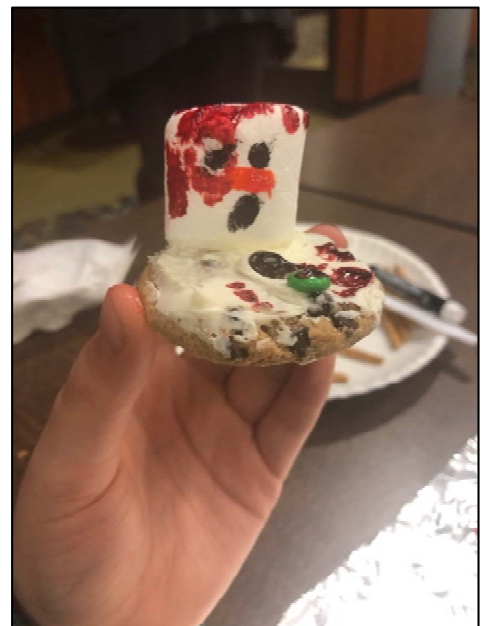
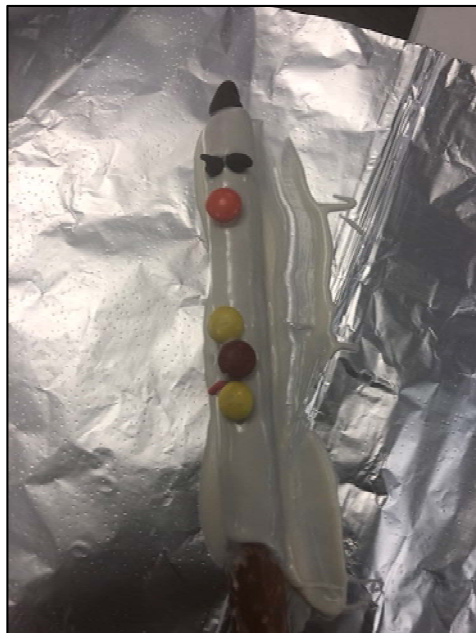
Miss Donna's second Food Fun program brought together children in third to sixth grades to eat food and discuss cooking. Students cook one item from a chosen cook book, bring it to share pot luck style and discuss.





Food Fun

On a cold and frosty Saturday, 15 elementary school students showed up to make fun treats with food! There were marshmallow snowmen, melting cookie snowmen, pretzel snowmen and more!



Baldwin Public Library: Friends Funds	
February 2019 Expenditures	
Adult Services	
Quilling Program Supplies	\$ 54.96
Movie Trivia Program Supplies	\$ 153.62
Painting Program Supplies	\$ 19.99
Introduction to Kombucha	\$ 150.00
Wendy Evans Art Lecture	\$ 350.00
Program Refreshments	\$ 69.26
Total	\$ 797.83
Teen Services	
Book Club Books	\$ 61.40
Geek Club Supplies	\$ 50.60
Aimee Carter Fiction Writing Program	\$ 150.00
Painting Program Supplies	\$ 20.00
Program Refreshments	\$ 55.14
Total	\$ 337.14
Youth Services	
Book Club Books	\$ 105.86
Battle of the Books Prizes	\$ 196.00
T-Rex Costume	\$ 68.81
Genot Picor Program	\$ 175.00
Stop Motion Animation Workshop	\$ 479.00
Program Supplies	\$ 91.12
Program Refreshments	\$ 17.68
Total	\$ 1,133.47
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 2,268.44
February 2019 Balances	
Adult Services	\$ 1,987.00
Teen Services	\$ 2,552.44
Youth Services	\$ 8,324.26
Outreach & Equipment	\$ 5,172.79
Total Balance	\$ 18,036.49
February Book Sale Proceeds	\$691.00
Submitted by Rebekah Craft on March 11, 2019	

BALDWIN PUBLIC LIBRARY
City of Birmingham



Proposed Budgets
Fiscal Years 2019-20 & 2020-21

Library Board

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

Library Director

Doug Koschik

Baldwin Public Library
Overview of Budgets for FY 2017-18 through FY 2020-21
March 5, 2019

	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Changes to Budget	FY 2018-19 Projected Year-End	FY 2019-20 Proposed Budget	FY 2020-21 Proposed Budget
Library Fund Balance at Start of Fiscal Year	\$460,986	\$1,289,553		\$1,289,553	\$1,769,670	\$472,520
<u>Revenue</u>						
Birmingham Tax Revenue (1.1 mills)	\$2,427,647	\$2,556,574	\$0	\$2,556,574	\$2,713,105	\$2,813,063
Birmingham Tax Revenue (extra 0.31 mills in FY 2017-18; extra 0.2891 mills in FY 2018-19; extra 0.2728 mills in FY 2019-20; extra 0.2567 mills in FY 2020-21)	\$684,155	\$693,296	\$0	\$693,296	\$672,850	\$656,467
Provision for Tax Loss	-\$3,147	-\$15,000	\$13,000	-\$2,000	-\$15,000	-\$15,000
County/State Revenue	\$105,476	\$102,600	\$1,717	\$104,317	\$104,300	\$104,300
Local Grants	\$32,724	\$0	\$45,000	\$45,000	\$0	\$0
Bev Hills, Bing Farms & Bloomfield Hills Contracts	\$879,115	\$898,780	\$3,929	\$902,709	\$924,891	\$934,487
Patron use revenue	\$92,103	\$82,600	\$5,940	\$88,540	\$81,150	\$86,450
Investment income	\$9,559	\$11,000	\$19,000	\$30,000	\$52,290	\$38,860
Total	\$4,227,631	\$4,329,850	\$88,586	\$4,418,436	\$4,533,586	\$4,618,627
<u>Expenses</u>						
Personnel	\$2,079,430	\$2,273,420	-\$7,441	\$2,265,979	\$2,374,859	\$2,455,290
Supplies	\$74,516	\$75,500	\$12,500	\$88,000	\$96,000	\$97,000
Contracted Services	\$363,969	\$354,500	\$77,170	\$431,670	\$383,596	\$314,000
Technology & Maintenance	\$94,653	\$150,000	\$12,000	\$162,000	\$123,500	\$130,000
Utilities	\$86,216	\$100,500	\$0	\$100,500	\$102,000	\$103,500
Fees & Dues; Communication; Other Charges	\$61,700	\$66,170	\$6,600	\$72,770	\$75,770	\$72,370
Capital Outlays (Building/Furniture/Equipment)	\$73,670	\$122,000	\$99,000	\$221,000	\$2,408,000	\$132,000
Collections	\$564,910	\$587,700	\$8,700	\$596,400	\$647,011	\$658,000
Total	\$3,399,065	\$3,729,790	\$208,529	\$3,938,319	\$6,210,736	\$3,962,160
Variance Between Revenue and Expenses	\$828,566	\$600,060	-\$119,943	\$480,117	-\$1,677,150	\$656,467
(Transfer To/From Fund Balance)						
Transfer from Baldwin Public Library Trust	\$0	\$0	\$0	\$0	\$380,000	\$0
Library Fund Balance at End of Fiscal Year	\$1,289,553	\$1,889,613		\$1,769,670	\$472,520	\$1,128,987

Baldwin Public Library
Revenue Budget for FY 2017-18 through FY 2020-21
March 5, 2019

		FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Changes to Budget	FY 2018-19 Projected Year- End Revenue	FY 2019-20 Proposed Budget	FY 2020-21 Proposed Budget
402.0001	Birmingham Tax Revenue (1.1 mills)	\$2,427,647	\$ 2,556,574	\$0	\$2,556,574	\$ 2,713,105	\$2,813,063
402.0001	Birmingham Tax Revenue (extra 0.31 mills in FY 2017- 18; extra 0.2891 mills in FY 2018-19; extra 0.2728 mills in FY 2019-20; extra 0.2567 mills in FY 2020-21)	\$684,155	\$ 693,296	\$0	\$693,296	\$ 672,850	\$656,467
402.004	Provision for Tax Loss	-\$3,147	-\$15,000	\$13,000	-\$2,000	-\$15,000	-\$15,000
	Total B'ham Tax Revenue	\$3,108,655	\$3,234,870	\$13,000	\$3,247,870	\$3,370,955	\$3,454,530
564.0000	State Grant	\$25,923	\$23,100	\$0	\$23,100	\$23,100	\$23,100
569.0000	Local Community Stabilization Authority	\$5,631	\$5,500	\$1,717	\$7,217	\$7,200	\$7,200
581.0001	Penal Fines From County	\$73,922	\$74,000	\$0	\$74,000	\$74,000	\$74,000
	Total County/State Revenue	\$105,476	\$102,600	\$1,717	\$104,317	\$104,300	\$104,300
599.0000	Local Grants	\$32,724	\$0	\$45,000	\$45,000	\$0	\$0
585.0001	Beverly Hills Contract	\$476,159	\$485,680	\$4,072	\$489,752	\$501,539	\$501,330
585.0002	Bingham Farms Contract	\$109,047	\$113,170	\$2	\$113,172	\$117,870	\$121,870
585.0003	Bloomfield Hills Contract	\$293,909	\$299,930	-\$145	\$299,785	\$305,482	\$311,287
	Total Contract Revenue	\$879,115	\$898,780	\$3,929	\$902,709	\$924,891	\$934,487
648.0001	Sale of Items	\$807	\$300	\$1,550	\$1,850	\$2,000	\$2,000
648.0002	Vending machine fees	\$657	\$500	\$440	\$940	\$600	\$600
653.0003	Video Game Fees	\$216	\$150	\$0	\$150	\$250	\$250
653.0006	Fines	\$46,707	\$44,000	\$3,000	\$47,000	\$46,000	\$45,000
653.0007	Room Rentals	\$29,288	\$24,000	\$0	\$24,000	\$18,000	\$24,000
653.0008	Hot Picks Fees	\$1,010	\$700	\$0	\$700	\$700	\$700
653.0009	Proctor fees	\$1,180	\$1,000	\$200	\$1,200	\$1,200	\$1,200
653.0010	Program fees	\$2,152	\$2,300	\$0	\$2,300	\$2,000	\$2,300
653.0011	Copy machine fees	\$1,358	\$1,300	-\$100	\$1,200	\$1,200	\$1,200
653.0012	Computer printer fees	\$8,339	\$8,000	\$1,000	\$9,000	\$9,000	\$9,000
653.0013	Fax fees	\$389	\$350	-\$150	\$200	\$200	\$200
	Total Patron Use Revenue	\$92,103	\$82,600	\$5,940	\$88,540	\$81,150	\$86,450
664.0000	Investment income	\$9,559	\$11,000	\$19,000	\$30,000	\$52,290	\$38,860
	Total revenue	\$ 4,227,631	\$ 4,329,850	\$88,586	\$ 4,418,436	\$ 4,533,586	\$ 4,618,627

Baldwin Public Library
Expense Budget for FY 2017-18 through FY 2020-21
March 5, 2019

		FY 2017-18 Actual	FY 2018-19 Amended Budget	FY 2018-19 Changes to Budget	FY 2018-19 Projected Year-End Expenses	FY 2019-20 Proposed Budget	FY 2020-21 Proposed Budget
PERSONNEL							
702.0001	Salaries & Wages	\$1,452,227	\$1,591,810	\$0	\$1,591,810	\$1,667,400	\$1,729,030
702.0002	Overtime Pay	\$0	\$0	\$0	\$0	\$0	\$0
706.0001	F.I.C.A.	\$108,949	\$121,770	\$0	\$121,770	\$127,556	\$132,271
706.0002	Hospitalization	\$254,988	\$281,370	-\$6,251	\$275,119	\$279,246	\$283,435
706.0003	Life Insurance	\$3,912	\$6,320	\$0	\$6,320	\$6,652	\$6,652
706.0004	Retirement Health Care	\$101,440	\$99,780	\$0	\$99,780	\$100,016	\$100,242
706.0005	Dental/Optical Insurance	\$16,892	\$17,510	\$0	\$17,510	\$19,003	\$19,662
706.0006	Long/Short Term Disability	\$7,416	\$8,140	\$0	\$8,140	\$8,809	\$9,108
706.0007	Worker's Compensation	\$3,974	\$6,190	-\$1,190	\$5,000	\$6,497	\$6,736
706.0010	Retirement Employer Contrb.	\$66,646	\$67,170	\$0	\$67,170	\$80,607	\$86,737
706.0011	HRA Benefit	\$2,500	\$2,500	\$0	\$2,500	\$2,500	\$2,500
706.0012	Retirement-Def. Contr. Emplr.	\$45,347	\$53,960	\$0	\$53,960	\$58,373	\$60,717
706.0013	Ret Hlth Svcs Contr Emplr.	\$15,139	\$16,900	\$0	\$16,900	\$18,200	\$18,200
	Subtotal	\$2,079,430	\$2,273,420	-\$7,441	\$2,265,979	\$2,374,859	\$2,455,290
SUPPLIES							
727.0000	Postage	\$15,280	\$15,500	\$500	\$16,000	\$16,500	\$16,500
729.0000	Operating Supplies	\$17,336	\$17,500	\$8,500	\$26,000	\$30,000	\$31,000
742.0000	Computer Software	\$20,018	\$19,000	\$6,000	\$25,000	\$26,000	\$26,000
746.0000	Maintenance Supplies	\$7,992	\$8,000	\$500	\$8,500	\$8,500	\$8,500
748.0000	Technical Services Supplies	\$13,890	\$15,500	-\$3,000	\$12,500	\$15,000	\$15,000
	Subtotal	\$74,516	\$75,500	\$12,500	\$88,000	\$96,000	\$97,000
CONTRACTED SERVICES							
801.0200	Legal	\$4,698	\$5,000	\$1,500	\$6,500	\$5,000	\$5,000
802.0100	Audit	\$10,646	\$11,200	-\$330	\$10,870	\$11,130	\$11,410
805.0100	Landscape Services	\$0	\$1,200	\$0	\$1,200	\$1,200	\$1,200
811.0000	Other Contracted Services	\$134,695	\$91,210	\$19,000	\$110,210	\$142,876	\$78,000
813.0000	Administrative Services	\$104,890	\$104,890	\$0	\$104,890	\$104,890	\$104,890
816.0100	Janitorial Contract	\$39,888	\$46,000	\$1,000	\$47,000	\$48,500	\$48,500
901.0200	Marketing & Design Services	\$17,444	\$20,000	-\$1,000	\$19,000	\$20,000	\$20,000
901.0600	Architectural Services	\$51,708	\$75,000	\$57,000	\$132,000	\$50,000	\$45,000
	Subtotal	\$363,969	\$354,500	\$77,170	\$431,670	\$383,596	\$314,000
TECHNOLOGY & MAINTENANCE							
830.0200	ILS Services	\$38,968	\$85,000	\$0	\$85,000	\$44,000	\$46,000
830.0300	Cataloging & ILL Services	\$10,112	\$11,000	\$0	\$11,000	\$11,500	\$12,000
851.0000	Telephone	\$10,556	\$11,000	\$0	\$11,000	\$11,000	\$11,000
933.0200	Equipment Maintenance	\$35,017	\$43,000	\$12,000	\$55,000	\$57,000	\$61,000
	Subtotal	\$94,653	\$150,000	\$12,000	\$162,000	\$123,500	\$130,000

Baldwin Public Library
Expense Budget for FY 2017-18 through FY 2020-21
March 5, 2019

		FY 2017-18 Actual	FY 2018-19 Amended Budget	FY 2018-19 Changes to Budget	FY 2018-19 Projected Year-End Expenses	FY 2019-20 Proposed Budget	FY 2020-21 Proposed Budget
UTILITIES							
920.0000	Electricity	\$66,141	\$72,500	\$0	\$72,500	\$73,000	\$73,500
921.0000	Gas	\$12,025	\$15,500	\$0	\$15,500	\$16,000	\$16,500
922.0000	Water & Sewage	\$8,050	\$12,500	\$0	\$12,500	\$13,000	\$13,500
	Subtotal	\$86,216	\$100,500	\$0	\$100,500	\$102,000	\$103,500
FEES & DUES; COMMUNICATION; OTHER CHARGES							
861.0000	Transportation	\$2,307	\$2,500	-\$500	\$2,000	\$2,500	\$2,500
901.0000	Printing	\$12,558	\$12,000	\$0	\$12,000	\$12,500	\$12,500
907.0000	Programs	\$994	\$1,200	\$0	\$1,200	\$1,200	\$1,200
955.0100	Training	\$3,229	\$3,000	\$4,000	\$7,000	\$8,000	\$4,000
955.0300	Memberships & Dues	\$3,866	\$7,700	\$200	\$7,900	\$8,000	\$8,100
956.0200	Parking	\$32,912	\$33,000	\$3,000	\$36,000	\$36,500	\$37,000
957.0400	MML Insurance	\$4,570	\$4,570	\$0	\$4,570	\$4,570	\$4,570
957.0600	Unemployment Insurance	\$0	\$1,000	-\$400	\$600	\$1,000	\$1,000
962.0000	Miscellaneous	\$1,264	\$1,200	\$300	\$1,500	\$1,500	\$1,500
	Subtotal	\$61,700	\$66,170	\$6,600	\$72,770	\$75,770	\$72,370
CAPITAL OUTLAYS							
971.0100	Equipment	\$59,978	\$87,000	-\$5,000	\$82,000	\$78,000	\$72,000
972.0000	Furniture	\$10,196	\$30,000	\$80,000	\$110,000	\$30,000	\$30,000
977.0000	Building Improvements	\$3,496	\$5,000	\$24,000	\$29,000	\$2,300,000	\$30,000
	Subtotal	\$73,670	\$122,000	\$99,000	\$221,000	\$2,408,000	\$132,000
COLLECTIONS							
987.0300	Microforms	\$373	\$500	\$0	\$500	\$0	\$0
987.0500	Books: Adult	\$139,992	\$160,000	\$0	\$160,000	\$160,000	\$158,000
987.0700	Books: Youth	\$66,322	\$66,000	\$0	\$66,000	\$66,000	\$68,000
987.0900	Subscriptions: Adult	\$22,223	\$26,000	-\$1,000	\$25,000	\$25,000	\$25,000
987.1000	Subscriptions: Youth	\$2,330	\$2,700	-\$300	\$2,400	\$2,000	\$2,000
987.1100	Audiovisual: Adult	\$91,053	\$95,000	\$0	\$95,000	\$95,000	\$95,000
987.1200	Audiovisual: Youth	\$36,737	\$32,500	\$0	\$32,500	\$30,000	\$30,000
987.1800	Online Services	\$205,880	\$205,000	\$10,000	\$215,000	\$269,011	\$280,000
	Subtotal	\$564,910	\$587,700	\$8,700	\$596,400	\$647,011	\$658,000
	Total expenses	\$3,399,065	\$3,729,790	\$208,529	\$3,938,319	\$6,210,736	\$3,962,160

BALDWIN PUBLIC LIBRARY

Budget Narrative for FY 2019-20

INTRODUCTION

The Baldwin Public Library is grateful to be **financially stable** and **able to provide exemplary services, programs, and collections** to the citizens of its service area.

As part of its long-range plan for building improvements, the Library renovated its Adult Services area in FY 2016-17. The project was accomplished on time and \$150,000 under budget, and created a functional and attractive space for study and collaboration. The Library plans to begin Phase 2 of its long-range building vision—the expansion and renovation of the Youth Room—in summer 2019. That project is currently estimated to cost \$2,447,823.

To cover its operating expenses, the Library is proposing a continuation of its current 1.1 mills. That will allow the Library to run a balanced operating budget for the next two years. On top of that, in order to fund the expansion and renovation of the Youth Room, the Library has received an additional 0.2891 mills (the maximum allowable under Headlee) in FY 2018-19 and is proposing an additional 0.2728 mills in FY 2019-20 and an additional 0.2567 mills in FY 2020-21. Therefore, the Library’s total proposed total millage request is 1.3728 mills for FY 2019-20 and 1.3567 mills for FY 2020-21.

According to information provided by the City, the **additional** millage will bring in the following revenue:

FY 2018-19	\$ 693,296	(0.2891 mills)
FY 2019-20	672,850	(0.2728 mills)
FY 2020-21	<u>656,467</u>	<u>(0.2567 mills)</u>
Total	\$2,022,613	

MILLAGE RATE

In 1998 the voters of Birmingham reinstated a millage rate of 1.75 mills for the Baldwin Library. In the past 18 years, the Headlee cap has reduced Baldwin’s maximum millage rate to 1.3891 mills in FY 2018-19.

Below is a chart, verified with City of Birmingham Finance Director Mark Gerber, showing the Library's maximum millage rate over a period of several years. The numbers for FY 2017-18 and FY 2018-19 are actual, while the numbers for later years are estimates:

FY 2017-18	1.4149 mills
FY 2018-19	1.3891 mills
FY 2019-20	1.3728 mills
FY 2020-21	1.3567 mills
FY 2021-22	1.3408 mills
FY 2022-23	1.3251 mills
FY 2023-24	1.3096 mills

Since FY 2012-13 the Library has operated with a millage rate of 1.1 mills. For FY 2018-19 Baldwin is once again requesting a millage rate of 1.1 mills for general operating expenses, which will allow it to offer both full services and a balanced operating budget.

On top of that, however, the Library is requesting an additional 0.2728 mills in FY 2019-20 and an additional 0.2567 mills in FY 2020-21 to complete the funding of the Youth Room project. Therefore, Baldwin's total millage request for FY 2019-20 is 1.3728 and its total millage request for FY 2020-21 is 1.3567 mills.

FUND BALANCE

The Library wishes to maintain an adequate fund balance in order to cover its \$125,000 insurance deductible, allow a major equipment expenditure in case of an emergency, and permit the Library to weather a financial emergency, such as would occur if one of the Library's contract communities gave notice to withdraw from its agreement with Baldwin. In addition, the Library wishes to keep a small amount of extra money on hand in case it is needed for extraordinary or unforeseen expenditures.

On September 21, 2015, the Library Board approved the following Fund Balance Policy:

To ensure the prudent financial management of the Baldwin Public Library ("Library"), the Library Board of Directors shall maintain an unassigned fund balance of not less than 25% of annual expenditures and of not more than 35% of annual expenditures, except

where it is building its fund balance in support of specific non-recurring projects, which will be assigned as such. These percentages are based on the Library's previous fiscal year-end financial statement.

The Library's fund balance, which stood at \$1,785,663 at the end of FY 2007-08, was reduced to \$911,656 over the course of three fiscal years in order to cover deficits in the operating budget. After that, partly because of the additional revenue brought in by the Library's contract with Bloomfield Hills, Baldwin's annual budgets returned to a modest surplus, and at the end of FY 2015-16, the fund balance stood at \$1,492,161. In the next fiscal year, however, expenses exceeded revenues because the Library needed to pay for the Adult Services renovation. Consequently, the fund balance was reduced to \$460,986 by June 2017. At the end of FY 2017-18, the Library's fund balance stood at \$1,289,553, and it will increase to approximately \$1,769,670 at the end of FY 2018-19, after which it will be significantly reduced due to expenditures on the Youth Room expansion and renovation. At the end of FY 2019-20, even with the transfer of \$380,000 from the Baldwin Public Library Trust, it will stand at approximately \$472,520, which is only 12% of annual operating expenditures. By the end of FY 2020-21, with the revenue from the last year of the Library's additional millage for the Youth Room included, the fund balance will stand at approximately \$1,128, 987, which would be 28% of the annual operating expenditures.

YOUTH SERVICES RENOVATION & EXPANSION

In FY 2018-19, the Library hired Luckenbach Ziegelman Gardner and Karen Swanson to undertake the design development and construction-drawing stage of the Youth project. The architects have updated the budget estimate and now estimate that the expansion and renovation will cost \$2,447,823. Library Director Doug Koschik presented the plans and cost estimates to the City Commission at its long-range planning session on January 26, 2019. He also assisted in the preparation of a construction RFP (Request for Proposals), which the City Commission approved for issuance on February 25, 2019.

The \$691,417 raised from the additional millage in FY 2018-119 and the additional \$684,766 raised from the additional millage in FY 2019-20 will help pre-fund Phase 2, which we anticipate will be able to take place in FY 2019-20. The remaining project costs would be covered by an additional 0.2657 mills in FY 2020-21, contributions from the Library's Trust, and Library fund-raising efforts.

GRANTS AND OTHER FUNDRAISING

In FY 2018-19, the Library received a \$45,000 grant from the Birmingham Area Cable Board to replace recording and presentation equipment in the Library's Rotary Room. It also received a \$2,000 grant from the Bloomfield Hills Branch of the Woman's National Farm & Garden Association to help finance the new children's garden.

Since 2017, the Library has undertaken a fundraising campaign for the Youth Room project. The 2017 and 2018 Books & Bites events brought in approximately \$50,000. The special event held at Rivage Day Spa on May 23, 2018, netted the Library over \$146,000. And a letter campaign at the end of 2018 resulted in another \$11,000 of revenue. A total of \$209,000 has been raised to date.

BALDWIN PUBLIC LIBRARY TRUST

The Baldwin Public Library Trust is a **501(c)(3) organization** that provides support for the Library.

- Gifts and tribute funds under \$10,000 donated to the Library are added to the Trust. They are then spent as requested or in general support of the Library's mission and goals.
- Donations made by the Friends of the Library to the Library are divided into separate line items that relate to approved spending areas: Youth, Teen, Adult, and Outreach & Equipment. Expenditures and balances are reported to the Friends on a monthly basis.
- A named Endowment fund may be established for large gifts that are intended for the continuing support of the Library. These funds are established in perpetuity with the annual income used in accordance with the fund restrictions. A minimum of \$10,000 is needed to establish an Endowment fund. Baldwin currently has 23 such Endowment funds.

In FY 2017-18, which ended in June 2018, the Trust received \$122,210 in donations, and spent \$133,790. Of those donations, \$46,320 came from the Friends of the Baldwin Public, \$2,800 from donations to Endowment funds, \$25,584 from donations to the 2017 Books and Bites fundraiser, \$1,800 from early donations to the 2018 Books & Bites fundraiser, \$15,900 from donations to the Youth Room fundraiser, and \$29,806 from miscellaneous other donations.

As of February 28, 2019, the total value of the Trust stood at \$1,728,781. Much of that money consists of endowment investments and various kinds of restricted funds. **A total of \$331,022 is available as unrestricted general funds. In addition, \$186,661 has been received in the Youth Room fundraising campaign. (\$22,000 in pledges are outstanding.) The Library will use these funds to supplement tax revenue for the Youth Room expansion and renovation.**

Gift donations and Friends money are spent as they come in. Earnings from the Endowment, on the other hand, are withdrawn only once a year in accordance with the Library's Trust Investment Policy. The policy states that the Trustees of the Baldwin Public Library Trust may approve the transfer of up to 5% of the Endowment's market value, as it stands at the end of April each year, so long as such a transfer does not reduce the endowment below its principal amount plus 5%. The formula uses a trailing five-year weighted average. In May 2018, the Trustees approved the transfer of \$54,467.75 for expenditure according to the various guidelines laid down when the individual Endowment funds had been established. The value of Endowment investments stood at \$1,127,032 as of February 28, 2019. Unless there is a significant drop in the stock market before April 30, 2019, we anticipate that the Trustees will be in a position to transfer money out of the Endowment again this year.

The Directors of the Baldwin Public Library also serve as Trustees of the Baldwin Public Library Trust. Trust donations and expenditures are not included in the Library's regular budget, but all donations and expenditures are approved by the Trustees at the Trust's monthly meetings, and detailed information about the activities of the Trust can be found at the Library Board's page on Baldwin's website at www.baldwinlib.org/library-board.

CONTRACTS WITH NEIGHBORING COMMUNITIES

The Library has provided library services to the Villages of Beverly Hills and Bingham Farms through contractual arrangements since the 1960s. Starting November 2011, Baldwin has also served the City of Bloomfield Hills through a contract.

Baldwin's three contracts will provide \$924,891 in revenue in FY 2019-20. That is 24% of Baldwin total operating budget and equivalent to approximately 0.375 mills in Birmingham property tax revenue.

ASSUMPTIONS AND REQUESTS FOR THE FY 2019-20 BUDGET

The **revenue** side of the proposed fiscal year 2019-20 budget includes the following assumptions and requests:

- **For operating expenses, the Library is requesting that the millage rate remain at 1.1 mills.** This will bring in more money than during the current fiscal year because of increased property values.
- **To fund the Youth Room project, the Library received an additional 0.2891 mills in FY 2018-19 and is requesting an additional 0.2728 mills in FY 2019-20 and an additional 0.2567 mills in FY 2020-21. The additional millage will bring in \$2,022,613 over three years.** These are the maximum millages that the Library may levy each year, according to the Headlee Amendment.
- Oakland County penal fines and state aid will remain roughly the same.
- The Library's agreements with Beverly Hills, Bingham Farms, and Bloomfield Hills will bring in more revenue next year than this year, according to the stipulations of the individual contracts.
- Patron use revenue will decrease slightly as the circulation of physical items—and, therefore, fine revenues—continue to decline.
- Investment revenue will increase as interest rates rise.
- Whenever applicable, the Library has used information from the City of Birmingham and from our contract communities to generate these revenue numbers.

The **expense** side of the proposed fiscal year 2019-20 budget includes the following requests and assumptions:

- The **Youth Room project** will be paid out of Building Improvements (\$2,300,000) and Architectural Services (\$50,000).
- **Personnel expenses include salary increases**, with staff at the lower end of wage scales receiving a higher increase than staff at the upper end. It also includes two new part-time positions. The full-time staff count now stands at 18 and will remain at that level next year. Personnel expenses account for 61.6% of the operating expenses budget, which is well within the range considered acceptable by public library best practices.
- **The Library will remain open 67 hours per week, 354 days a year.**
- The Library will continue to provide a wide variety of materials, programs and services to the residents of our service area. **The collections budget for FY 2018-19 will increase by 8% and will account for 16.6% of the operating expenses budget**, which conforms to public library best practices. The only increase in the collections budget comes in online

resources (e-books, e-audiobooks, streaming music, streaming video, databases, online learning programs, etc.), the area where the Library is experiencing the strongest increase in circulation.

- **The Library's program offerings will also remain strong.**
- The budget includes money for **keeping computer equipment and technology up to date.**
- The FY 2019-20 budget includes money for **new stacking chairs for the Jeanne Lloyd Room. New carpeting for the second floor** is included in the FY 2020-21 budget.
- Money is included for **equipment and supplies for the Idea Lab, enhanced marketing and publicity efforts, more staff continuing education, and the digitization of the *Birmingham Eccentric*.**
- Whenever applicable, the Library used City of Birmingham information and tools to generate its expense numbers.

SUMMARY

The Library appreciates the strong support it receives from Birmingham and its contract communities.

The 1.1 mills it collects for operating expenses—along with its other revenue sources, such as income from its three contract communities—is currently adequate to fund the Library's services, programs, and collections at a high level.

The Adult Services renovation, completed in June 2017, was a big step toward improving the Library's physical infrastructure. In FY 2018-19, the Library also refurbished the Grand Hall out of its operating budget, and it will make improvements to the second floor over the next couple of years. The Library will continue its proposed three-phase building plan by expanding and renovating the Youth Room in FY 2019-20. Toward that end, the Library is requesting additional millage for FY 2019-20 and FY 2020-21. Beyond that, the Library hopes to complete its building plan by carrying out Phase 3—a renovation of the lobby, Circulation Desk, front entrance, and outside patio—somewhere around FY 2022-23, depending on the availability of financing.

The City will review the Library's millage request at its budget hearing on May 11, 2019.



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

Baldwin Public Library

City of Birmingham

Public Budget Hearing Baldwin Library Board of Directors

March 18, 2019

Mission Statement

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.*



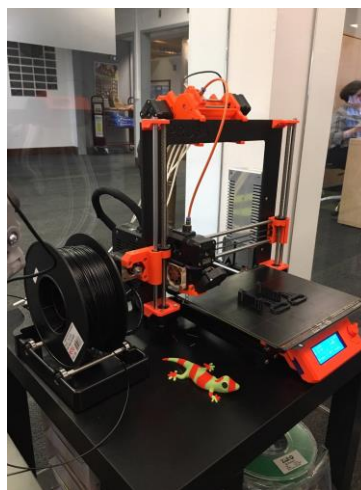
Budgetary Goals

- ▶ Provide high-quality materials, programs & services
- ▶ Hire, train & retain high-quality personnel
- ▶ Market Library effectively
- ▶ Keep technology current & effective



Budgetary Goals

- ▶ Attract new users to Library



Budgetary Goals

- ▶ Improve functionality & aesthetics of building:
 - ▶ Phase I (Adult Services) finished June 2017



Budgetary Goals

- ▶ Improve functionality & aesthetics of building:
 - ▶ Phase 2 (Youth Services) in FY 2019-20
 - ▶ Phase 3 (Circulation & Entrance) in 2022-23?



Youth Room: Aerial View



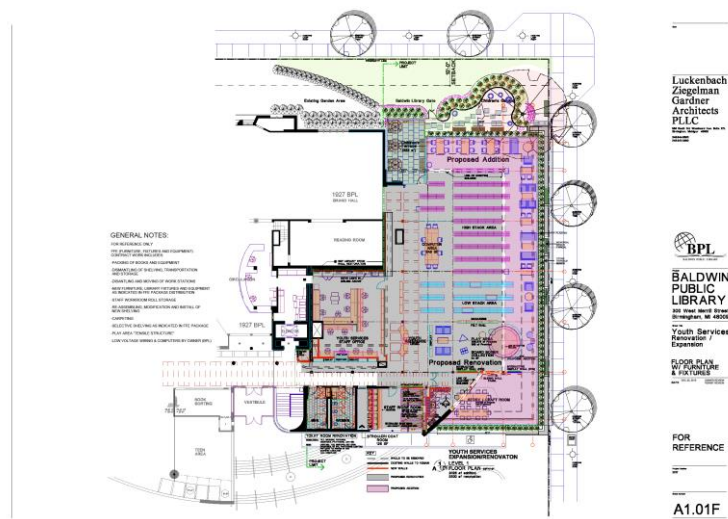
Youth Room: Views from East & North



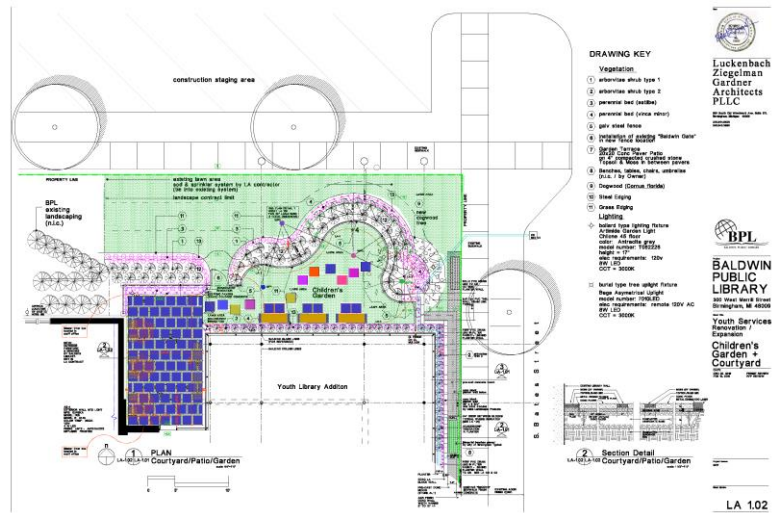
Youth Room: Interior



Youth Room: Floor Plan



Youth Room: Terrace & Garden



Grand Hall Refurbishment



Grand Hall Refurbishment



BPL Trust 501(c)(3)

- ▶ Total value of Trust: \$1,729,000
- ▶ Donations in FY 2017-18: \$122,000
- ▶ Expenditures: \$134,000
- ▶ Baldwin Trust consists of:
 - ▶ Gifts & tribute funds
 - ▶ Donations from Friends of the Library: \$46,000 in FY 2017-18
 - ▶ 23 named endowment funds totaling \$1,126,000
 - ▶ Distributions from endowments in 2018: \$54,000
 - ▶ \$331,000 is available as unrestricted general spendable funds to help cover costs of renovations.
- ▶ \$209,000 (of which \$22,000 is in pledges) has been raised for Youth Room
- ▶ Trust revenues & expenditures are not included in following budget

Baldwin's Millage Rate

- ▶ 1998: Birmingham voters reinstated 1.75 mills
- ▶ Headlee has reduced maximum millage rate to 1.3891 mills
- ▶ Headlee maximum in FY 2019-20 will be 1.3728 & in FY 2020-21 it will be 1.3567
- ▶ For FY 2018-19 Baldwin is receiving 1.3891 mills
 - ▶ 1.1 mills for operating expenses
 - ▶ 0.2891 mills for Youth Room project
- ▶ For FY 2019-20 Baldwin is requesting 1.3728 mills
 - ▶ 1.1 mills for operating expenses
 - ▶ 0.2728 mills for Youth Room
- ▶ For FY 2020-21 Baldwin is requesting 1.3567 mills
 - ▶ 1.1 mills for operating expenses
 - ▶ 0.2567 mills for Youth Room

Baldwin's Fund Balance

Policy approved on 9-21-15:

Library shall maintain an unassigned fund balance of not less than 25% and not more than 35% of annual expenditures

	Operating Exp. (excl. Construction)	Min. Fund Balance (25% of Oper. Exp.)	End-of-Year Fund Balance
FY 2017-18	\$3,399,065	\$849,766	\$ 1,289,553
FY 2018-19	\$3,798,319	\$949,580	\$ 1,769,670
FY 2019-20	\$3,856,295	\$964,074	\$ 472,520
FY 2020-21	\$3,962,160	\$990,540	\$ 1,128,987

Birmingham Millage Requests

- ▶ Library is asking that Birmingham millage rate be kept at 1.1 mills for operating expenses
- ▶ Request for FY 2019-20:
 - ▶ Additional 0.2728 mills for Youth Room
 - ▶ Total millage request is 1.3728 mills
- ▶ Request for FY 2020-21:
 - ▶ Additional 0.2567 mills to complete funding of Youth Room
 - ▶ Total millage request is 1.3567 mills

Budget Overview

	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected End-of-Year	FY 2019-20 Proposed Budget	FY 2020-21 Proposed Budget
Fund Balance at Start of Year	\$ 460,986	\$1,289,553	\$1,289,553	\$1,769,670	\$ 472,520
Revenues (incl. addl. 0.31 mills in FY 2017-18; addl. 0.2891 mills in FY 2018-19; addl. 0.2728 mills in FY 2019-20; addl. 0.2567 mills in FY 2020-21)	\$4,227,631	\$4,329,850	\$4,418,436	\$4,533,586	\$4,618,627
Expenses (incl. Youth project in FY 2019-20)	\$3,399,065	\$3,729,790	\$3,938,319	\$6,210,736	\$3,962,160
Variance	\$ 828,566	\$ 600,060	\$ 480,117	-\$1,677,150	\$ 656,467
Transfer from Trust	-	-	-	\$ 380,000	-
Fund Balance at End of Year	\$1,289,553	\$1,889,613	\$1,769,670	\$ 472,520	\$1,128,987

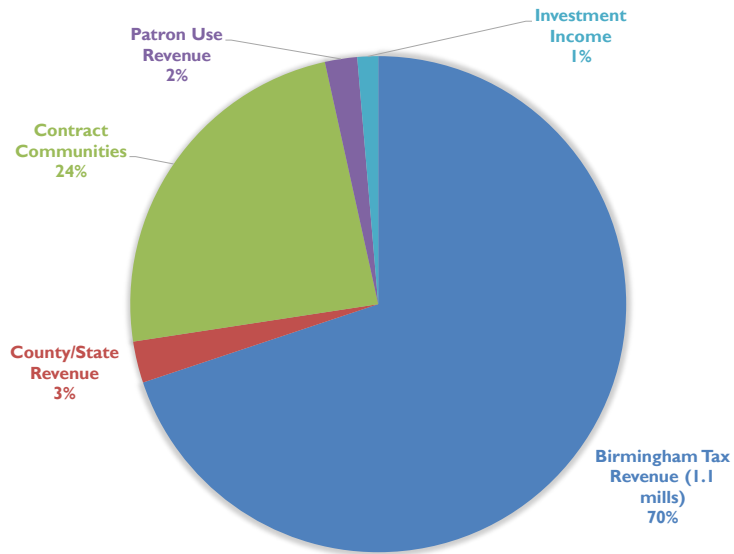
Revenue Summary

- ▶ In FY 2019-20 & FY 2020-21 Library is asking for Birmingham millage rate to remain at 1.1 mills for operating expenses.
- ▶ Baldwin will maintain a balanced operating budget.
- ▶ Library is asking for
 - ▶ Additional 0.2728 mills in FY 2019-20 for Youth Room
 - ▶ Additional 0.2567 mills in FY 2020-21 for Youth Room
- ▶ Contract community contributions are 24% of operating revenue.
- ▶ Patron use revenue will decrease next year as circulation of physical items—and therefore fine revenue—continues to decline & some items are put into storage for a year.
- ▶ Penal fines & state aid will remain same.
- ▶ Investment income will increase as interest rates rise.

Revenue Summary (incl. Addl. Millage)

Revenue	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected End-of-Year	FY 2019-20 Proposed Budget	FY 2020-21 Proposed Budget
Birmingham Tax Revenue at 1.1 mills	\$2,424,499	\$2,541,574	\$2,554,574	\$2,698,105	\$2,798,063
Birmingham Additional Tax Revenues (0.31 mills in FY 2017-18; 0.2891 mills in FY 2018-19; 0.2728 mills in FY 2019-20; 0.2567 mills in FY 2020-21)	\$ 684,155	\$ 693,296	\$ 693,296	\$ 672,850	\$ 656,467
County/State Revenue	\$ 105,476	\$ 102,600	\$ 104,317	\$ 104,300	\$ 104,300
Local Grants	\$ 32,724	\$ 0	\$ 45,000	\$ 0	\$ 0
Beverly Hills, Bingham Farms & Bloomfield Hills Contracts	\$ 879,115	\$ 898,780	\$ 902,709	\$ 924,891	\$ 934,487
Patron Use Revenue	\$ 92,103	\$ 82,600	\$ 88,540	\$ 81,150	\$ 86,450
Investment Income	\$ 9,559	\$ 11,000	\$ 30,000	\$ 52,290	\$ 38,860
20 Total	\$4,227,631	\$4,329,850	\$4,418,436	\$4,533,586	\$4,618,627

OPERATING REVENUES FY 2019-20



Expense Summary

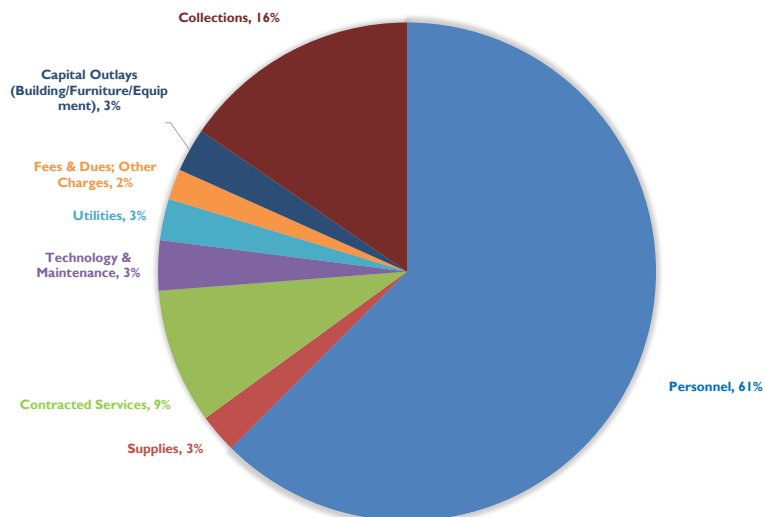
- ▶ Personnel expenses will account for 61.6% of operating budget
 - ▶ Includes pay raises, with increases greater at lower end of pay ranges
 - ▶ New part-time Adult Services Librarian position
 - ▶ New part-time Communications position
- ▶ Collection expenditures will account for 16.7% of operating budget
 - ▶ Increases in electronic resources
- ▶ Included in budget:
 - ▶ Youth Room project (\$2,350,000)
 - ▶ Enhanced publicity & marketing
 - ▶ Stacking chairs for Jeanne Lloyd Room
 - ▶ Idea Lab equipment & supplies
 - ▶ More staff continuing education
 - ▶ Digitization of Birmingham Eccentric

Expense Summary (incl. Youth Project)

Expenses	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Projected End-of-Year	FY 2019-20 Proposed Budget	FY 2020-21 Proposed Budget
Personnel	\$2,079,430	\$2,273,420	\$2,265,979	\$2,374,859	\$2,455,290
Supplies	\$ 74,516	\$ 75,500	\$ 88,000	\$ 96,000	\$ 97,000
Contracted Services	\$ 363,969	\$ 354,500	\$ 431,670	\$ 383,596	\$ 314,000
Technology & Maintenance	\$ 94,653	\$ 150,000	\$ 162,000	\$ 123,500	\$ 130,000
Utilities	\$ 86,216	\$ 100,500	\$ 100,500	\$ 102,000	\$ 103,500
Fees & Dues; Communication; Other Charges	\$ 61,700	\$ 66,170	\$ 72,770	\$ 75,770	\$ 72,370
Capital Outlays (Building/Furniture/Equipment)	\$ 73,670	\$ 122,000	\$ 221,000	\$2,408,000	\$ 132,000
Collections	\$ 564,910	\$ 587,700	\$ 596,400	\$ 647,011	\$ 658,000
Total	\$3,399,065	\$3,729,790	\$3,938,319	\$6,210,736	\$3,962,160

23

OPERATING EXPENSES FY 2019-20



Final Words

Baldwin in strong, stable shape, thanks to support from
Birmingham & contract communities

Youth Room project: Lots of work, but results will be great
City Commission hears Baldwin's budget requests on May 11



**BUDGET RESOLUTION
OF
THE BOARD OF DIRECTORS
OF THE
BALDWIN PUBLIC LIBRARY**

ADOPTED THIS 18th DAY OF MARCH, 2019

WHEREAS, The Baldwin Public Library Board of Directors has been presented with the proposed budget for the Library for the 2019-2020 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on March 18, 2019, in accordance with the provisions of Act 43 of 1963 (the Budget Hearings of Local Governments Act); and

WHEREAS, notice of that public hearing was duly published in the Birmingham Eccentric newspaper on March 3, 2019; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after March 15, 2019; and

WHEREAS, the Board of Directors has considered the proposed budget, and has heard and considered the public input on the proposed budget; and

WHEREAS, the Board of Directors has determined that the proposed budget accurately represents the amount of money necessary for the support and maintenance of the Library for the ensuing year.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the Baldwin Public Library hereby approves and adopts the budget, as proposed and amended, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the support and maintenance of the Library for fiscal year 2019-2020.
2. The Board of Directors authorizes and directs its President to report the estimate to the City Commission for the City of Birmingham, for assessment and collection as provided by law.

AYES: _____

NAYS: _____

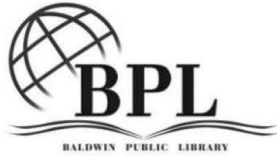
ABSENT: _____

RESOLUTION DECLARED ADOPTED THIS 18th DAY OF MARCH, 2019.

Melissa Mark
Secretary, Board of Directors
Baldwin Public Library



INFORMATION ONLY



Baldwin Public Library
300 W. Merrill Street
Birmingham, MI 48009
248-647-1700

NOTICE OF PUBLIC HEARING

Monday, March 18, 2019
7:30 p.m.
2019-2020 Budget Hearing

The Baldwin Public Library Board of Directors will hold a public hearing on Monday, March 18, 2019, at 7:30 p.m., in the Rotary Tribute and Donor Rooms of the Baldwin Public Library, 300 W. Merrill, Birmingham, MI.

This public hearing is being held to consider the 2019-2020 budget for the Baldwin Public Library. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

Public comments may be presented either in person or in writing.

By 5:00 p.m. on Friday, March 15, 2019 you may obtain a copy of the proposed budget by going to the Library's website (www.baldwinlib.org), asking at the Library's Adult Services Reference Desk (248-554-4650), or contacting Paul Gillin (248-554-4683).

Approved minutes of this hearing may be reviewed on the Library's website or at its Business Office.

THIS NOTICE IS GIVEN in accordance with Act 261, 1968 Public Act 267.

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

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

Baldwin Public Library

What's Going On at Baldwin?

Presentation to TLN Membership Meeting

March 8, 2019



OVERVIEW OF BUILDING PLAN

Phase 1: Adult Services (Finished 2017)

Phase 2: Youth Services Expansion & Renovation (2019-20)

Phase 3: Entrance, Circulation, Outside Patio (2022-23?)

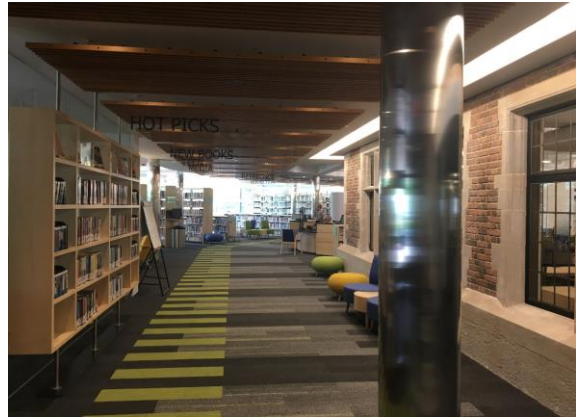
Architects: Luckenbach Ziegelman Gardner

Interior Designer: Karen Swanson

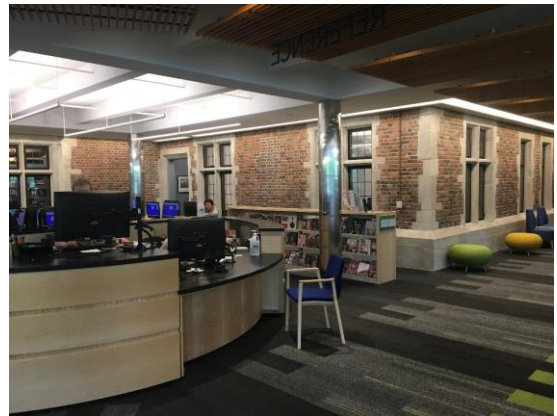
General Contractor for Phase 1: Dailey Company

FFE for Phase 1: Library Design Associates

PHASE ONE: Corridor to Adult Services



PHASE ONE: Reference Desk



PHASE ONE: Public Computers



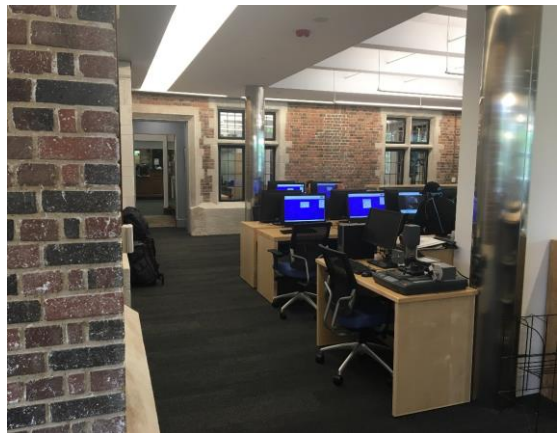
PHASE ONE: Skylight and Curved Wall



PHASE TWO: Study Areas



PHASE ONE: Brick Wall, Windows



PHASE ONE: Across from Circulation



PHASE ONE: Exterior



GRAND HALL REFURBISHMENT



GRAND HALL REFURBISHMENT



PHASE TWO – YOUTH SERVICES: Details

- Renovate existing space
- Expand 40%: 2,000 square feet
- Widen hallway & add aquarium
- Expand restrooms
- Increase: play area, story room & seating
- Make fully ADA-compliant
- Honor 1927 building by exposing original brick

PHASE TWO: Details

- Clad in heat- and glare-reducing glass from floor to ceiling
- Add youth terrace & garden on north

Currently out to bid

Project begins in August 2019

Paid for by increased millage, savings, fundraising

PHASE TWO: Aerial View of Youth Services



PHASE TWO: Exterior from East



PHASE TWO: Exterior from North



PHASE TWO: Exterior from South



PHASE TWO: Aquarium, Play Area



PHASE TWO: Picture Books, Brick Wall



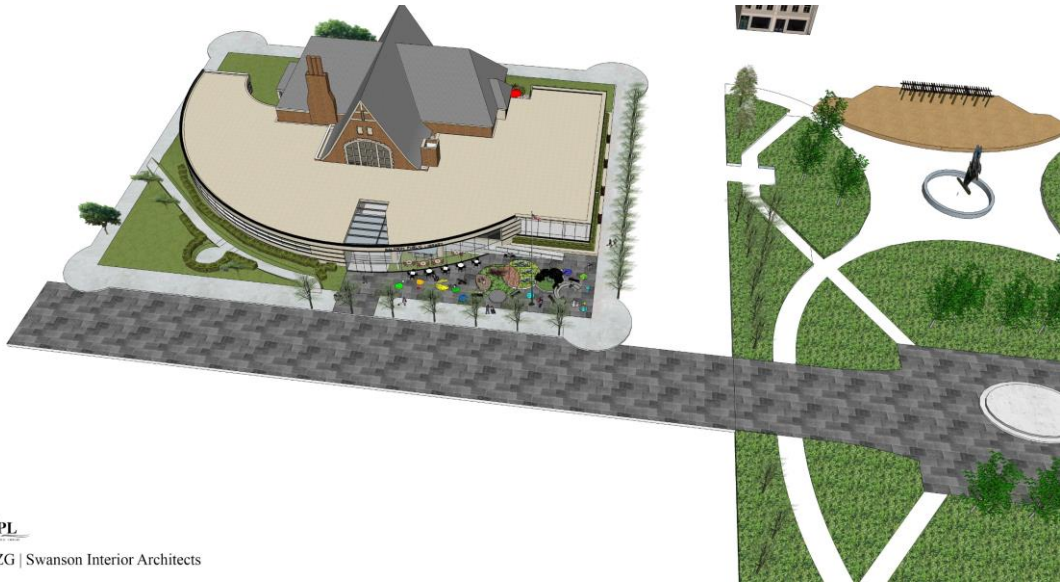
PROPOSED PHASE THREE: Entrance, Plaza

- Renovate Lobby, Circulation, Idea Lab
- Upgrade entrance
 - Enclose with glass
 - Install street-level doors
 - Install elevator
 - Put in café
 - Install skylight
- Upgrade plaza, make more people-friendly

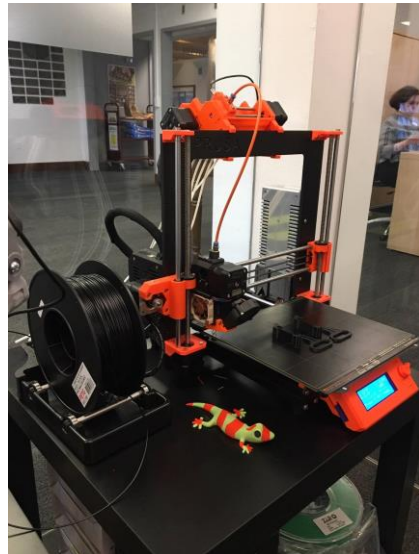
PROPOSED PHASE THREE: Exterior from South



PROPOSED PHASE THREE: Aerial View



BALDWIN'S IDEA LAB



ENJOY YOUR MORNING AT BALDWIN!



Baldwin Public Library

What's Going On at Baldwin?

Presentation to Birmingham Rotary Club

March 11, 2019



1,000 BOOKS BEFORE KINDERGARTEN

- Sign up at Youth Desk, get tote bag
- Use reading log or app for recording
- Receive prizes after 250, 500, 750 & 1,000 books
- Read, sing, or point out pictures
- Books of **any** length
- Can repeat books
- Goals:
 - Improve vocabulary & other pre-reading skills
 - Prepare children for kindergarten
 - Bond with your child
- ***Thanks to Bob and Jean Kelly Endowment Fund!***



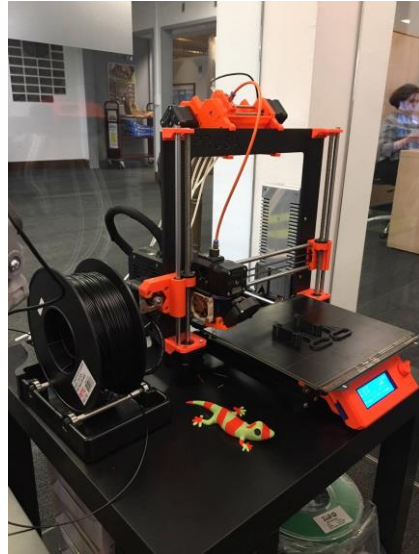
BALDWIN'S NEW CATALOG: POLARIS



BALDWIN'S NEW CATALOG: POLARIS

- Implemented March 6
- Previous system was 13 years old
- This system is fully “responsive”
- Electronic resources loaded in
- Integrated with MeLCAT—our interlibrary loan system
- Creates staff efficiencies

BALDWIN'S IDEA LAB



OVERVIEW OF BUILDING PLAN

Phase 1: Adult Services (Finished 2017)

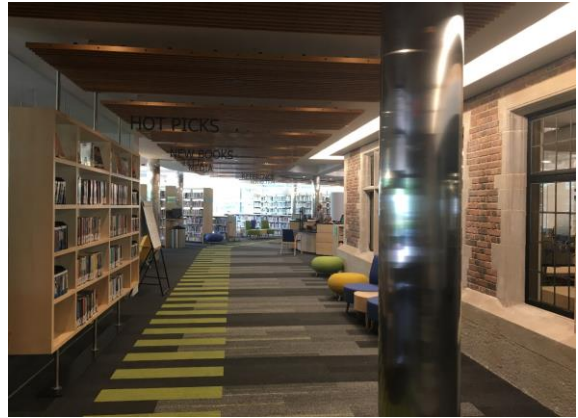
Phase 2: Youth Services Expansion & Renovation (2019-20)

Phase 3: Entrance, Circulation, Outside Patio (2022-23?)

Architects: Luckenbach Ziegelman Gardner

Interior Designer: Karen Swanson

PHASE ONE: Before and After



PHASE ONE: Before and After



GRAND HALL REFURBISHMENT



GRAND HALL REFURBISHMENT



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Paid for by increased millage, savings, fundraising

PHASE TWO: Aerial View of Youth Services



PHASE TWO: Exterior from East



PHASE TWO: Exterior from North



PHASE TWO: Exterior from South



PHASE TWO: Aquarium, Play Area



PHASE TWO: Picture Books, Brick Wall



PROPOSED PHASE THREE: Entrance, Plaza

- Renovate Lobby, Circulation, Idea Lab
- Upgrade entrance
 - Enclose with glass
 - Install street-level doors
 - Install elevator
 - Put in café
 - Install skylight
- Upgrade plaza, make more people-friendly

PROPOSED PHASE THREE: Exterior from South



PROPOSED PHASE THREE: Aerial View



COME AND CHECK OUT BALDWIN!



February 26, 2019



The storytime sessions at Bloomfield Township Public Library typically sell out, according to the Youth Services Department.

Photo provided Tera Moon, Bloomfield Township Public Library

There's a 'Once upon a time' for every child at local libraries

By: [Tiffany Esshaki](#) | Birmingham - Bloomfield Eagle | Published February 26, 2019

BIRMINGHAM — The data makes sense: Children who are read to as infants, toddlers and young students have significantly larger vocabularies than kids whose parents didn't read to them, according to the American Academy of Pediatrics.

That also means children raised in homes where caregivers read aloud are much less likely to fall behind in school or drop out of school, and they're more likely to enjoy reading and learning in general. Ultimately, that higher reading achievement translates to better earning outcomes as adults.

Yes, reading is really that important. Yet somehow, less than half of children in the United States are read aloud to with any regularity.

That just won't cut it for the staff at the Baldwin Public Library, which serves Birmingham, Beverly Hills, Bingham Farms and Bloomfield Hills residents. They've worked hard to develop a variety of

story time sessions that cater to the development of language skills at various ages. The themes and stories, combined with movement activities, singing and imagery, keep kids engaged time and time again, library officials said.

“Everything we do in story time helps children in one way or another. Plus, it’s a great way for children to learn through play,” said Stephanie Klimmek, the head of youth services at the library.

The Bloomfield Township Public Library has its own offerings for kiddos. The most recent storytime series ended this week, but another round of weekly story sessions kicks off again in April. Tinker Tales, for independent children — that’s without an adult — between 3 and 5 years old, Movers and Shakers for little ones 2-3 years old with an adult, and the Mother Goose Club are among the choices.

The Baldwin Public Library offers different storytimes for different age groups and needs, starting with babies and children up to 18 months, little ones to 2 1/2 years old, and a school readiness storytime called Just Me for 3 1/2- to 5-year-olds. They also host multiage storytimes, like Bedtime Tales, Family Story Times at the Birmingham Museum and Sensory Story Time.

“All of our storytimes follow the five practices of early literacy as laid out by the Every Child Ready to Read program,” Klimmek said in an email. “The five pillars of early literacy are reading, writing, singing, playing and talking. Each story incorporates those elements at an age-appropriate level. Babytime, for example, is for birth to 18 months. We sing songs, repeat rhymes, play peek-a-boo with scarves, read books, blow bubbles and much more. The complexity of the rhymes, songs and books increases as children grow.”

She said that sessions for older children advance to story-related crafts and even fine motor skill development, like gripping crayons.

The goal is the same over at the township library, where Youth Services Department Head Marian Rafal says the storytime events are very popular and fill up quickly, so registration is a must.

“All our storytimes for young people reinforce the five early literacy skills: read, write, sing, talk and play. Books, music, media and sensory exploration are all incorporated into each program,” Rafal said in an email. “Usually, there is a specific theme with all of the storytimes. This week, (they were all) focused on dragons, unicorns and other imaginary beings.”

The township library has unique sessions for skill development too, like the Tablet Tales monthly digital story time series for 3- to 5-year-olds, where guests learn to use technology and apps to tell stories, learn songs, encourage movement and stay safe online. That series begins March 16, and registration has already begun on the library’s website.

Also at the township library is the SENSEational storytime, offered monthly for differently abled children between 3 and 10 years old, geared at making storytime fun and educational for children with developmental delays or placement on the autism spectrum. Siblings are welcome in that large-group event, which takes place again March 9.

And to keep the fun going at home, librarians at the Baldwin Public Library pass out song and rhyme sheets for guests to take with them.

"You don't have to use the exact books, songs and rhymes from storytime to get the same benefits storytimes provide," Caroline Salucci, a youth librarian at the Baldwin Public Library, said in a press release.

She suggests that parents let their child pick out books on topics of interest to them and then read them at home together.

"As you read, ask questions about things that are happening in the book to help your child learn thinking, reasoning and problem-solving skills. You can make every minute count by interacting and communicating in a positive way."

Librarians can share their recommendations and make personalized suggestions from the collection of old favorites and new releases.

"I try to choose titles that allow children to participate by repeating phrases, joining in with a physical element or predicting what comes next," said Cathy Gimby, a youth librarian at the Baldwin Public Library, in a press release.

Gimby cited examples like "Thank You, Omu!" by Oge Mora; "Josie's Lost Tooth," by Jennifer K. Mann; "Potato Pants," by Laurie Keller; "We Don't Eat Our Classmates," by Ryan T. Higgins; and "The Day You Begin," by Jacqueline Woodson.

The library's spring schedule for storytimes begins Monday, March 4, and continues through Monday, June 20. There's no cost to participate. For more information or to view a full schedule, visit baldwinlib.org/storytime.

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

The Bloomfield Township Public Library's storytimes can be found under the Youth Programs tab in Services on the library's website, btpl.org.

The Bloomfield Township Public Library is located at 1099 Lone Pine Road in Bloomfield Township.



Library to issue RFPs for new youth room

March 1, 2019

|

Lisa Brody

Birmingham city commissioners unanimously approved the issuance of request for proposals (RFPs) for construction for Phase 2 of Baldwin Library's improvement project, for the Youth Room, at their meeting on Monday, February 25.

Doug Koschik, Baldwin Library Director, explained that Phase 1 was the completed Adult Services renovation, and Phase 3 will be for a redone entrance and outdoor area. He said that the library board had hired Luckenbach Ziegelman Gardner (LZG) Architects, the same firm which had done the Adult Services area, for conceptual/schematic design work for the expansion and renovation of the Youth Room, as well as to provide cost estimates. On February 18, he said, LZG presented its final plan to the library board, which endorsed the final plan and authorized the issuance of the RFP for the plan.

He said they had presented the plans to the city's planning board and historic district commission as well, and both had approved them.

The plan for the Youth Room "will expand the room approximately 40 percent, or about 2,000 square feet, toward the north, east and south, adding an aquarium and expanding the restrooms," Koschik said. "It will be fully ADA-compliant. It will honor the original 1927 building by exposing the original brick (of the building)."

In addition to increasing the size of the play area by 130 percent, the story room area by 160 percent and seating by 50 percent, the renovation will add a youth terrace and garden to the north of the building.

"An atrium will be built, creating a mid-century glass pavilion," Koschik described, and that is where the terrace and garden will go. The 1938 WPA gate will be taken out of storage and put in as a gate to the garden."

Outside the Youth Room, an aquarium will be put in, as well as a cafe.

Construction costs are estimated at over \$1.5 million for the expansion and renovation, with furniture and fixtures at \$485,645. Architecture and engineering costs are estimated at \$168,498; landscaping, including the new terrace and seating, are estimated at \$109,114. With computer wiring and a five-percent contingency, estimated costs by Koschik are approximately \$2.4 million.

Koschik said that library trust funds, fundraising and fund balance take it down by \$425,210, with additional library millage for three years (declining each year), up to the Headlee cap, amounting to just over \$2 million.

Commissioners approved the RFP for construction by a 6-0 vote, with commissioner Stuart Sherman not in attendance, with bids due April 10.



Lecture series to explore past and present of city

March 8, 2019

The Birmingham Museum and Baldwin Public Library are sponsoring a joint three-part lecture series that explore Birmingham's uniqueness through the history of its neighborhoods, its downtown, the icon of past Birmingham shopping experiences, Jacobson's Department Store, with the first lecture on Thursday, March 14, at 7 p.m. at Baldwin Public Library.

The lecture series, "Birmingham: What was and what is," will begin with a lecture on "Jacobson's: The Birmingham Department Store," by department store historian Bruce Kopytec, author of the popular 2012 book, "Jacobson's: I Miss It So!" The lecture will take participants back to when the Birmingham shopping experience centered on the one and only "Jake's."

"People love to remember 'Jake's.' I look forward to sharing the history of the store and why it was so important to Birmingham," said Kopytec, who has also written books on other notable department stores. He has also created an online historical exhibit featuring stores such as Hudson's, Crowley's, Marshall Fields, Lord & Taylor, and others.

A number of Jacobson's artifacts have been donated to the Birmingham Museum, Museum Director Leslie Pielack said, including catalogs, ads, photos and other memorabilia. "We are so excited to be the recipient of these artifacts," Pielack said. "It is through the preservation of the physical objects that we can elicit those all-important memories that made Jacobson's so special."

The second of the three lectures will take place on Thursday, April 11, with local historians Pam DeWeese and George Getschman presenting "Birmingham Neighborhoods and Their Stories," at Baldwin Library at 7 p.m.

Their talk will highlight some of the city's unique neighborhoods and their histories, from Birmingham Villas to Eco City to Quarton Lake Estates.

The final series presentation will take place on Thursday, May 9, when Pielack will be joined by Birmingham Shopping District (BSD) Executive Director Ingrid Tighe in a conversation of Birmingham's unique character in "Downtown, Then and Now." They will discuss the roots of Birmingham's downtown, and what has made it special through the years, as well as what is happening now, and where downtown Birmingham is headed in the future.

March 12, 2019

A trip back to Jacobson's department store kicks off lecture series

By: [Tiffany Esshaki](#) | [Birmingham - Bloomfield Eagle](#) | Published March 12, 2019



BIRMINGHAM — Sure, the scene in downtown Detroit was hopping a generation ago as shoppers dashed between famous department stores like J.L. Hudson's, Ernst Kern Co. and R.H. Fyfe & Co.

But Birmingham was certainly not to be outdone, and the Jacobson's department store drew customers to the city's downtown in the mid-to-late 1900s, setting the stage for what would become one of the state's busiest shopping districts.

The Birmingham Museum and the Baldwin Public Library will look back at the store's time in the city during the first installment of a three-part joint lecture series called "Birmingham: What was and What Is" beginning this week.

Bruce Kopytek is a department store historian — yep, that's a thing — and he will present "Jacobson's: THE Birmingham department store" on Thursday, March 14. The lecture will feature items taken from Kopytek's 2012 book, "Jacobson's, I Miss It So!: The Story of a Michigan Fashion Institution."

Guests can remember a time in the not-so-distant past when "Jake's" was the place to be.

"People love to remember Jake's. I look forward to sharing the history of the store and why it was so important to Birmingham," Kopytek said in a press release.

He donated a number of Jacobson's artifacts from his own collection to the museum, including catalogs, ads, photos and other memorabilia.

"People in the community look forward to learning more about some of their favorite Birmingham haunts and sharing stories about them, whether it's Jacobson's, the neighborhoods or downtown," said Birmingham Museum Director Leslie Pielack. "We're getting a lot of interest in all three of our spring lecture topics."

The series will continue Thursday, April 11, with a presentation from local historians Pam DeWeese and George Getschman on Birmingham's individual neighborhoods — from Birmingham Villas to Eco City to Quarton Estates and beyond — during "Birmingham Neighborhoods and Their Stories."

The final presentation will be held Thursday, May 9, with Pielack and Birmingham Shopping District Executive Director Ingrid Tighe discussing the unique character of the city's downtown, its history and its future.

All three lectures will begin at 7 p.m. on their respective dates at the Baldwin Public Library.

For more information, call the Birmingham Museum at (248) 530-1928 or visit bhamgov.org/museum.

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

March 12, 2019

Café, aquarium to highlight new library youth area

By: [Tiffany Esshaki](#) | [Birmingham - Bloomfield Eagle](#) | Published March 12, 2019



BIRMINGHAM — The Birmingham City Commission voted 6-0 Feb. 25 to develop and issue a request for proposals for the construction of an updated and expanded youth services section at the Baldwin Public Library.

The plans for the effort, which will be the second phase of a three-phase process to renovate the historical downtown building, were presented to the commission by Library Director Doug Koschik. Phase one was completed in the spring of 2017 with the grand reopening of the revamped adult services section, and phase three is still to come, with a redo of the public entrance, the lobby, the circulation desk and the outdoor seating space.

Luckenbach Ziegelman Gardner Architects prepared the conceptual schematics for the design of the youth room, which will be expanded by 40 percent to the north, east and south, adding 2,000 square feet. The work will make the space more accessible for all users, with a widened hallway and full compliance with the Americans with Disabilities Act.

There will be floor-to-ceiling heat- and glare-resistant glass windows trimming the space, with the opposite side meeting up to the historical 1927 building, leaving the original brick and detail exposed as an interior design feature.

A children's garden and terrace between the room and the original building are on the agenda too, along with an aquarium and a café near the entrance.

The total cost, Koschik said, is estimated to be around \$2,447,823. A little more than \$2 million of that will be collected over the course of three years from an existing library millage first approved by voters in 1998 for 1.75 mills. That's since been decreased in accordance with the state's Headlee Amendment cap, and it now stands at 1.1 mills for basic library operating expenses. The remaining project funds are to be paid for by the library through fundraising.

"We fully understand the city will not be giving us any more money beyond the additional millage of three years," Koschik said. "So we are eager, of course, to get the bids and hope they will be on or under budget. If not, we will have to make some hard decisions."

The construction itself is estimated to cost around \$1.5 million, followed by \$109,000 for landscaping and \$485,000 for fixtures, furniture and other costs to total the proposed estimate.

The three-phase plan is a rethinking of a \$21.6 million bond proposal to renovate the library that was voted down nearly five years ago. The new plan was hatched between city leaders and library officials to take care of the building's most pressing needs without bringing taxpayers into the mix. The increased library millage was offset for three years by a reduced city millage.

Like he was for phase one, Building Official Bruce Johnson will serve as the project manager for the work, and weekly meetings will take place with his department and library staff to keep everyone on the same page.

Koschik told the board that, like any renovation, concessions will need to be made by staff and patrons alike, including occasionally limited access to main floor restrooms and a scaled-down version of the youth collection available during that time.

"Some of it will be moved to the adult section, but a majority of materials will be taken off-site and put into air conditioned storage," he said. "Programming will be somewhat curtailed during this period, but The Community House has volunteered to assist us in providing space, and we hope to provide programs off-site."

Commissioner Rackeline Hoff pressed Koschik on the availability of Americans with Disabilities Act amenities for guests during the construction period, namely the wheelchair ramp at the front of the building. The commission was assured that patrons of all abilities will be able to safely enter and exit the library, without worry of construction debris.

"By the architectural plans we were given, it was clear that (the ramps) are still open," noted Commissioner Carroll DeWeese. "Until we go to phase three and we have an elevator put in at the ground level, that's the only way for people in wheelchairs to get up (to the entrance) unless you want to carry wheelchairs in by hand."

Without further questions, the commission voted to approve the issuance of the RFP, with Commissioner Stuart Sherman absent.

The bids are due by April 10, at which time they'll be reviewed by a committee of library staff, city staff and construction experts.

For more information on the plans, visit baldwinlib.org.

Oakland County libraries hustling to get hip

[Bill Laitner](#), Detroit Free Press Published 6:05 a.m. ET March 12, 2019

When the world went digital, cynical observers said libraries would soon go extinct.



Ferndale librarian Darlene Hellenberg gives patron Luke Grange a copy of a new novel, "No. 1 Chinese Restaurant," and a fortune cookie hyping the author's planned visit to Berkley on April 11. (Photo: Kelly Bennett)

Didn't happen. Today's libraries are snaring the internet lovers they were supposed to lose, and doing it with stuff they used to ban.

Pre-internet, a librarian's big job? Shushing loudmouths and expelling anyone with a snack. Now, that approach is largely, *ahem*, "Gone with the Wind."

Today's hip public libraries — including those in Oakland County's Woodward Corridor — boast everything from cooking classes, taste fests and acupuncture demos to rock concerts and play spaces for toddlers who can't read a single word.

It was 10 years ago when the dean of libraries at Syracuse University Suzanne Thorin famously said, "Let's face it: the library, as a place, is dead." Back then, anti-tax groups as well as internet surfers were calling libraries obsolete. They claimed, after books and magazines streamed onto

Detroit Free Press

phones and tablets, that libraries were a waste. Next, the Great Recession slashed book budgets to the bone.

More: [Critics want Huntington Woods Library to end Drag Queen Story Time](#)

More: [Someone is hiding R-rated 'Fifty Shades' movies at Berkley Library](#)

But library bosses and their boards battled back, turning once-stuffy domains into what libraries never were. Besides easing up on old rules and loading up with events, libraries made themselves essential to the digital age by building in public computer areas for patrons who lack their own computers, now considered vital for job hunts, schoolwork, research and launching most any small business.



About 75 people listen to a rock band performance on March 1 at the Ferndale Public Library, in a concert funded by donations. Live music keeps young people involved, librarians say. (Photo: Kelly Bennett)

As well, hip libraries are doubling as concert halls. On a recent Friday night, with stage lights flashing in semi-darkness, an amped-up quintet called Schedule IV — named after the U.S. Food and Drug Administration category for anti-depressant drugs — played a set at Ferndale's library. About 75 fans were drawn by the library's concert hype, which sounded, well, bookish: "Schedule IV is contemporary goth-rock cut from the cracking concrete of a city that's finding its shape again."

Detroit Free Press

The library on East Nine Mile near Woodward holds at least one concert a month, funded by the donation-driven Friends of the Ferndale Library, circulation head Kelly Bennett said.

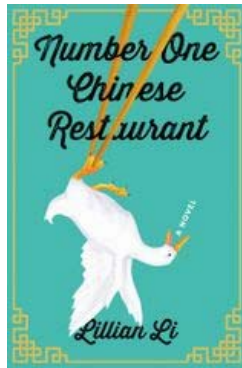
"We tend to lose people from about age 17 to 30, so these concerts let us reach a crowd that doesn't have to do homework anymore. We don't want them to forget us," Bennett said.

More: [She was homeless until a Detroit library stepped in to help](#)

And to reach wider audiences, libraries are collaborating. Ferndale recently joined with three other libraries for three months of border-crossing book events. During March and April, libraries in Ferndale, Berkley, Huntington Woods and Oak Park will cross-promote a batch of events, all inspired by a new novel called "Number One Chinese Restaurant" by Ann Arborite Lillian Li. The book has been listed as a "must-read" by the male-oriented Wall Street Journal as well as by the female-centric "O, the Oprah magazine."

Each library has dozens of copies available, and with each book comes a fortune cookie. Inside each is a paper "fortune" that isn't the usual bite-size maxim but instead an invitation to hear the author read from her book at a signing night in Berkley on April 11. Coordinated by the Berkley library, the signing will take place inside the downtown's Methodist church, which has "quite a bit more space than we have" — enough for 200 book lovers, Berkley Library Director Matt Church said.

"Number One Chinese Restaurant" uses a deceptively casual tone to describe a dysfunctional family of restaurateurs, who — darnit — do not happen to operate what Free Press Restaurant Critic Mark Kurylanchik says is metro Detroit's No. 1 Chinese restaurant. (He recently [chose 168 KTV Bistro in Madison Heights](#) as having perhaps metro Detroit's best Sichuan Chinese cuisine.) The book is set 500 miles from Detroit in Rockville, Maryland. Its characters labor inside the fictitious Beijing Duck House, where China's most famous dinner entrée (roast duck with pancakes) is served to upscale Washington suburbanites by a staff whose lives sizzle with drama.



Book cover of best-selling novel that sparked cross-town reading events at four libraries in Oakland County. (Photo: Pushkin Publishing)

Detroit Free Press

Food as a literary subject has never been more popular, driven in part by cable television, yet the actual consumption on library premises remains an irksome issue, said Larry Neal, director of the three-branch Clinton-Macomb Public Library in Macomb County.

"We finally eliminated our policy of not allowing snacks and beverages because people really wanted that, and what it means is that we just pay for more janitorial service," Neal said with a laugh.

In the Woodward Corridor, readers are lapping up copies of "Number One Chinese Restaurant," said librarians in Berkley and Ferndale. Yet, because there's easy access these days to most any book via cellphones and home computers, the four libraries decided to add value to Li's words. So they're thrusting her book into the public sphere.

They plan a Chinese food tasting on Thursday at the Ferndale Library, with free samples from three eateries; an acupuncture and Chinese medicine program on March 26 at the Berkley Library, and a Chinese cooking class on April 3 at the Huntington Woods library — the site of recent national publicity for the [quirky Drag Queen Story Hour](#).

Li, who works as a bookstore clerk in Ann Arbor, told the Free Press she had "no idea" of the attention her book was getting in Oakland County, calling it "so next level."

Of course, public libraries still maintain shelves of books and racks stacked with magazines (and, in metro Detroit, copies of the Free Press), all made of dead trees. And many still ban noshing, outside of official events.

Still, the expansion of event-driven literacy in public libraries and their wider acceptance of cultural activities — however loud they can be — bode well for the future, said Jon Cawthorne, dean of the Wayne State University Library System.

"Libraries are realizing that the very space they have is really important to the community," Cawthorne said.

So here's to loud guitars, taste fests and the brave new world of the old library. Enforced tranquility? Be gone!

Contact Bill Laitner: blaitner@freepress.com

Upcoming Events of Interest

Teen Advisory Board Meeting at Groves High School

Tuesday, March 19, 2019, 10:45am - 12:30pm. No registration required.

Have some ideas for the library? Share your opinions on teen programs, prizes, displays, and other library matters at these fun-filled meetings; all while eating pizza and making friends. During A and B lunch.

Bedtime Tales: Touch the Brightest Star

Wednesday, March 20, from 6:30 p.m. - 7:15 p.m. Registration required.

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

Everyone's Reading Book Discussion: Kiss Carlo

Wednesday, March 20, at 7:00 p.m.

Meet to discuss "Kiss Carlo" before Adriana Trigiani visits for the 2019 Everyone's Reading events in early April.

The Write Stuff: Writing Group for Teens "From Fan Fiction to Publication" with Author Aimee Carter

Thursday, March 21, from 7:00 p.m. - 8:00 p.m. No registration required.

Grades 6-12. Hone your writing skills, socialize, and collaborate with other teens. Writing prompts and exercises will get the creative energy flowing. Snacks and drinks will be provided.

Foster Care & Adoption Information Night

Thursday, March 21, at 7:00 p.m. Registration required.

Ask questions about mentoring, fostering and adopting children in Michigan. Melissa from Judson Center will provide information and share her experience.

Tea with Rex

Saturday, March 23, from 11:00 a.m. - 12:00 p.m. Registration required.

Join us for a story time featuring the book Tea Rex by Molly Idle, followed by a fancy dress tea party.

Sensory Story Time

March 25, 2019, 10:00am - 10:45am or 11:00 a.m. Registration required.

Join us for a more laid-back, inclusive story time that explores the sights, sounds, touch, and smells. Registration is required.

Using Baldwin's New Online Catalog

Monday, March 25, at 3:00 p.m. or 7:00 p.m. Registration required.

We have a new catalog! Learn tips for finding items, placing holds, and viewing your account. Bring your Library card.

The Faygo Book, with 2019 Michigan Notable Author Joe Grimm

Tuesday, March 26, at 7:00 p.m. Registration required.

Join author Joe Grimm as he examines Detroit's social history with this special pop brand, the family that created it, and the foodies that adore it. "The Faygo Book," was recently selected as a 2019 Michigan Notable Book by the Library of Michigan.

Idea Lab: Springtime Masks

Saturday, April 6, from 10:00 a.m. - 4:00 p.m. or Thursday, April 11, from 6:30 p.m. - 8:30 p.m.

Drop in to use the laser cutter to make a spring-themed mask from colorful paper.

Family Storytimes @ the Museum: We Love the Earth

Thursday, April 11, 2019, 6:30pm - 7:00pm. Registration required.

Join us for stories, songs, and activities hosted offsite at the Birmingham Museum. Admission to the story time is free.

Birmingham Museum: Birmingham Neighborhoods and Their Stories

Thursday, April 11, from 7:00 p.m. - 8:00 p.m. Registration required.

Join local historians George Getschman and Pam DeWeese for a presentation highlighting 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.

After-Hours Flashlight Egg Hunt for Teens

Friday, April 12, from 8:00 p.m. - 9:30 p.m. Registration required.

Grades 6-12. How many eggs can you find hidden around the library? Some will have eggcellent prizes inside! Flashlights will be provided.

Friends of the Library Annual Meeting, with Silver String Dulcimer Society

Sunday, April 14, 2019, 1:30pm - 3:00pm. Registration required.

The Friends will gather for their annual meeting at 1:30 P.M., followed by a performance by the Silver String Dulcimer Society at 2:00 P.M. All are welcome to register for this event.

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting
Monday, March 18, 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 February 18, 2019 minutes | p. 119 |
| B. Acceptance of the February 2019 receipts of \$392.86 | p. 125 |
| C. Approval of the February 2019 disbursements of \$11,271.71 | p. 126 |

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 March 18 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, April 15, 2019.



BALDWIN LIBRARY BOARD
MINUTES, TRUST MEETING
February 18, 2019

1. Call to Order

The meeting was called to order by President Bob Tera at 8:18 p.m.

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

Absent and excused: David Underdown.

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, Aidenbaum, Pisano, and Mark.

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously.

3. New and Miscellaneous Business: Pisano reported that the portfolio rebounded nicely in January from the losses of late 2018.

4. Adjournment

Motion: To adjourn the meeting.

1st Suhay

2nd Mark

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

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously. The meeting was adjourned at 8:22 p.m. The next regular meeting will be on Monday, March 18, 2019.

Melissa Mark, Secretary

Date

Baldwin Public Library Trust: February 2019

February receipts totaled \$392.86. February disbursements totaled \$11,271.71.

The current value of the Trust is \$1,728,781.18, divided up in the following way:

Total endowment investments*	\$1,127,032.27
Endowment funds distributed for use	<u>\$77,749.98</u>
Total endowment funds	\$1,204,782.25
General spendable funds	\$280,588.44
Restricted funds**	\$214,821.60
Naming rights for Rotary Tribute Room	<u>\$28,588.89</u>
Total non-endowment funds	\$523,998.93
Total endowment funds	\$1,204,782.25
Total non-endowment funds	\$523,998.93
Total of all Trust funds	\$1,728,781.18

* 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 \$138,525.35 in donations. This includes all money received, but not money that has been merely pledged. Neither does it include funds raised at the 2017 and 2018 Books & Bites events.

As of February 28, 2019, the amount of money in the Trust that is undesignated stands at \$331,021.97.

Baldwin Public Library Trust
Portfolio Performance Benchmarks
As of February 28, 2019

<u>Index</u>	<u>2019: YTD</u>	<u>2018: Entire Year</u>
S&P 500 (Equity benchmark)	11.08%	-6.24%
Global Aggregate (Bond benchmark)	1.05%	-1.20%
Blended Return of Both Benchmarks*	8.57%	-4.98%
Baldwin Trust's Portfolio Return	11.21%	-8.30%
Trust's Portfolio Performance Compared to Blended Return of Benchmarks	2.64%	-3.32%

*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
FEBRUARY 28, 2019

Investment and Cash Report									
	Prior Month Balance 01/31/19	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/28/19
Chemical Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$4,954.03	\$41,379.72	\$4,954.03			\$0.00
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$15.99	\$783.56	\$15.99			\$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	\$0.00	\$10,509.38	\$0.00			\$0.00
2018 Youth Room Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$991.99	\$0.00			\$0.00
Restricted Funds	\$2,429.50	\$0.00	\$0.00	\$2,294.69	\$26,772.97	\$2,119.98			\$2,254.79
General Spendable Funds	\$83.59	\$0.00	\$0.00	\$4,010.00	\$8,867.04	\$4,010.00			\$83.59
TOTAL	\$2,513.09	\$0.00	\$0.00	\$11,274.71	\$91,083.45	\$11,100.00			\$2,338.38
Chemical Bank Money Market:									
Endowment Budgeted Funds	\$83,460.90	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$4,954.03)		\$78,506.87
Endowment Investment Funds	\$600.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00		\$600.00
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	\$2,227.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$15.99)		\$2,211.52
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	\$25,568.99	\$50.00	\$34,450.37	\$0.00	\$0.00	\$0.00	\$0.00		\$25,618.99
2018 Youth Room Fundraising	\$138,500.35	\$25.00	\$72,750.00	\$0.00	\$0.00	\$0.00	\$0.00		\$138,525.35
Restricted Funds	\$25,459.30	\$60.00	\$20,608.57	\$0.00	\$0.00	\$0.00	(\$2,119.98)		\$23,399.32
General Spendable Funds	\$16,835.32	\$257.86	\$7,073.91	\$0.00	\$0.00	\$0.00	(\$4,010.00)		\$13,083.18
TOTAL	\$315,464.00	\$392.86	\$135,382.85	\$0.00	\$0.00	\$0.00	(\$11,100.00)		\$304,756.86
Raymond James & Associates:									
Endowment Fund Investments	\$1,116,248.12					\$0.00	\$0.00	\$34,518.75	\$1,150,766.87
Endowment Cash	\$3,496.60					\$0.00	\$0.00	\$0.80	\$3,497.40
Sub-total Endowment Funds	\$1,119,744.72					\$0.00	\$0.00	\$34,519.55	\$1,154,264.27
General Spendable Funds Cash	\$712.74					\$0.00	\$0.00	\$0.16	\$712.90
General Spendable Mutual Funds	\$261,674.13					\$0.00	\$0.00	\$5,034.64	\$266,708.77
Stock Donated for Youth Room Fundraising	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00
Sub-total General Spendable Funds	\$262,386.87					\$0.00	\$0.00	\$5,034.80	\$267,421.67
TOTAL	\$1,382,131.59					\$0.00	\$0.00	\$39,554.35	\$1,421,685.94
Total All Funds	\$1,700,108.68	\$392.86	\$135,382.85	\$11,274.71	\$91,083.45	\$11,100.00	(\$11,100.00)	\$39,554.35	\$1,728,781.18

FEBRUARY 28, 2019

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
FEBRUARY 28, 2019**

		Prior Month Balance 01/31/19	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/28/19
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$279,305.78	\$257.86	\$7,073.91	\$4,010.00	\$8,867.04	\$0.00	\$0.00	\$5,034.80	\$280,588.44
Restricted Funds:										
Memorials										
2012 Books & Bites at Baldwin Fundraiser		\$7,583.87	\$60.00	\$329.88	\$26.25	\$485.22				\$7,617.62
2013 Books & Bites at Baldwin Fundraiser		\$17.94	\$0.00	\$0.00	\$0.00	\$0.00				\$17.94
2015 Books & Bites at Baldwin Fundraiser		\$2,227.51	\$0.00	\$0.00	\$15.99	\$783.56				\$2,211.52
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		\$25,568.99	\$50.00	\$34,450.37	\$0.00	\$10,509.38				\$25,618.99
		\$138,500.35	\$25.00	\$72,750.00	\$0.00	\$991.99				\$138,525.35
Friends										
Adult Services Programs		\$2,784.83	\$0.00	\$5,006.77	\$797.83	\$7,769.90				\$1,987.00
Young Adult Programs		\$2,889.58	\$0.00	\$3,596.92	\$337.14	\$6,573.83				\$2,552.44
Youth Services Programs		\$9,457.73	\$0.00	\$6,800.00	\$1,133.47	\$11,783.66				\$8,324.26
Outreach & Equipment		\$5,172.79	\$0.00	\$4,875.00	\$0.00	\$160.36				\$5,172.79
Sub-total Restricted		\$216,997.28	\$135.00	\$127,808.94	\$2,310.68	\$40,836.69	\$0.00	\$0.00	\$0.00	\$214,821.60
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		\$524,891.95	\$392.86	\$134,882.85	\$6,320.68	\$49,703.73	\$0.00	\$0.00	\$5,034.80	\$523,998.93
Endowment Funds										
Endowment Budgeted Funds										
General Funds		\$51,078.48	\$0.00	\$0.00	\$644.95	\$2,824.27	\$0.00			\$50,433.53
Adult Large Print		\$702.85	\$0.00	\$0.00	\$116.84	\$1,415.83	\$0.00			\$586.01
Adult Services Department		\$9,443.27	\$0.00	\$0.00	\$1,243.85	\$5,669.34	\$0.00			\$8,199.42
Adult Audio Visual		\$1,886.75	\$0.00	\$0.00	\$724.16	\$1,293.80	\$0.00			\$1,162.59
Adult Reference		\$3,038.10	\$0.00	\$0.00	\$1,170.00	\$15,798.29	\$0.00			\$1,868.10
Adult Programs		\$2,041.64	\$0.00	\$0.00	\$0.00	\$8,400.00	\$0.00			\$2,041.64
Adult Architecture		\$1,269.91	\$0.00	\$0.00	\$0.00	\$223.37	\$0.00			\$1,269.91
Youth Services Department		\$8,318.53	\$0.00	\$0.00	\$595.60	\$2,548.42	\$0.00			\$7,722.93
Youth Programs		\$217.03	\$0.00	\$0.00	\$0.00	\$932.77	\$0.00			\$217.03
Professional Development		\$3,436.65	\$0.00	\$0.00	\$197.40	\$2,012.40	\$0.00			\$3,239.25
Staff Appreciation		\$1,270.80	\$0.00	\$100.00	\$261.23	\$261.23	\$0.00			\$1,009.57
Sub-total		\$82,704.01	\$0.00	\$100.00	\$4,954.03	\$41,379.72	\$0.00	\$0.00		\$77,749.98
Total Endowment Investments		\$1,092,512.72	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,519.55	\$1,127,032.27
Total Endowment Funds		\$1,175,216.73	\$0.00	\$500.00	\$4,954.03	\$41,379.72	\$0.00	\$0.00	\$34,519.55	\$1,204,782.25
Total All Trust Funds		\$1,700,108.68	\$392.86	\$135,382.85	\$11,274.71	\$91,083.45	\$0.00	\$0.00	\$39,554.35	\$1,728,781.18

TRUST RECEIPTS
February 28, 2019

Trust Money Mkt General Funds:

Martha Seaman McKee-In Memory of Richard Henne	\$50.00	
Charles K. Sesktok III-General Funds Donation	\$50.00	
Spare Change Investment Club-In Memory of Richard Henne	\$60.00	
Christine Sowinski-In Memory of Jacqueline Potter Pingel	\$50.00	
Chemical Bank-Interest Income for February	<u>\$47.86</u>	
		\$257.86

2018 Books & Bites at Baldwin Fundraiser

Rebekah Craft-Auction Gift Card	\$50.00
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2018 Youth Room Fundraising:

Russell & Susan Dixon	\$25.00
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Friends Adult Programs:

Friends Teen Programs:

Friends Youth Programs:

Memorial Fund:

Joanne Gartland-In Honor of Julie Dawson	\$60.00
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Trust Money Mkt Endowment Fund:

Total Receipts	\$392.86
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02/27/2019 03:24 PM
User: 1306
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 02/01/2019 - 02/28/2019

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
02/20/2019	LIBRY	5026	000843	BAKER & TAYLOR BOOKS	979.61
02/20/2019	LIBRY	5027	004867	BALDWIN PUBLIC LIBRARY TRUST	116.76
02/20/2019	LIBRY	5028	005005	BOOK BEAT	196.00
02/20/2019	LIBRY	5029	008484	SARAH BOWMAN	54.96
02/20/2019	LIBRY	5030	003904	CAPITAL ONE BANK	2,542.34
02/20/2019	LIBRY	5031	003904	VOID	0.00 V
02/20/2019	LIBRY	5032	009006	AIMEE CARTER	150.00
02/20/2019	LIBRY	5033	004269	CENTER POINT LARGE PRINT	27.27
02/20/2019	LIBRY	5034	009007	DETROIT KOMBUCHA BREWING COMPANY	150.00
02/20/2019	LIBRY	5035	007959	WENDY EVANS	350.00
02/20/2019	LIBRY	5036	000902	GALE/CENGAGE LEARNING	105.56
02/20/2019	LIBRY	5037	008489	PAUL GILLIN	159.95
02/20/2019	LIBRY	5038	003746	JOHNSTON LEWIS ASSO INC	982.00
02/20/2019	LIBRY	5039	007492	STEPHANIE KLIMMEK	68.82
02/20/2019	LIBRY	5040	000639	MICHIGAN LIBRARY ASSN	160.00
02/20/2019	LIBRY	5041	002013	MIDWEST TAPE	161.84
02/20/2019	LIBRY	5042	000673	NEW YORK TIMES, THE	1,170.00
02/20/2019	LIBRY	5043	007678	PENGUIN RANDOM HOUSE LLC	26.25
02/20/2019	LIBRY	5044	000486	PLANTE & MORAN PLLC	3,025.00
02/20/2019	LIBRY	5045	008636	ALEX THOMAS	479.00
02/20/2019	LIBRY	5046	007792	MARIA WILLIAMS	69.26
02/20/2019	LIBRY	5047	008337	LAUREN ZIOLKOWSKI	122.09
02/27/2019	LIBRY	5048	006990	GENOT PICOR-STORYTELLER	175.00

LIBRY TOTALS:

Total of 23 Checks:	11,271.71
Less 1 Void Checks:	0.00
Total of 22 Disbursements:	11,271.71