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Baldwin Public Library  
Library Board of Directors

# Library Board Meeting

May 20, 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

<b>TERA, ROBERT</b> , President 315 Chesterfield Avenue Birmingham, MI 48009 Home: (248) 646-2575 Cell: (248) 515-6063 e-mail: <a href="mailto:sugimori@sbcglobal.net">sugimori@sbcglobal.net</a>	Term expires 2019	Finance and Policy Committees
<b>AIDENBAUM, ASHLEY M.</b> , Vice President 327 Southfield Rd. Apt. 2CS Birmingham, MI 48009 Home: (248) 892-2149 e-mail: <a href="mailto:ashleymariea@gmail.com">ashleymariea@gmail.com</a>	Term expires 2021	Communications and Personnel Committees
<b>MARK, MELISSA S.</b> , Secretary 635 Puritan Birmingham, MI 48009 Home: (248) 644-8451 e-mail: <a href="mailto:weir527@gmail.com">weir527@gmail.com</a>	Term expires 2021	Communications and Personnel Committees
<b>PISANO, FRANK</b> 612 Davis Birmingham, MI 48009 Home: (248) 646-0463 Cell: (248) 835-6058 e-mail: <a href="mailto:frank.pisano@baldwinlib.org">frank.pisano@baldwinlib.org</a>	Term expires 2021 <b>Oppenheimer and Co. Inc.</b> 385 South Eton Birmingham, MI 48009 Phone: (248) 593-3723	Building and Finance Committees
<b>SUHAY, JAMES W.</b> , 740 Fairfax Birmingham, MI 48009 Home: (248) 642-8514 e-mail: <a href="mailto:jsuhay@sbcglobal.net">jsuhay@sbcglobal.net</a>	Term expires 2019	Finance and Building Committees
<b>UNDERDOWN, DAVID</b> 437 Suffield Birmingham, MI 48009 Home: (248) 642-5337 Cell: 248 909-1072 e-mail: <a href="mailto:underdown34@gmail.com">underdown34@gmail.com</a>	Term expires 2019 <b>Douglas Cleaners, Inc.</b> Birmingham, MI 48009 Phone: (248) 644-6864 Fax: (248) 642-7067	Policy and Building Committees
<b>AHMET, KLEA</b> , Student Representative Home: e-mail: <a href="mailto:kleaahmet07@gmail.com">kleaahmet07@gmail.com</a>	Term expires February 2020	



## AGENDA



## Baldwin Public Library Board Meeting

Monday, May 20, 2019 at 7:30 p.m.

Rotary Tribute & Donor Rooms

### *Agenda*

The full Board packet is available online at [www.baldwinlib.org](http://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 April 15, 2019 minutes p. 7
- B. Approval of April 2019 vendor payments in the amount of \$99,968.77, including payments in excess of \$6,000 p. 10
- C. Approval of total expenses in the amount of \$273,822.80. p. 15

#### II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 46
- D. Polaris Integrated Library System Update – Josh Rouan p. 53
- E. Upcoming events of interest (Rebekah Craft) p.130

#### III. Board Committee Reports

- A. Finance Committee (Frank Pisano) p. 14
- B. Building Committee (Jim Suhay) p. 17

**Suggested motion:** Motion to support The Dailey Company as the construction contractor for the Youth Room expansion and renovation project, as recommended by the City and Library review committee, for an amount not to exceed \$1,910,000, to be paid by the Library, and furthermore to recommend that the Birmingham City Commission approve The Dailey Company as the construction contractor.

C.	Policy Committee (David Underdown)	p. 38
	<b>Suggested motion:</b> Motion to approve the revised Code of Conduct Policy, as found on page 41 of this packet.	
IV.	Library Report	p. 43
V.	Liaisons	
	A. Report from Friends of the Baldwin Public Library (Pam DeWeese)	p. 79
	B. Beverly Hills (Lee Peddie, Mayor, Beverly Hills Village Council)	
	C. Bloomfield Hills (Susan McCarthy, Mayor, Bloomfield Hills City Commission)	
VI.	Unfinished Business	
VII.	New & Miscellaneous Business	
VIII.	Items Removed from Consent Agenda	
IX.	Information Only	
	A. City of Birmingham Quarterly Newsletter “Baldwin Public Library”	p. 82
	B. <i>Downtown Publications</i> article “Spring book sale at Baldwin Library”	p. 83
	C. <i>Eagle</i> article “‘Learning in Retirement’ Intro planned”	p. 84
	D. <i>Burb</i> article “An Interview with Doug Koschik”	p. 85
	E. <i>Downtown Publications</i> article “Learn Retirement Tips at Baldwin Library”	p. 87
	F. <i>Downtown Publications</i> article “Birmingham preliminary budget presented”	p. 88
	G. <i>BookRiot</i> article “James Holzhauer, Jeopardy! Champion and Reading Superstar”	p. 90
	H. <i>libraries.social justice.critical race theory</i> article “Whiteness as Collections”	p. 94
	I. <i>Identity Politics</i> article “First They Came for the Books”	p. 97
	J. Ewing Marion Kauffman Foundation article “Libraries are staking their claim as the original coworking space”	p.102
	K. <i>Esquire</i> article “Kanopy and Hoopla digital Are the Two Best Streaming Services You’ve Never Heard Of”	p.105
	L. <i>Wall Street Journal</i> article “Homes”	p.110
	M. Upcoming events of interest	p.130
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, June 17, 2019 at 7:30 p.m.

***Suggested motion:*** To adjourn the May 20 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 dia 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  
April 15, 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 and David Underdown.

Absent and excused: Melissa Mark and Klea Ahmet.

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

Friends of the Library Liaison: None.

Contract community representatives present: None.

Members of the public present: None.

2. Consent Agenda

**Motion to approve the consent agenda.**

1<sup>st</sup> Pisano

2<sup>nd</sup> Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera remarked about the recent and successful conversion to Polaris; he is particularly fond of the ability to create saved lists by subject, author, books, etc.

Tera called attention to and commended a few additional staff persons involved with the Polaris implementation: Jamie Richards, IT Coordinator; Lauren Ziolkowski, Adult Services Librarian; and, Bart Gioia; Technology Trainer.

Pisano attended the recent Friends Annual meeting and concert afterward. He thanked the Friends for all they do for BPL; Suhay echoed that support and gratitude.

Next, Pisano acknowledged the following staff anniversaries: Bolivar (4 years); Crawford (4 years); Cronkite (4 years); Fritz-Gvozdoch (10 years); Glenn (7 years); Gudenburr (1 year); Kasparian (22 years); Retford (1 year); and, Ziolkowski (4 years).



Craft highlighted a few upcoming events of interest, details of which can be found on pages 81-82 of the April Board packet.

Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on Monday, April 8, 2019. Complete minutes of these meetings are on pages 14 – 16 of the April Board packet. Raymond James' Carpenter made some recommendations to move out of funds focusing on growth and into funds more focused on value. The Committee approved these changes. The budget for FY2018-2019 continues to track well. The next meeting of the Finance Committee will take place on Monday, May 13, 2019 at 4:30 p.m.

Building Committee: Suhay reported that the Building Committee met on Tuesday, April 9, 2019. Complete minutes of the meeting are on page 17 of the April Board packet. He highlighted a proposed change, which would incorporate skylights along the exterior curtain wall and an interior space. No decision is needed at this time but Suhay wanted the Board to consider this for a future decision when more details on cost are known. Aidenbaum inquired if we had considered where the light would be cast and how often the skylight would require cleaning. Inquiries will be made. The next meeting will be at a yet to be determined date.

Policy Committee: Underdown reported that Committee met on Thursday, April 11, 2019. Craft solicited input from staff and other libraries and revised the BPL Code of Conduct. Aidenbaum inquired about the changes and if there were any changes to address inclusiveness of groups such as the homeless. The new policy does not limit the number of bags which can be brought into the Library. Complete minutes of the meeting are on page 18 of the April Board packet.

4. Library Report:

Craft reviewed a few items from the Library report, including the key metrics on page 20 of the April Board packet; the complete Library Report can be found on pages 19 - 40 of the April Board packet.

5. Liaisons:

Friends of Baldwin Public Library: There was no report but the recent event "Books, Bags and Bagels" raised approximately \$1600.

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: There was none.

8. Information Only: See pages 41 – 82 of the April Board packet.

9. Adjournment:

**Motion:** To adjourn the meeting.



1<sup>st</sup> Suhay

2<sup>nd</sup> Aidenbaum

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously. The meeting was adjourned at 8:34 p.m. The next regular meeting will be on Monday, May 20, 2019 at 7:30 p.m.

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Melissa Mark, Secretary

Date

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	006638	ACTION MAT & TOWEL RENTAL	43.50
	000843	BAKER & TAYLOR BOOKS	17,267.63
	000408	BALDWIN PUBLIC LIBRARY	65.02
	000517	BEIER HOWLETT P.C.	739.50
	000421	BLACKSTONE PUBLISHING	1,423.87
	004269	CENTER POINT LARGE PRINT	77.79
	002067	CENTRAL PARKING SYSTEM	1,900.00
	004680	DALTON COMM. CLEANING CORP	495.00
	000575	DEMCO, INC	406.89
	003613	EBSCO INFORMATION SERVICES	423.28
	004493	ELITE IMAGING SYSTEMS	329.85
	005651	FINDAWAY WORLD, LLC	871.21
	003916	FRIENDS OF BALDWIN LIBRARY	850.00
	000902	GALE/CENGAGE LEARNING	195.13
	008827	KANOPY, INC	458.00
	005550	LEE & ASSOCIATES CO., INC.	239.35
	003527	LOWER HURON SUPPLY CO	342.00
	007927	MICHELLE HOLLO	1,067.50
	002013	MIDWEST TAPE	11,072.19
	008837	MOTT COMMUNITY COLLEGE	246.00
	003461	OBSERVER & ECCENTRIC	130.32
	000678	OCLC, INC.	289.93
	000481	OFFICE DEPOT INC	569.08
	006785	OVERDRIVE, INC.	7,768.94
	007678	PENGUIN RANDOM HOUSE LLC	405.00
	000733	RECORDED BOOKS, LLC	646.98
	009060	ROSEMARY RETFORD	111.71
	009024	THE D.M. BURR GROUP	3,221.32
	008473	THE FINANCIAL TIMES LIMITED	1,737.00
	005806	ULINE	2,197.77
	005861	UNIQUE MGMT SERVICE, INC	71.60
265617	007745	ALL COVERED	1,583.00
265655	007615	CINTAS CORPORATION-K11	205.64
265671	004493	ELITE IMAGING SYSTEMS	483.18
265672	008139	ENVISIONWARE INC.	626.40
265708	003527	LOWER HURON SUPPLY CO	486.70
265725	008336	NBS COMMERCIAL INTERIORS	6,063.00
265753	007907	SP+ CORPORATION	3,146.00
265773	009026	WELLS FARGO VENDOR FIN SERV	625.59
265814	003904	CAPITAL ONE BANK	5,895.89
265835	000179	DTE ENERGY	4,337.76
265843	006666	GRID 4 COMMUNICATIONS INC.	289.04
265844	007211	HOME DEPOT CREDIT SERVICES	24.89
265866	000312	LUCKENBACH-ZIEGELMAN ARCHITECT	4,016.00
265880	004020	MIKERO MOH, LLC	399.00
265884	000668	NATIONAL TIME & SIGNAL CORP	5,444.05
265905	006347	SOUTHERN COMPUTER WAREHOUSE	361.61
265913	009026	WELLS FARGO VENDOR FIN SERV	127.28

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

Page: 2/2

Check Number	Vendor #	Vendor	Amount
265925	007745	ALL COVERED	760.00
265931	006759	AT&T	593.05
265945	005238	CBTS	254.20
265963	008989	ELIZABETH FINNELL	300.00
265974	000249	GUARDIAN ALARM	376.92
266019	008808	ROCK SOLID POWERWASH	275.00
266071	008486	CONNECTEDSIGN, LLC	459.00
266077	009059	DETROIT METAL ELEMENTS	515.00
266131	002675	RESERVE ACCOUNT	5,000.00
266149	000158	VERIZON WIRELESS	28.40
822	000517	BEIER HOWLETT P.C.	216.75
873	005550	LEE & ASSOCIATES CO., INC.	1,412.06
Total:			99,968.77

**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

Policy Committee

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## May Finance Committee Report

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

- Koschik gave an update on the FY 2018-19 budget. After ten months, the budget is tracking well.
- Koschik shared the anticipated expenses for the Youth Room expansion and renovation project. The bids for both construction and FFE came in somewhat over budget. The Committee discussed additional funding possibilities.
- Craft reported that the Friends made \$836 in April from sales from their table across from the Circulation Desk and approximately \$9,800 in sales from the Spring Book Sale. At their May Board Meeting, they voted to fund the Library's wish list, which totaled \$26,450.
- The next meeting of the Finance Committee will take place on Tuesday, June 11, 2019, at 4:30 p.m. in the Delos Board Room.

## FINANCIAL REPORT: APRIL 2019

This report references the Revenue and Expense Report 2018-19, found on the following page. At 83.3% of the way through fiscal year 2018-2019, the Library has spent 85.9% of its budget and received 94.0% of its revenue. By this point of the year, the Library was budgeted to have spent 81.1% of its budget and to have received 92.2% of its revenue. Payment was made to NBS Commercial Interiors for Rotary Room lectern (\$6,063.00).

### Vendor payments in excess of \$6,000:

Baker & Taylor Books	\$17,267.63
Midwest Tape	\$11,072.19
NBS Commercial Interiors	\$6,063.00
Overdrive, Inc.	\$7,768.94
Total vendor payments in excess of \$6,000	<u>\$42,171.76</u>
Balance of vendor payments less than \$6,000	<u>\$57,797.01</u>
<b>Total vendor payments</b>	<b>\$99,968.77</b>

### City of Birmingham allocations:

Payroll Period 3/24-4/6	\$76,392.25
Payroll Period 4/7-4/20	\$78,377.18
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-February	\$213.16
<b>Total City of Birmingham allocations</b>	<b><u>\$173,854.03</u></b>

### Reconciling adjustments:

<b>Total expenses for the month</b>	<b><u><u>\$273,822.80</u></u></b>
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BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2018-19  
APRIL 2019

10th Month  
83.3% of the year

	Approved 2018-19 Budget	Current Month Budget April 2019	Current Month Actual April 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 2017-18	% Received/ Spent Prior Y-T-D	
REVENUES											
TAXES	\$3,249,870	\$0	\$0	\$0	\$0	\$3,249,870	\$3,249,870	\$0	100.0%	\$3,111,802	99.8%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	(\$755)	\$495	(\$12,500)	(\$679)	\$11,821	\$11,821	4.5%	(\$3,343)	22.3%
COUNTY AND STATE REVENUE	\$102,600	\$0	\$0	\$0	\$5,500	\$7,217	\$1,717	\$1,717	7.0%	\$18,498	18.0%
LOCAL GRANTS	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000	\$45,000	100.0%	\$32,724	100.0%
COMMUNITY CONTRACTS	\$898,780	\$226,382	\$226,382	\$0	\$675,308	\$676,326	\$1,018	\$1,018	75.2%	\$658,573	75.2%
PATRON USE REVENUE	\$82,600	\$6,883	\$6,284	(\$599)	\$68,830	\$77,690	\$8,860	\$8,860	94.1%	\$76,094	79.8%
INVESTMENT INCOME	\$36,920	\$3,076	\$3,376	\$300	\$30,760	\$39,482	\$8,722	\$8,722	106.9%	\$16,544	150.4%
TOTAL REVENUE	\$4,355,770	\$235,091	\$235,288	\$197	\$4,017,768	\$4,094,906	\$77,138	\$77,138	94.0%	\$3,910,892	93.4%
EXPENSES											
PERSONNEL SERVICES	\$2,273,420	\$165,000	\$164,271	(\$729)	\$1,797,000	\$1,781,558	(\$15,442)	(\$15,442)	78.4%	\$1,682,949	80.2%
SUPPLIES	\$75,500	\$5,000	\$14,886	\$9,886	\$63,746	\$79,775	\$16,029	\$16,029	105.7%	\$66,779	89.0%
CONTRACTED SERVICES	\$354,500	\$31,000	\$30,846	(\$154)	\$290,000	\$365,360	\$75,360	\$75,360	103.1%	\$312,720	105.7%
TECHNOLOGY & MAINTENANCE	\$150,000	\$3,000	\$2,021	(\$979)	\$144,000	\$171,002	\$27,002	\$27,002	114.0%	\$89,996	66.2%
UTILITIES	\$100,500	\$8,000	\$4,338	(\$3,662)	\$83,500	\$70,487	(\$13,013)	(\$13,013)	70.1%	\$70,296	71.0%
OTHER CHARGES	\$66,170	\$5,500	\$7,037	\$1,537	\$55,500	\$59,788	\$4,288	\$4,288	90.4%	\$51,585	87.3%
BUILDING IMPROVEMENTS & FURNISHINGS	\$122,000	\$10,000	\$8,124	(\$1,876)	\$101,500	\$204,310	\$102,810	\$102,810	167.5%	\$54,856	34.3%
COLLECTIONS	\$587,700	\$49,000	\$42,300	(\$6,700)	\$488,975	\$472,590	(\$16,385)	(\$16,385)	80.4%	\$456,212	81.4%
TOTAL EXPENSES	\$3,729,790	\$276,500	\$273,823	(\$2,677)	\$3,024,221	\$3,204,870	\$180,649	\$180,649	85.9%	\$2,785,394	80.0%
VARIANCE	\$625,980	(\$41,409)	(\$38,534)	\$2,875	\$993,547	\$890,036	(\$103,511)	(\$103,511)			
FUND BALANCE-BEGINNING OF YEAR						\$1,289,553					
FUND BALANCE-CURRENT						\$2,179,589					

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.

### **Building Committee Working Session Notes**

**project** BPL Youth Services – Renovation / Addition  
**date** May 8, 2019, 9:30 a.m. – 10:30 a.m.  
**location** Delos Board Room  
**attending** BPL: R. Craft, D. Koschik  
Building Committee: F. Pisano, J. Suhay, D. Underdown

Since bids for both construction and FFE for the Youth Room project had come in somewhat higher than anticipated, the Committee met in a working session to discuss ways to minimize costs and still achieve a high-quality result. It also discussed ways by which the Library could find additional money for the project. The Committee is committed to going ahead with the project and is confident about being able to meet the costs.

### **Selection Committee Meeting Notes**

**project** BPL Youth Services – Renovation / Addition  
**date** May 13, 2019, 2:30 p.m. – 4:00 p.m.  
**location** Birmingham City Hall Conference Room  
**attending** BPL: R. Craft, D. Koschik  
Building Committee: F. Pisano, J. Suhay, D. Underdown  
City of Birmingham: Bruce Johnson, Mike Morad  
LZG: J. Gardner, R. Ziegelman

City of Birmingham staff and the project's architects evaluated that five construction bids that the City received for the Youth Room project. The five bids are listed on a sheet following this report. The City compared the completeness of each proposal to the criteria spelled out in the Request for Proposals. The review narrowed the list down to two responsive proposals for the panel to further review. The other three proposals were incomplete and lacking information requested in the RFP. The two companies making the shortlist were The Dailey Company and R&E Development Group.

At this meeting, the Selection Committee evaluated the bids of the two shortlisted companies and scored them. The Committee found the bid from The Dailey Company to be more complete and lower in price. Dailey's proposal is contained in the Board packet, following the bid spreadsheet. Dailey's bid price was \$1,910,000. The actual cost of the project will, of course, differ from that amount, depending on the value engineering efforts that the Library, City, and architects will make and also on the change order requests that are approved.

City staff will contact The Dailey Company and prepare the material necessary for the City Commission to approve the contract at either its June 3 or June 24 meeting. The Building Committee recommends that the Library Board approve a motion at its May 20 to support The Dailey Company as the construction contractor.

<b>Firm Name</b>	<b>Total</b>	<b>Add Alternates</b>	<b>Grand Total (Goal: \$1,669,794)</b>
Steel Equipment Company	\$ 1,640,000.00	\$ 12,000.00	\$ 1,652,000.00
Shaw Construction Management Co.	TBD	\$ 5,000.00	\$ 1,740,000.00
Quadrants Development, LLC	\$ 1,824,620.00	\$ 11,380.00	\$ 1,836,000.00
The Dailey Company	\$ 1,910,000.00	\$ 10,000.00	\$ 1,920,000.00
R & E Development Group, LLC	\$ 2,184,334.00	\$ 1,650.00	\$ 2,185,984.00

## ATTACHMENT B - BIDDER'S AGREEMENT

### For BALDWIN PUBLIC LIBRARY YOUTH SERVICES EXPANSION & RENOVATION

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

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.
3. The undersigned Contractor proposes and agrees to commence the Work of the Contract Documents on a date specified in a written notice to proceed to be issued by the City and shall fully complete the Work within 305 calendar days. Work on the building will commence on approximately August 15, 2019, and be finished no later than April 15, 2020. Landscape work will commence upon favorable weather conditions in 2020 and be completed no later than June 15, 2020.

<b>Stephen R. Dailey</b>	<b>April 17, 2019</b>
<b>PREPARED BY (Print Name)</b>	<b>DATE</b>
<b>President</b>	
<b>TITLE</b>	<b>DATE</b>
	<b>sdailey@daileyco.com</b>
<b>AUTHORIZED SIGNATURE</b>	<b>E-MAIL ADDRESS</b>
<b>The Dailey Company</b>	
<b>COMPANY</b>	
<b>179 Northpointe Dr, Lake Orion, MI</b>	<b>(248) 364-2600</b>
<b>ADDRESS</b>	<b>PHONE</b>
<b>Not Applicable</b>	
<b>NAME OF PARENT COMPANY</b>	<b>PHONE</b>
<b>Not Applicable</b>	
<b>ADDRESS</b>	



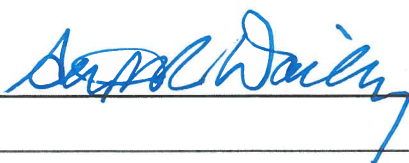
**ATTACHMENT C - COST PROPOSAL**  
**For BALDWIN PUBLIC LIBRARY YOUTH SERVICES EXPANSION & RENOVATION**

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal Documents shall be provided, as follows:

COST PROPOSAL	
ITEM	BID AMOUNT
Division 01-Existing Conditions	\$95,000
Division 02-Site Work/Earth Work	\$62,000
Division 03-Concrete	\$142,500
Division 04-Masonry	\$12,700
Division 05-Metals	\$165,800
Division 06-Wood, Plastic and Composites	\$130,000
Division 07-Thermal and Moisture Protection	\$60,000
Division 08-Doors & Windows	\$361,000
Division 09-Finishes	\$194,000
Division 10-Specialties	\$15,000
Division 15-Mechanical	\$205,000
Division 16-Electrical Interior Lighting & Electrical Work	\$345,000
Division 32-Exterior Improvements (Landscape)	\$122,000
Total	\$1,910,000
Add Alternates	
Room #108 Story/Craft Room: In Slab Elec Automatic Door Openers	\$10,000
Grand TOTAL	1,920,000

\$194,00

Firm Name The Dailey Company

Authorized signature  Date Apr 17, 2019

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM**  
**For BALDWIN PUBLIC LIBRARY YOUTH SERVICES EXPANSION & RENOVATION**

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

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

<b>Stephen R. Dailey</b> <b>PREPARED BY (Print Name)</b>	<b>April 17, 2019</b> <b>DATE</b>
<b>President</b> <b>TITLE</b>	<b>DATE</b>
 <b>AUTHORIZED SIGNATURE</b>	<b>sdailey@daileyco.com</b> <b>E-MAIL ADDRESS</b>
<b>The Dailey Company</b> <b>COMPANY</b>	
<b>179 Northpointe, Lake Orion, MI</b> <b>ADDRESS</b>	<b>(248) 364-2600</b> <b>PHONE</b>
<b>Not Applicable</b> <b>NAME OF PARENT COMPANY</b>	<b>Not Applicable</b> <b>PHONE</b>
<b>Not Applicable</b> <b>ADDRESS</b>	
<b>38-3328896</b> <b>TAXPAYER I.D.#</b>	



**Baldwin Public Library  
Youth Services Expansion and Renovation  
Response to Request for Proposal  
Submitted April 17, 2019**

**SUPPLEMENTAL INFORMATION PER RFP:**

- A. Description of similar completed projects
- B. Project schedule & timeline
- C. Description of the firm, including resumes
- D. Client references
- E. Project approach and availability
- F. Clarifications to Bid



# INSTITUTIONAL

## MUNICIPAL PROJECT EXPERIENCE



### Macomb County Emergency Operations Center

An expansion and renovation to create a new 2-story open & tiered atrium within an existing and fully occupied building. Four county agencies plus local police, fire and EMS dispatchers are now under a single roof.

Owner: Macomb County, MI  
Architect: Partners in Architecture  
Contract: \$5.4 Million



### Dearborn Administrative Center, Dearborn, MI

Interior and exterior renovations to convert an existing 2-story commercial office building into a 87,000-sf full service City Hall, Council Chambers, offices for all city departments.

Owner: The City of Dearborn, MI  
Architect: Neumann Smith / Ghafari Associates  
Contract: \$4.1 Million



### 43<sup>rd</sup> District Court & Police Station, Ferndale, MI

Expansion & Renovation to courthouse and police station totaling over 15,000-sf. Included new public spaces, courtroom, judge's chambers and general & administrative offices and conference areas.

Owner: The City of Ferndale, MI  
Architect: French Associates  
Contract: \$2.4 Million



### Baldwin Public Library, Birmingham, MI

Renovations to over 9,000-sf of interiors over 1<sup>st</sup> floor and basement. Scope included demolition of exterior wall and installation of new glass in lieu of stone. Phased construction to maintain 100% occupied space.

Owner: The City of Birmingham, MI  
Architect: Luckenbach, Ziegelman, Gardner Architects  
Contract: \$1.3 Million





# INSTITUTIONAL

## MUNICIPAL PROJECT EXPERIENCE



### **41-B District Court, Clinton Township, MI**

New construction of a two-story 46,000-sf facility (plus a full basement ) containing three trial court rooms, a magistrate hearing room, a probation department, court administration and ancillary support spaces.

Owner: Clinton Township, MI  
Architect: French Associates  
Contract: \$12.2 Million



### **16th District Court, Livonia, MI**

New construction of a two-story, 40,000-sf facility consisting of two trial court rooms, a hearing room, jury facilities, holding areas as well as high-end judicial chambers with their personal staffing areas.

Owner: The City of Livonia, MI  
Architect: French Associates  
Contract: \$7.6 Million



### **Novi Public Library, Novi, MI**

New construction of a two-story, 53,000-sf library to consist of new youth/young adult areas, multi media areas, meeting rooms, computer lab, fireplace reading lounge and an exterior patio area.

Owner: The City of Novi, MI  
Architect: BEI Associates  
Contract: \$10.2 Million



### **Farwell Recreation Center, Detroit, MI**

New construction of a two-story, 46,000-sf facility containing three trial courtrooms, a magistrate hearing room, a probation department, court administration and ancillary support spaces.

Owner: The City of Detroit Recreation Department  
Architect: Hamilton Anderson Associates  
Contract: \$5.8 Million





# INSTITUTIONAL

## MUNICIPAL PROJECT EXPERIENCE



### Monroe Multi-Sports Area, Monroe, MI

Design-build a new 74,000-sf multi-sports complex containing two NHL-sized hockey rinks, dressing rooms, multiple party, reception and conference rooms, concession areas, a proshop, and administrative offices.

Owner: The City of Monroe, MI  
Architect: Siegel Toumaala Associates  
Contract: \$5.8 Million



### Clemens Center, Mt. Clemens, MI

Conversion of 30,000-sf into an office facility for use by Macomb County and the State of Michigan. Work included interior and exterior demolition and build-out, including courtrooms, holding cells, and kitchen area.

Owner: Macomb County, MI  
Architect: James DeBard Architects  
Contract: \$3.5 Million



### Parking Structure, Dearborn, MI

New construction of 5-story, 550-car parking deck with sky bridge to adjacent medical office building. The deck features several LEED sustainability features such as solar power and electric vehicle charging stations.

Owner: The City of Dearborn, MI  
Architect: Hobbs + Black Architects  
Contract: \$10 Million



### Ferndale City Hall, Ferndale, MI

Design-build construction of over 15,000-sf of interior renovations to two floors of existing facility. Included the complete demolition of 2<sup>nd</sup> floor finishes and the installation of a new code compliant lobby & elevator.

Owner: The City of Ferndale, MI  
Architect: Neumann Smith Architects  
Contract: \$.5 Million





**Baldwin Public Library  
Youth Services Expansion and Renovation  
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Submitted April 17, 2019**

## **PROJECT SCHEDULING**

The Dailey Company takes great pride in its ability to produce realistic and useful project schedules. Strict adherence to the schedule is essential for the success of the overall project and to ensure that each component of the Baldwin Library project can fully occupy as quickly as possible. Our track record of meeting our clients schedule goals and requirements is exceptional and is a result of careful planning, continuous updates and attention to detail.

The Dailey Company has developed an initial Master Project Schedule consisting of all major activities and the phasing and milestones required for the overall completion of the project. This is a comprehensive schedule and integrates the FF&E demo requirements, City approvals, permitting, submittal reviews, material lead times, construction durations, move-in requirements and occupancy dates. We developed our schedule using direct subcontractor input to ensure that all subcontractors will agree with the finished product. Our experience clearly shows that a well-planned and detailed project schedule, that all prime subcontractors have had an opportunity to participate in, directly results in a more productive, coordinated and proper execution of work.

*The Dailey Company has  
never failed to complete a  
project on time!*

*We demand strict  
schedule compliance  
from all subcontractors.*



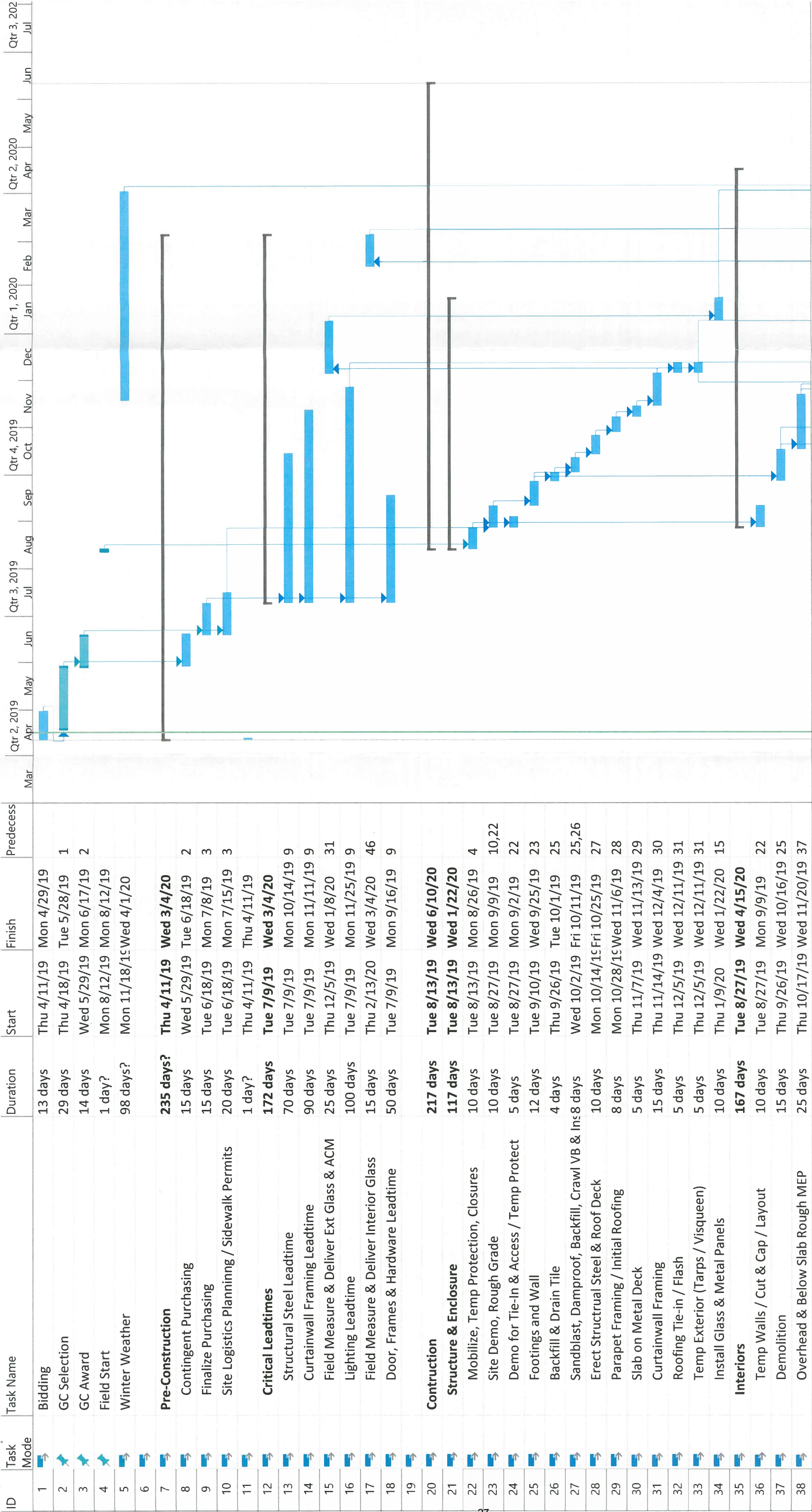
Each major component of the Master Project Schedule will be broken down and further defined into the necessary level of detail to construct the project. The Dailey field staff will create mini-schedules and/or two-week look-ahead schedules that allow easier monitoring of manpower and updating of construction progress.

Throughout the Construction Phase, Dailey will monitor and update the Master Project Schedule on a regular basis to highlight the overall completion date and milestone dates to keep the "big picture" in perspective, along with the two-week look-ahead schedules to focus on the immediate activities and interim milestone dates.

We distribute, review and discuss project schedules on site in our weekly sub coordination meetings. It is in this forum that potential concerns and conflicts are reviewed in detail so that proper steps to address them are implemented immediately.

We have included a copy of our initial schedule herein.







ID	Task Mode	Task Name	Duration	Start	Finish	Predecess	Qtr 2, 2019	Qtr 3, 2019	Qtr 4, 2019	Qtr 1, 2020	Qtr 2, 2020	Qtr 3, 2020
39		Owner Cabling Above Ceiling	10 days	Thu 11/7/19	Wed 11/20/19	38FF						
40		Misc Red Iron Framing for Interior Walls	10 days	Thu 10/17/19	Wed 10/30/19	37						
41		1927 Wall Work (all trades)	20 days	Thu 10/31/19	Wed 11/27/19	37,40						
42		Metal Stud Wall, Drop & Ceiling Framing	15 days	Thu 11/21/19	Wed 12/11/19	38,39						
43		In Wall MEP, Light Cans, FP Drops	20 days	Thu 12/12/19	Wed 1/8/20	42,16						
44		Pull Wire, Electrical Power	40 days	Thu 12/12/19	Wed 2/5/20	42						
45		Temp Heat in Place	5 days	Thu 12/5/19	Wed 12/11/19	33SS						
46		Drywall and Finish	25 days	Thu 1/9/20	Wed 2/12/20	43,45,33						
47		Initial Painting	10 days	Thu 2/13/20	Wed 2/26/20	46						
48		Pre-fab Column Covers	5 days	Thu 2/27/20	Wed 3/4/20	47						
49		Woodworks Ceiling & Wall Grille	20 days	Thu 2/27/20	Wed 3/25/20	47						
50		Hard Tile	15 days	Thu 2/27/20	Wed 3/18/20	47						
51		Doors, Hardware	5 days	Thu 2/27/20	Wed 3/4/20	47						
52		Glass Walls, Doors, Shelves	20 days	Thu 3/5/20	Wed 4/1/20	17						
53		Cabinets, C-tops & Running Trim	25 days	Thu 2/27/20	Wed 4/1/20	47						
54		Lights, G&D, Plumbing Fixtures	20 days	Thu 2/27/20	Wed 3/25/20	47						
55		Flooring	5 days	Thu 4/2/20	Wed 4/8/20	52,53						
56		Punch-Out	10 days	Thu 4/2/20	Wed 4/15/20	53,54,52						
57		Site Improvements	50 days	Thu 4/2/20	Wed 6/10/20							
58		Re-grade	5 days	Thu 4/2/20	Wed 4/8/20	34,5						
59		Landscape Block Wall & Benches	15 days	Thu 4/9/20	Wed 4/29/20	58						
60		Site Llighting	15 days	Thu 4/9/20	Wed 4/29/20	58						
61		Concrete Walk Infill	5 days	Thu 4/30/20	Wed 5/6/20	59						
62		Topsoil, Grade, Lawn, Planting, Pavers	20 days	Thu 4/30/20	Wed 5/27/20	59						
63		Gate and Fence	5 days	Thu 5/28/20	Wed 6/3/20	62						
64		Punch Out	5 days	Thu 6/4/20	Wed 6/10/20	63						

Project: BPL Youth Services - Pr  
Date: Tue 4/16/19

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress



**Baldwin Public Library  
Youth Services Expansion and Renovation  
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Submitted April 17, 2019**

## **INTRODUCTION TO THE DAILEY COMPANY**

For three generations over more than 80 years, the Dailey name has been recognized for successful, high-quality construction services on a broad range of commercial, institutional, retail and industrial type projects. The Dailey Company offers its clients the ability to solve problems and meet new challenges with professional competence and construction know-how. We are experienced in all types of construction management, general contracting and design-build contracts in both the private and public sectors.

The time honored Dailey philosophy of cooperative teamwork, cost-effective construction, take-charge attitude and attention to detail has developed a strong reputation for results. We consistently maintain strict project budget and schedule requirements to achieve our goal of complete client satisfaction. Our reputation for excellence and the operating principles we bring to each project have been rewarded with a strong repeat client base.



In today's increasingly competitive market, The Dailey Company is recognized by clients who value a partner who works diligently and creatively on their behalf to find the best solutions for each project. Owners, Architects, Engineers and other industry representatives relate to us because of our ability to adjust to their project needs while consistently maintaining their construction requirements.

Experience is a key factor in our success. The Dailey Company has a proven track record of successfully completing some of the most complex construction challenges. Our team of seasoned professionals and our understanding of the construction process have created a history of dependable performance delivered in an atmosphere of trust and cooperation.

***Experience the Dailey difference!***





**Baldwin Public Library  
Youth Services Expansion and Renovation  
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Submitted April 17, 2019**

**COMPANY FACT SHEET**

**Name & Address:** The Dailey Company  
179 Northpointe Drive  
Lake Orion, MI 48359  
(248) 364-2600 phone  
(248) 364-2700 fax  
[www.daileyco.com](http://www.daileyco.com)

**Contact:** Stephen R. Dailey  
President  
sdailey@daileyco.com

**Incorporation:** State of Michigan, 1996  
FEIN#: 38-3328896



<b>Services:</b>	Construction Management	General Contracting	Design Build
<b>Expertise:</b>	Office Buildings Schools Sports & Recreation	Health Care Religious Facilities Municipal Buildings	Retail Interiors Hospitality

<b>Insurance:</b>	Carrier:	Amerisure Insurance Company
	Policy limits:	\$1 million per occur / \$2 million aggregate \$10 million umbrella & excess coverage
	E.M.R.	.90
	Agent:	Mr. Terry Griffin, (248) 471-9210

<b>Banking:</b>	Chase Bank	Mr. David Crimmins (248) 318-0712
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<b>Bonding:</b>	Capacity:	\$60 million aggregate
	Surety:	St. Paul Travelers
	Agent:	Mr. Terry Griffin, (248) 471-9210

**Litigation/Claims:** The Dailey Company, or its officers, has never failed to complete any contract awarded. We are proud to state that The Dailey Company has never been involved in any law suit or claim against us regarding the performance or execution of our work since the inception of our firm.

**LEED Experience:** The Dailey Company has five LEED accredited professionals on staff and we have successfully completed both LEED certified Gold and Silver projects.

*"When we choose to live by the spirit rather than the letter of the law - offering our hand and word as our bond - we distinguish ourselves. When we don't, we give up treasured values and mirror the dark, litigious side of construction."*



**Christopher J. Ashley**  
**Account Underwriter**  
*Travelers Bond*  
1441 W. Long Lake Rd., Ste. 300  
Troy, MI  
Phone: 248.312.7953  
Fax: 866.216.5992  
E-mail: [cashley@travelers.com](mailto:cashley@travelers.com)

April 16, 2019

RE: The Dailey Company

To Whom It May Concern:

Travelers Casualty and Surety Company of America ("Travelers") has been the surety for The Dailey Company since its inception. During that time, we have supported jobs over \$40,000,000 with an aggregate work program of over \$60,000,000 and would gladly do so again.

We have the utmost confidence in the integrity and ability of The Dailey Company. It is a strong organization from both a management and financial perspective. In short, we highly recommend The Dailey Company to you for all of your general construction needs.

Travelers has an A.M. Best rating of A++ and Financial Category size of XV. Travelers is authorized to issue individual bonds for \$2 billion or more by the Federal Government.

We are pleased to share with you our experience with this fine organization. If you require any additional information, please let us know.

Best Regards,

**TRAVELERS CASUALTY AND SURETY  
COMPANY OF AMERICA**

Christopher J. Ashley  
Account Underwriter

**safety pays!**



**CAM Comp**

**Construction Association of Michigan  
Workers' Compensation Plan**

Harvard Square II 18645 Canal Road Suite 4  
Clinton Township MI 48038

Phone 586 790 7810

Fax 586 790 7929

Toll Free 888 867 4764

[www.safetypays.net](http://www.safetypays.net)

February 18, 2019

Mr. Steve Dalley  
DAILEY COMPANY, THE  
179 Northpointe Dr.  
Lake Orion, MI 48359

Re: Experience Modification Rating

To whom it may concern,

Please be advised the Interstate/Intrastate Experience Modification Rating for  
DAILEY COMPANY, THE the 2015-2019 plan year:

1/1/19 - 12/31/19 - 0.90  
1/1/18 - 12/31/18 - 0.80  
1/1/17 - 12/31/17 - 0.80  
1/1/16 - 12/31/16 - 0.90  
1/1/15 - 12/31/15 - 0.91

If you should have any questions or need any further assistance, please do not  
hesitate to contact our office.

Sincerely,



Rachel Ridky  
Administrative Assistant

Proudly serving members of **CAM**



**Baldwin Public Library  
Youth Services Expansion and Renovation  
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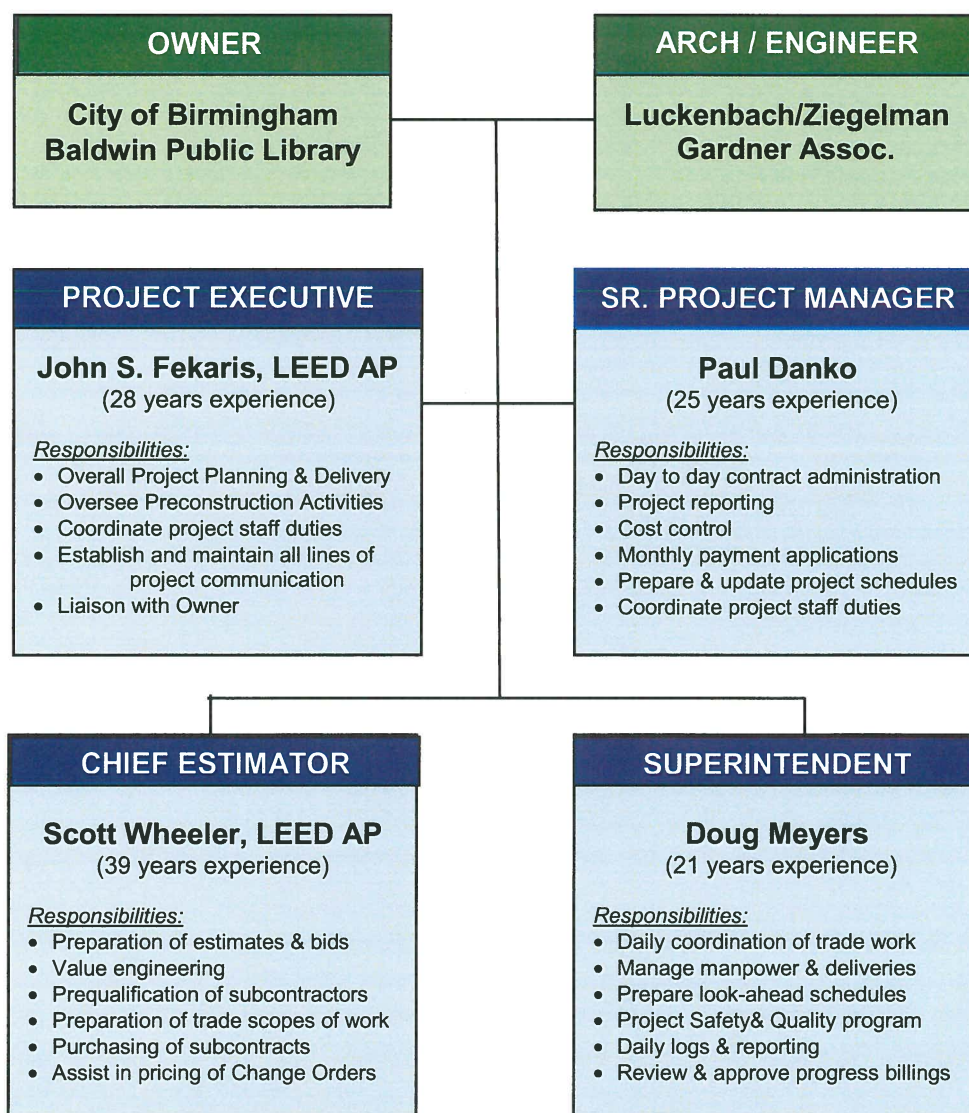
### PROJECT STAFF & ORGANIZATIONAL CHART

<u>Name</u>	<u>Title</u>	<u>Total Years Exp.</u>	<u>Years w/ Dailey Co.</u>
John Fekaris, LEED AP	Project Executive	28	20
Paul Danko	Senior Project Manager	25	14
Scott Wheeler, LEED AP	Chief Estimator	39	22
Doug Meyers	Project Superintendent	21	14

**TEAM AVERAGE**

**28 Years**

**18 Years**







**Paul Danko**  
Senior Project Manager

As Project Manager, Mr. Danko is responsible for the day-to-day operations and contract administration of the project. He is the primary contact with the Owner and single source to coordinate all pre-construction and construction phase work. Mr. Danko is responsible for project planning, cost control, scheduling, contract administration and project reporting. With over 25 years of experience in the construction industry, Mr. Danko held the positions of estimator and superintendent prior to becoming a project manager. His well-rounded project experience includes municipal buildings, corporate office buildings and interiors, educational facilities, retail, hospitals, parking decks and religious facilities.



Education: Michigan State University, Bachelor of Science, Construction Management

Years' Service: Paul has been with The Dailey Company since 2004.

Partial Project Experience:

**MUNICIPAL PROJECTS**



- Baldwin Public Library, Birmingham, MI - Renovations to over 9,000-sf of interiors on the 1<sup>st</sup> floor and lower level while maintaining full use and occupancy. Included complete removal of exterior walls and entrance.
- Macomb County Operations Center, Mt. Clemens, MI – Addition and renovation to existing 25,000-sf facility to create new state-of-the-art Emergency Management and Communications Center centered around a 2-story, 20' x 40' video gallery wall including 24 sheriff dispatch positions.
- Dearborn Administrative Center, Dearborn, MI – All renovations and interior build-out to convert an existing 2-story office building to a new 87,000-sf full service City Hall and Council Chamber.
- Ferndale City Hall, Ferndale, MI – Complete demolition and re-build of entire 2<sup>nd</sup> floor and partial 1<sup>st</sup> floor interiors. Contract included the addition of new lobby elevator and ADA improvements to toilet rooms and stairways.
- Novi Public Library, Novi, MI – New construction of a 60,000-sf, 2-story facility including meeting rooms, café, and adult & teen areas. Project included sustainable design features and LEED documentation.
- 16<sup>th</sup> District Court, Livonia, MI – New construction of a 40,000-sf, 2-story facility including courtrooms, probation department, judge's chambers, jury rooms, hearing rooms, secured parking and prisoner lock up cells.
- 43<sup>rd</sup> District Court & Police Station, Ferndale, MI – Expansion and renovations to approximately 15,000-sf of existing space including new public spaces, courtroom and mechanical/electrical upgrades.
- 41B District Court, Clinton Township, MI – New construction of a two-story, 46,000-sf facility containing geothermal system, trial courtrooms, a magistrate hearing room, probation department, court administration and full basement.
- City Parking Deck, Dearborn, MI – A new 5-story, 600-car precast parking deck with connector bridge to adjacent medical office building. The project was a CAM Green Project award winner for sustainable design.



**Doug Meyers**  
Superintendent

As Superintendent, Mr. Meyers will be responsible for the on-site coordination of trades work and the actual construction of the project. He will be responsible for scheduling and coordinating subcontractors' work, monitoring quality control, and ensuring a safe work site. Mr. Meyers will work closely with the Project Manager on the management and administration of the project. Doug has over 21 years of construction experience in both new construction and renovation projects. His experience includes variety of project types including commercial interiors, light industrial, healthcare, retail, public works, parking structures and recreational facilities.



Education: Michigan State University, Bachelor of Science, Construction Management

Years' Service: Doug has been with The Dailey Company since 2005.

Partial Project Experience:



- Baldwin Public Library, Birmingham, MI - Renovations to over 9,000-sf of interiors on the 1<sup>st</sup> floor and lower level while maintaining full use and occupancy. Included complete removal of exterior walls and entrance.
- 41B District Court, Clinton Township, MI – New construction of a two-story, 46,000-sf facility that will contain trial courtrooms, a magistrate hearing room, a probation department, court administration and ancillary support spaces.
- United Shore Financial, Troy, MI - Interior tenant work of 200,000-sf over 4 floors. Work included two lobbies, kitchen/cafeteria, office / conference rooms, new mech & elec systems, IT/server room, and exec suites.
- Novi Public Library, Novi, MI – New construction of a 60,000-sf, 2-level facility including meeting rooms, café, and adult & teen areas. Project included sustainable design features and LEED documentation.
- Ashford Commons, Auburn Hills, MI – New construction of a 2-story, 30,000-sf mixed-use retail/office building including complete interior build-out.
- Art Institute of Michigan, Troy, MI - Demolition and interior build-out of 16,500-sf of classrooms, lecture halls, art rooms, computer labs, office & administrative areas and a student lounge.
- Henry Ford OptimEyes, Troy, MI - Demolition and build-out of 20,000-sf of interior work including labs, patient exam rooms, procedure rooms, doctor's offices, waiting rooms and retail sales floor
- Randy Wise Automotive, Fenton, MI – Expansion & renovations to four separate dealerships including GMC-Buick, Chevrolet and Ford. Work included show rooms, customer service areas and vehicle repair shops.
- Hilton Garden Inn, Detroit, MI – New construction of 10-story, 198-room hotel with conference rooms, swimming pool and full service restaurant.
- Gateway Development, Detroit, MI – New ground-up construction of a new 325,000-sf retail development and all associated site work on a 36-acre parcel located at the former Michigan State Fair Grounds.





**Baldwin Public Library  
Youth Services Expansion and Renovation  
Response to Request for Proposal  
Submitted April 17, 2019**

**Client References**

Ms. Julie Farkas, Director  
Novi Public Library  
45245 West Ten Mile Road  
Novi, MI 48375  
(248) 349-0720

Mr. Bill Dunn, Township Supervisor  
Charter Township of Oxford  
300 Dunlap Road  
Oxford, MI 48371  
(248) 628-9787, ext. 109

Mr. Dave Roberts, Fire Chief  
City of Troy Fire Department  
500 West Big Beaver Road  
Troy, MI 48084  
(248) 524-3419

Mr. Fred Lavery, President  
US Auto Group, Ltd.  
34602 Woodward Ave  
Birmingham, MI 48009  
(248) 645-5930

Ms. Vicki Wolber, Director  
Macomb County Emergency Management  
21930 Dunham Rd  
Mt. Clemens, MI 48043  
(586) 469-6390

Ms. Monica Haider, Vice President  
United Shore Financial Services  
1414 East Maple Road  
Troy, MI 48083  
(248) 833-4444

**Project**

Novi Public Library, Novi, MI

Oxford Township Hall, Oxford, MI

Troy Fire Station #4, Troy, MI

Audi of Birmingham, Birmingham, MI

Macomb County COMTEC

United Shore Financial Interior Renov.



**Baldwin Public Library  
Youth Services Expansion and Renovation  
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## **THE DAILEY APPROACH TO THE PROJECT**

It could be easy for a lesser contractor to mistake the Youth Services project as being a straightforward renovation and expansion, but that would be a mistake. This project has many unique qualities that will define the construction process. This uniqueness impacts the construction plan, safety and schedule.

Whether it is a library renovation, a school, a sports facility, a retail or office space, working within and around an existing operating facility comes with difficulties. This is something that The Dailey Company has vast experience with as we have faced and successfully overcome these challenges while expanding and renovating several complicated projects including the previous phase of Baldwin Public Library.

We can incorporate and implement successful strategies learned from these other projects into the current Baldwin Library project. Our first priority would be to separate construction activities from the adjacent spaces and minimize any impact on the operations of the existing facility. A single source location for entry and exit will be used for construction personnel. This will provide control over who comes in and out and also will prevent staff or the general public from wandering into construction areas. We will keep our operation within a fenced area to allow the best separation from the general public and employees.

**Deliveries & Material Lay Down:** Many deliveries will be done in a just-in-time manner since there is limited exterior material lay-down space. All materials will be delivered and installed quickly. All deliveries will be scheduled for a specific day and time and will be made using the access road as provided. The Dailey Co. will coordinate and communicate with the library staff regarding deliveries and attempt to make most of these deliveries early in the morning to limit impact throughout the day.

**Safety, Clean-up & Dumpsters:** Generating trash and debris is unavoidable during construction, but Dailey will keep the floors & site clean on a daily basis and all rubbish will be taken directly to a dumpster.

A safe job site is of critical importance to both The Dailey Company and to the Baldwin Library project. We believe that safety, productivity and quality are all interdependent on any project and our staff will develop a comprehensive Job Specific Safety Program (JSSP) to address all potential risks. We will perform a detailed hazard analysis and develop a job specific accident prevention program emphasizing safety education, training, personal protection, equipment precautions and safe work practices.

We will conduct safety orientations for all tradesmen before they commence work on site and demand full compliance from all subcontractors to our safety inspection and reporting policies.



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## **Policy Committee**

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The Policy Committee reviewed the proposed revision of the Library Code of Conduct on April 11. Comments gathered at the meeting were passed along to the Library's legal counsel and also the Birmingham Police Department. Legal counsel's slightly revised draft was then shared with the Library's management team and Library Board, who offered no further suggestions. This policy is extensively revised from the previous version.

Following this report are the Library's existing Code of Conduct, followed by the proposed revision.

The Policy Committee recommends that the Library Board adopt the revised Code of Conduct.



## **Baldwin Public Library Code of Conduct Policy**

The Baldwin Public Library Board of Directors and Administration have the responsibility to provide a safe and comfortable environment in which the citizens of our communities can use and enjoy Library services. Toward this end, the Board has adopted the following Code of Conduct. Library staff will enforce this Code in a firm but reasonable manner, including—as circumstances dictate—calling in the police and asking people who violate the Code to leave the building. Library Administration may ban violators entirely from the facility for a specified period of time.

### **Code of Conduct**

- a. Patrons shall be engaged in activities associated with the use of the Library while in the building. Patrons not engaged in reading, studying or using Library materials or facilities may be required to leave the building.
- b. Disruptive behavior is not permitted in the Library. Examples include, but are not limited to, disorderly conduct, noise or activity that interferes with the rights of others (whether intentional or inadvertent), talking or singing loudly, physical abuse, misuse of Library furnishings, and abusive, profane or threatening language. Staring at, photographing, videotaping, following, stalking, harassing, or threatening Library users or staff while in the Library or on Library property so that it interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job are all prohibited.
- c. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes, but is not limited to, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- d. Poor personal hygiene that disturbs or interferes with patron or staff use of the Library is prohibited.
- e. Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited.
- f. Cell phone usage is permitted only in the Library's front entrance vestibule.
- g. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.
- h. Persons committing disturbances, theft, vandalism or other illegal acts are subject to prosecution. Larceny from the Library is punishable in accordance with Birmingham City Code 74-94 and state law.

- i. The following is a non-exhaustive list of activities which are prohibited:
  - Soliciting or panhandling
  - Sleeping
  - Use of tobacco, alcohol, or illegal drugs
  - Use of computers to create, send, or receive obscene, illegal, or sexual explicit matter in accordance with the Library's Electronic Device, Network, and Internet Use Policy as amended and Michigan Compiled Law 397.606.
- j. The Library is a smoke-free zone. Smoking is not permitted in the Library or outside the building under the Library's front entrance awning on Merrill Street or within 35 feet of the rear staff entrance.
- k. Service animals and animals used for Library programs are permitted in the building. Other animals are not permitted in the building. Animals cannot be secured to the Library's front entrance railings.
- l. Bicycles must be parked in the designated bicycle racks.
- m. All people in the Library must wear proper attire, including shirts and footwear.
- n. Covered drinks and light snacks are permissible in public areas and must be disposed of when finished.
- o. A maximum of two bags of any type per person may be brought into the building. Bedrolls, blankets, duffle bags, suitcases or large plastic bags are not allowed in the Library.
- p. Wheeled carts are not allowed in the Library. Skateboards, rollerblades, and other wheeled devices should not be used in the Library, on the front ramp, or on the front stairs. Baby strollers, walkers, and wheelchairs are allowed.
- q. The Library is not responsible for personal items. Personal items are the responsibility of the person to whom they belong and should not be left unattended.
- r. Children under the age of 10 must be accompanied in the Library in accordance with the Library's Unattended Children's Policy.

### **Right of Appeal**

Any Library user who has had his or her privileges suspended may appeal to the Library Board by submitting a written request to Library staff. Library staff shall then schedule a hearing before the Library Board and shall notify the patron requesting the hearing in writing at least seven (7) days before the hearing.

**If you see anyone violating these rules or feel that others in the Library are acting inappropriately, please inform a staff member immediately.**

### Introduction

The Baldwin Public Library is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. This Code of Conduct Policy has been established to provide a safe and welcoming environment for all patrons and staff on the Library's premises. Patrons who will not respect this policy may be asked to leave the Library, have Library privileges suspended, or be subject to legal action.

### Violations of Law

Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation on Library premises or concerning Library property will violate this Policy. This includes, but is not limited to, vandalism, assault, larceny, and the removal of Library material from the property without authorization through approved lending procedures.

### Code of Conduct

The following behaviors are not acceptable:

- A. Disruptive or unsafe behavior, including, but not limited to profanity, running, climbing furniture, throwing things, hitting, pushing, or shoving.
- B. Stealing, damaging, altering or attempting to alter, any property of the Library.
- C. Making sounds louder in volume than the general noise level of the area, including yelling, cheering, talking (with others or in monologues), or producing noises from electronic, entertainment, and communication devices, such as cell phones, tablets, and headphones.
- D. Interfering with the use of the Library by other patrons or with employees' performance of duties, including monopolizing the attention of staff for an inappropriate period of time, and making inappropriate personal comments, sexual advances, or other forms of physical or verbal harassment.
- E. Entering a designated staff area without permission from a Library staff member.
- F. Threatening, bullying, or harassing other people, including following, threatening, or taunting them, or inflicting physical or verbal abuse.
- G. Recording or photographing another person in the Library without their permission. In the case of minors, permission must come from the parent or legal guardian.
- H. Leaving belongings unattended. The Library does not guarantee storage for personal property. Personal possessions must not be left unattended or take up seating or space if needed by others.
- I. Offensive body odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne.
- J. Misusing restrooms, including, but not limited to laundering, shaving, hair cutting, bathing, sexual activity, or other inappropriate behavior.

- K. Consuming food and beverages other than in designated areas or at authorized Library functions. Light snacks and beverages in closed containers are permitted everywhere except at Library computers, or in the Computer Lab, Idea Lab, and Harry Allen Room. All areas shall be left clean after use.
- L. Leaving children under the age of 10 unsupervised in the Library in accordance with the **Library's Unattended Children's Policy**.
- M. Viewing materials which are inappropriate for the surroundings.
- N. Using computers to create, send, or receive obscene, illegal, or sexual explicit matter in accordance with the **Library's Electronic Device, Network, and Internet Use Policy** and Michigan Compiled Law 397.606.
- O. Campaigning, petitioning, interviewing, survey-taking, panhandling, or soliciting inside the Library or under the Library's front entrance awning on Merrill Street.
- P. Lying down or sleeping in the Library.
- Q. Smoking, using e-cigarettes, vaping, or chewing tobacco on Library property.
- R. Consuming alcoholic beverages (except when served or permitted at Library-sanctioned events) or possessing or consuming illegal drugs on Library property. Persons noticeably under the influence of any controlled substance or intoxicating liquor are not allowed on Library property.
- S. Bringing animals into the Library other than therapy animals and service animals (as defined by law) for individuals with disabilities, animals used in law enforcement, animals used in Library programming, or where otherwise permitted under Library policy. Patrons are legally responsible for the behavior of their service and therapy animals. Per state law, animals will be asked to leave if the animal is out of control and causes a significant disturbance, or if the animal has an accident.
- T. Securing animals or bicycles to the Library's front entrance railings.
- U. Using skateboards, bicycles, or other wheeled forms of recreation equipment anywhere other than on sidewalks.
- V. Not wearing a shirt, shoes, or other appropriate clothing.
- W. Bringing in large items such as suitcases, duffle bags, or large plastic garbage bags.

### **Right of Appeal**

Any Library user who has had his or her privileges suspended may appeal to the Library Board by submitting a written request to Library staff. Library staff shall then schedule a hearing before the Library Board and shall notify the patron requesting the hearing in writing at least seven (7) days before the hearing. **If you see anyone violating these rules or feel that others in the Library are acting inappropriately, please inform a staff member immediately.**

## 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: April 2019

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 18-19 End of Q4 Target
<b>Financials</b>					
Revenues	\$ 235,288	\$ 234,742	\$ 4,094,906	\$ 3,910,892	
Expenses	\$ 273,823	\$ 260,335	\$ 3,204,870	\$ 2,785,394	
<b>Circulation</b>					
Circ (Charges & Renewals)	54,459	41,693	448,731	421,099	505,000
Self-Check Usage	19.7%	23.5%	22.1%	22.7%	25.0%
% of Circ by Residents	91.1%	91.8%	91.9%	90.9%	90.0%
% of Circ by Non-Residents	8.9%	8.2%	8.1%	9.1%	10.0%
<b>Interlibrary Loans</b>					
Items borrowed	802	712	7,973	7,598	
Items loaned	292	805	8,172	7,451	
<b>Technology Usage</b>					
Database Sessions	1,385	1,338	12,543	14,898	17,000
Downloadable Content	9,558	7,439	91,374	73,652	90,000
Public Computer Usage	1,400	1,031	11,977	12,718	20,000
Wireless Sessions	21,953	22,380	232,026	193,088	220,000
Website Hits/Pageviews	20,952	23,394	249,652	248,359	325,000
<b>Program Attendance</b>					
Adults	1,014	321	4,450	4,629	
# of Programs for Adults	29	22	236	248	
Teens	58	50	1,248	916	
# of Programs for Teens	9	10	112	110	
Youth	1,846	1,920	21,439	19,318	
# of Programs for Youth	60	61	535	536	
Computer Classes	38	35	358	318	
# of Computer Programs	9	8	84	84	
Online Video Views	43	36	404	446	
Idea Lab Certifications	-	7	36	63	
Idea Lab Visits	301	120	1,889	639	1,500
<b>Total Program Attendance</b>	<b>3,300</b>	<b>2,362</b>	<b>29,824</b>	<b>25,627</b>	<b>37,000</b>
<b>Total # of Programs</b>	<b>107</b>	<b>101</b>	<b>967</b>	<b>978</b>	<b>950</b>
<b>Gate Count</b>	<b>20,741</b>	<b>20,365</b>	<b>214,166</b>	<b>216,240</b>	<b>270,000</b>
<b>Volunteer Hours</b>	<b>269</b>	<b>177</b>	<b>2,333</b>	<b>1,780</b>	<b>2,300</b>
<b>Social Media</b>					
	New Users	New Users LY			
e-Newsletter Subscribers	-5	10	1926	1821	2000
Facebook Page Likes	18	7	2119	1861	2000
Twitter Followers	5	12	1219	1146	1225
Instagram Followers	196		1022		500

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## Strategic Plan Status Report

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

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### Services and Programs

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

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#### *School Visits*

From May 14 through May 23, the Youth Department is hosting historical tours for second grade students in Birmingham Schools. When each class visits, a Youth Services librarian shares the history of the Baldwin Library, shows historical photos of the library, and then takes the students around the building for a tour.

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### Financial Stability

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

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#### *FY 2019-20 Budget*

Koschik presented the Library's proposed FY 2019-2020 budget to the City Commission at its public budget hearing on Saturday, May 11.

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### 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.*

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#### *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:

- Learning in Retirement Summit at the Baldwin Library
- Local Author Beth Rodgers Presents Writing Workshop for Teens

### *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:

- Beverly Park Story Book Trail signs
- Youth Room themed book display banners
- Summer Learn Connect Discover Issue
- Summer Reading Program logo, t-shirt, informational fliers
- Teen Exam Cram Poster

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## **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.*

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### *Volunteer Hours*

269 volunteer hours were utilized in the month of April.

### *Communications with Staff*

A staff talk was held on April 18 as a follow-up to the April Library Board meeting.

### *Staff Updates*

Amanda Itria, Adult Services Substitute Librarian, will celebrate 1 year of service on May 29.

H Jennings, Adult Services Librarian, celebrated 2 years of service on May 14.

Denise Konchel, Adult Services Substitute Librarian, celebrated 17 years of service on May 6.

Robbie Terman, Adult Services Substitute Librarian, will celebrate 1 year of service on May 20.

### *Staff Changes*

Last month, we added several new staff members to our Library:

#### ***Substitute Youth Librarians***

- **Melissa Behrens** is a frequent patron and will be joining us as a Youth Services substitute librarian. She is often found in the Youth Room and at programs with her two daughters.

- **Larissa Stenzel** is graduating this month from U of M with her Master of Science in Information and has worked at Canton as an Information Services Intern.
- **Sophia McFadden-Keesling** is also graduating this month from U of M with her Master of Science in Information and will be joining us as a Youth Services substitute. She currently works at the Brighton District Library as a Substitute Reference Librarian.

#### ***Youth Services Library Intern***

- **Hannah Stoloff** is currently enrolled at U of M in their Information program and will join us as a Youth Services Summer Intern. She will split her time between Youth Services and helping with Teen programming.

#### ***Circulation Assistant I***

- **Jody Jennings** loves reading historical fiction and, of course, loves Baldwin, her home library! She has worked with children for many years, most recently at the St. Regis School.
- **Briana Ratchford** is currently pursuing a M.S. in Pathology Assistance at Wayne State and likes reading true crime and mystery. She graduated from The Roeper School and has previously worked as head counselor for their Summer day camp.

#### ***Library Page***

- **Donna Annal** has lived and worked in the area for many years and works both at Baldwin and at a local elementary school
- **Julie Beckwell** has volunteered as a library assistant in a local elementary school and has been a puppy raiser for Leader Dogs for the Blind.
- **Tim Boiteau** lives in the area with his wife and young son and is a frequent Baldwin patron. He has a PhD in Psychology and has previously taught at Eastern Michigan.
- **Megan Zacharias** is a high school student at Groves who has been coming to Baldwin for many years. She also works as a caddy.

#### ***Take Your Child to Work Day***

BPL employees and their kids also had some fun in April on Take Your Child to Work Day. Mayoree, Ella, Sinjin, and Henry helped us order books, use the die cut machine, work the reference desk, and check in newspapers.



### *TLN Circulation Services Committee Meeting*

Kristen Tait, Circulation Services Coordinator, attended the TLN Circulation meeting, held on May 9 at the Farmington Community Library. Amid the long discussions of shared-system issues were two short debates about the merits of auto-renewal (used by Farmington, Canton, Clarkston, and Brandon Township, and which Baldwin implemented when we went live with Polaris) and being fine-free (which is being trialed by Milford and Redford). No consensus on either topic were reached, although libraries using auto-renewal are all pleased with it. One other item applicable to Baldwin was mentioned: the fee charged by Unique Management, our collection agency, can no longer (by law) be called a "referral fee" but instead will now be listed as a charge with the reason "collection agency." There are no "referral" fees left on patron records since those fees were not migrated from our old ILS (Sirsi).

### *TLN Steering Committee Meeting*

Doug attended the May 10 meeting of the TLN Steering Committee at the Pinckney Library. Most of the meeting was spent discussing reciprocity and the Library Privacy Act.

### *Bureau of Education & Research: What's New in Children's Literature*

Rosemary Retford and Cathy Gimby attended this workshop on May 8. Deborah Ford Salyer, the speaker, reviews books for the Bureau of Education & Research and then tours the country speaking about each title. We were given a handbook that featured the best picture and chapter books of 2018 with many resources on using them in programs. Salyer touched on ways to use each book for programming. Participants also received a two-month free trial of the TeachingBooks.net database, which gives access to author interviews, book trailers, lessons plans, readers theater scripts, and more. Deborah was an engaging presenter, and the handbook will be a great resource. Cathy and Rosemary are looking forward to using these resources and hope to attend again next year.

### *Whole Person Librarianship: Social Work Concepts for Holistic Patron Services*

In April, Maria Williams completed a five-week ALA course about core concepts from social work practice that could be applied by public librarians to improve patron service. Many of the concepts focused on the importance of empathy, especially person-in-environment (or PIE) and cultural humility. The person-in-environment framework is used by social workers during the extensive intake interview process to gain a complete picture of a client's life, including major life events, cultural currents, and personal traits, in order to better understand what they're facing. Clearly, public library workers will not typically have access to this level of information about a patron, but understanding this social work practice can provide a lens through which to view patrons as whole, complex persons about whom we know relatively little.

The concept of cultural humility is linked to the more well-known concept of cultural competency, and emphasizes the importance of adopting humility around our perceived expertise when working with patrons from different backgrounds. It is a reminder that we often don't know what we don't know, and to be open-minded about learning new things about patron populations, and flexible in our ability to adjust service delivery to meet their needs. The course instructor, Sara K. Zetterval, said, "It can feel much more comfortable to retreat into the armor of authority, but can also prevent true connection and learning." In this section of the course, the instructors also emphasized the importance of institutional accountability, noting that it is critically important for administrators to not only be open to constructive criticism from frontline staff, but to regularly invite it with an eye toward constant improvement.

The course instructor's forthcoming publication from the ALA press is *Whole Person Librarianship: A Social Work Approach to Patron Services*.

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## **Community Relationships and Partnerships**

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

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### *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.

Baldwin will march in the 2019 Celebrate Birmingham Hometown Parade on Sunday, May 19, starting at 1:00 p.m.

Ashley Aidenbaum, Bob Tera, Frank Pisano, Jim Suhay, David Underdown, Doug Koschik, and Rebekah Craft attended the City of Birmingham's Government Day Breakfast on May 9 at Hazel, Ravines, and Downtown. Volunteer participants in the City's Government were thanked for their service to the City.

On May 16, Craft and Koschik participated in the Public Spaces and Civic Institutions Charrettes as part of the City of Birmingham Master Plan process.

### *Citizens Academy*

Koschik and Craft introduced the 12 members of this year's Citizens Academy to the Library on May 16. First, Koschik gave a PowerPoint presentation, which can be found on page 58 of this Board packet, and then he and Craft led the people on a tour of the facility, during which they spoke with Matthew Weerakoon in the Idea Lab, Stephanie Klimmek in the Youth Room, and Elizabeth Phou at a Teen program.

### *Beverly Hills*

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

Baldwin will march in the 2018 Beverly Hills Memorial Day Parade on Monday, May 27, starting at 11:00 a.m.

### *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.

### *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*

The Semi-Annual Used Book Sale was held from May 3 to May 6. The sale raised nearly \$10,000 to benefit Library programs and services. We extend our thanks to Friends members who, during the course of the sale, volunteered 317 hours. Teen volunteers from Seaholm and Groves High School set up and tore down the sale on May 1 and May 6. And many thanks to Deb Mohatarem, book sale coordinator, for her tireless work to make this sale so successful.

Craft attended the May 14 meeting of the Friends of the Baldwin Public Library Board of Directors. At this meeting, the Friends voted to fund the Library's proposed wish list for summer and fall programs and services. The Friends generously donated \$26,450 to the Library. We are immensely grateful for their support.

### *Race Relations & Diversity Task Force*

Elisabeth Phou (pictured below) was honored as a 2019 Diversity Champion on the Race Relations & Diversity Task Force 2019 Diversity Champion Honor Roll. Phou, along with the other nominees, was honored with a breakfast at The Community House on May 2. Bob Tera, Jim Suhay, David Underdown, Frank Pisano, Melissa Mark, Doug Koschik and Maria Williams attended the breakfast alongside Elisabeth. Her commendation read:

Elisabeth Phou has demonstrated a continued commitment to diversity and inclusivity in her position as Teen Librarian at Baldwin Public Library. As a patient and thoughtful librarian, she dutifully responds to feedback from teens and works hard to develop a calendar of diverse programs that meet the current needs of teens. Due to her sensitivity and awareness, she has created a discrete resource directory for teens to display information on variety of sensitive issues they may be facing. She has carefully



built an inclusive collection of materials for teenagers and has recently highlighted LGBTQ resources making them easy to locate.



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## Facilities and Technology

*Strategic goal: Adapt the existing facility for more flexible use and employ technology more effectively in order to improve internal operating efficiency and better serve Library patrons.*

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### *Tornado Drill*

On March 27 at 1:00 p.m., Baldwin participated in the Oakland County Tornado Drill. Baldwin staff was able to move everyone in the building to the Rotary Room within 3 minutes and 3 seconds. This was 17 seconds slower than last year. We were delayed by a broken security rope at the top of the stairway and have ordered and received a replacement, so this will not cause delays in the future.

### *Upholstery Cleaning*

Furniture throughout the library was professionally cleaned on May 8. Starting in 2018, this furniture cleaning will be done on an annual basis.

### *Innovative User Group (IUG) Conference, Polaris updates*

From Sunday, May 5 through Wednesday, May 8 Josh Rouan attended the Innovative User Group (IUG) conference in Phoenix, Arizona. Sunday was dedicated to a "pre-conference" for first-time attendees, where Josh attended cataloging and metadata workshops taught by Innovative staff, both of which proved to be valuable. The conference proper started on Monday, and each day Josh attended multiple sessions dedicated to Polaris topics: INNreach (our inter-library loan component), a roadmap of upcoming Polaris changes, the Polaris API, authority control, and many others. Josh was also able to hear directly from the new Innovative CEO, get a first look at Innovative's new Inspire platform, give feedback directly to Innovative developers, and meet with other Polaris system administrators. The latter was particularly valuable. Josh has returned with much greater insight into how other libraries use the Polaris API, how to best utilize SQL commands to query and update the database, and how other libraries are managing their INNreach integration.

On Friday, May 17 Baldwin transitioned to a support site manager, marking the official end to the implementation phase of our new Polaris integrated library system. Fifteen months after we submitted a Request for Proposals, Baldwin is now live and fully utilizing Polaris for all library functions: circulation, cataloging, acquisitions, and online catalog. Staff training is complete and the response has been overwhelmingly positive, both from staff using the back-end software and patrons who use the online catalog. On Monday, May 20, Baldwin is scheduled to complete our Polaris-INNreach integration, which will streamline inter-library loans made and received through the State of Michigan's MeLcat service. Patrons will now be able to view the status of their MeL requests in the Polaris online catalog, and staff will be able to manage these inter-library loans in Leap, the online staff module of Polaris.

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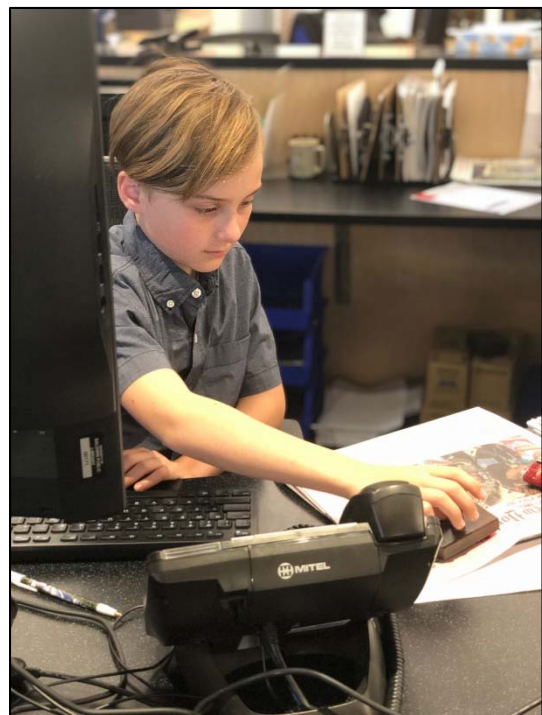
## Adult Event Photos

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In April our adult patrons made beautiful fascinators in a workshop led by Adult Services Librarian Sarah Bowman. A fascinator is a decorative headpiece that is smaller than a hat and does not have a crown or a brim. In the photo at the right patrons Rosemary Dutke and Sara Ozdil show off their unique creations.



In April we also enjoyed celebrating Take Our Daughters and Sons to Work Day. Below we see Teen Services Librarian Elisabeth Phou with her daughter, Ella, helping at the reference desk; and Henry, son of Adult Services Librarian Ethan Cronkite, stamping the day's newspapers – a critical daily task!



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



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## Teen Event Photos

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### *Indoor Easter Egg Hunt*

The teen department had their first after-hours indoor flashlight egg hunt. We started with a relay race, with the winning team receiving gold dollar coins. We ended with a free for all egg hunt. There were a limited number of golden eggs hiding throughout the building, which contained \$2 bills. Everyone got candy at the end.



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

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## Youth Event Photos

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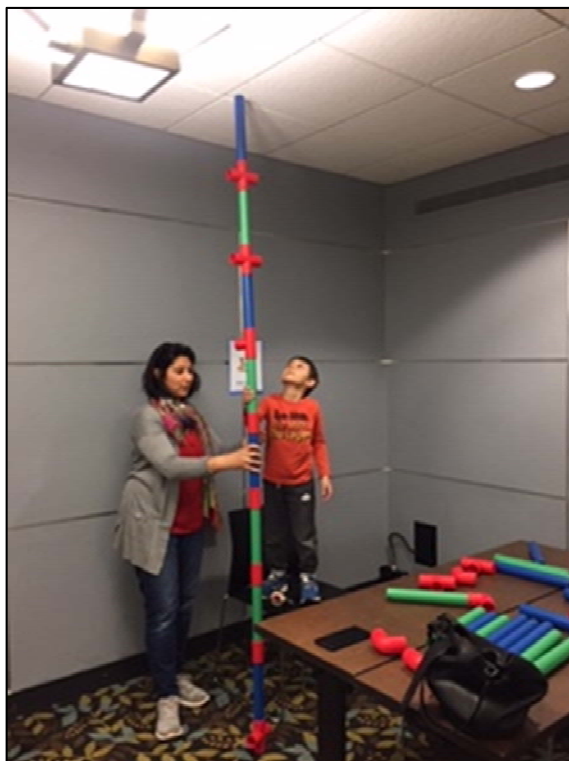
### *Bedtime Tales*

April's theme for Bedtime Tales was Spring Has Sprung. Children made spring time daffodils with cupcake liners.

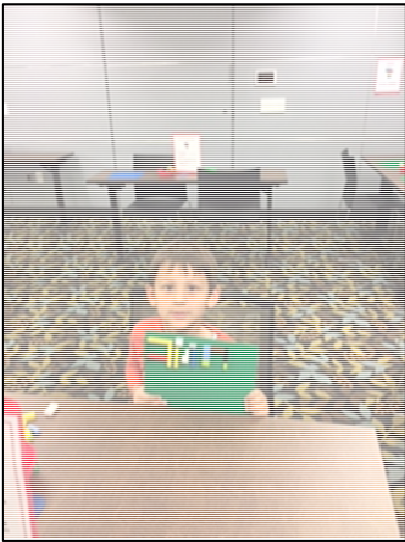


### *Family STEM Challenge: Build It!*

Families gathered on a Saturday morning to participate in a series of fun challenges testing their Science, Technology, Engineering and Math skills. Activities included tower building, Lego building, creating shapes with linking cubes and more!

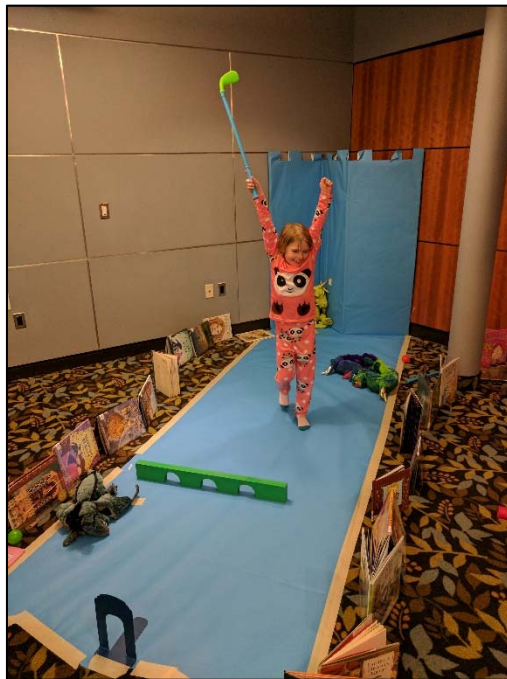






### *Pajama Putt-Putt*

During Baldwin's Swing into Spring Break celebration, Miss Donna created an indoor putt-putt golf course for children to swing their way through.



*Thank you Friends of the Baldwin Public Library for supporting our events!*

# Baldwin Public Library

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Presentation to Citizens Academy

May 16, 2019

## WHAT IS BALDWIN?

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### **Public Library of Birmingham**

#### ***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*.**

## HISTORY

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**1869:** Martha Baldwin formed literary club with 48 books

**1905:** Ladies Literary Association ran library with 2,000 books, charged \$1/year fee for use

**1907:** Transformed into public library by Village Council after approval by voters

**1913:** Baldwin died, Library named after her

## HISTORY

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**1927:** Current Library building (Grand Hall)

**1960:** Youth Room (Smith) Addition

**1983:** Adult Services (Birkerts) Addition

**2008:** Lower level upgrades

**2017:** Adult Services renovation

**2019:** Start of Youth Room Expansion

**2020:** Completion of Youth Room Expansion



# GOVERNANCE

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- **Library Board:**

- Independent, elected, governing
- Six members, serving four-year terms: Tera, Aidenbaum, Mark, Pisano, Suhay, Underdown
- Must be residents of Birmingham
- Three are elected every other year
- Next election is November 2019

- **Board's functions:**

- Hire Library Director
- Establish Library policies
- Approve budget

# RELATIONSHIP TO CITY

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- Dotted-line relationship
- City Commission sets Library's millage rate, but not policies
- City owns and maintains Library building out of general budget—e.g., replacing roof
- For fee, City provides additional services, like personnel, finance & landscape
- City Treasurer is ex-officio Treasurer of Library Board

## CONTRACT COMMUNITIES

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- **Baldwin serves Beverly Hills, Bingham Farms, and City of Bloomfield Hills**
- **Communities**
  - **Have no representation on Library Board**
  - **Provide 24% of Library's operating budget**
  - **Pay for services**
  - **Have no equity**

## BALDWIN LIBRARY TRUST

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- **501(c)(3) organization**
- **Established 1981**
- **Library Board members also serve as Trustees of Trust**
- **Trust provides additional funding**
- **Components:**
  - **Gifts and tributes**
  - **Donations from Friends**
  - **Named endowment funds**
  - **Naming rights**
- **Expenditures last year came to \$134,000**

## FRIENDS OF BALDWIN PUBLIC LIBRARY

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- **501(c)(3) organization**
- **Established 1950**
- **400 members**
- **Board elected by members**
- **Provides over \$40,000/year through memberships and book sales**
- **Helps fund programming & other Library services**

## STAFFING & COLLECTIONS

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- **Staff: 18 full-time, 66 part-time**
- **Collections:**
  - **111,000 books**
  - **17,000 videos**
  - **10,000 compact discs, audio books, video games**
  - **58% Adult and Teen, 42% Youth**
  - **Over 500,000 electronic resources**

# SERVICES

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- Reference
- Databases
- Reader's advisory
- Book clubs
- Low-vision
- Home delivery
- Computer classes
- Story times

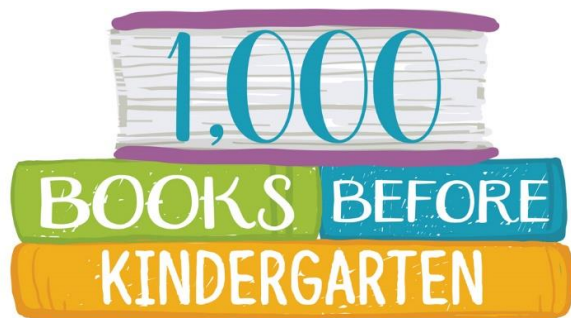
## What's New?

- New website & online catalog



## What's New?

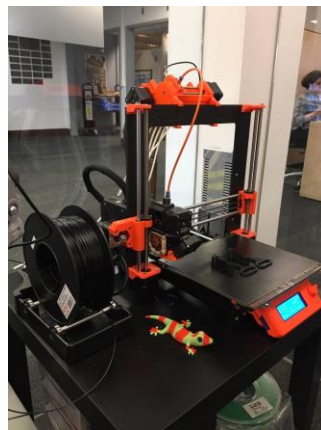
- 20% of circulation: electronic resources
- Study & collaboration spaces
- High-quality programs & services



## What's New?

### • **Idea Lab:**

- 3D printers
- Laser engraver
- Soldering
- Metal casting
- Vinyl cutting
- Heat press
- Embroidery
- Sewing



# USAGE

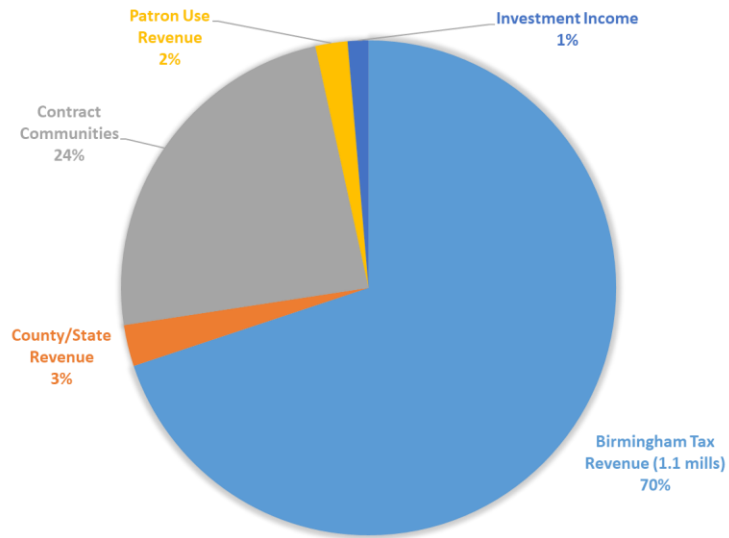
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- **Circulation: 504,000 (89,000 electronic resources)**
- **Program attendance: 36,000**
- **Visitors to Library: 247,000**
- **Public computer sessions: 15,000**
- **Wireless sessions: 237,000**
- **Database sessions: 17,000**

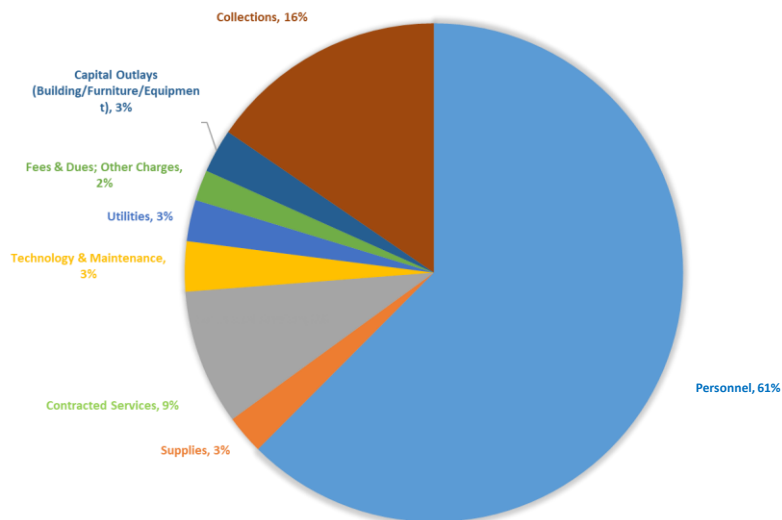
## Budget Overview

	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	-
<b>Fund Balance at End of Year</b>	<b>\$1,289,553</b>	<b>\$1,889,613</b>	<b>\$1,769,670</b>	<b>\$ 472,520</b>	<b>\$1,128,987</b>

### OPERATING REVENUES FY 2019-20



### OPERATING EXPENSES FY 2019-20



# BUILDING IMPROVEMENTS

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- Transformation from warehouse to community hub/program center/collaboration space
- Improved functionality (technology, wayfinding, etc.)
- Improved aesthetics (light, airiness, etc.)
- New services: Study rooms, Idea Lab
- Restoration of historic 1927 building

## Grand Hall Refurbishment





## Grand Hall Refurbishment

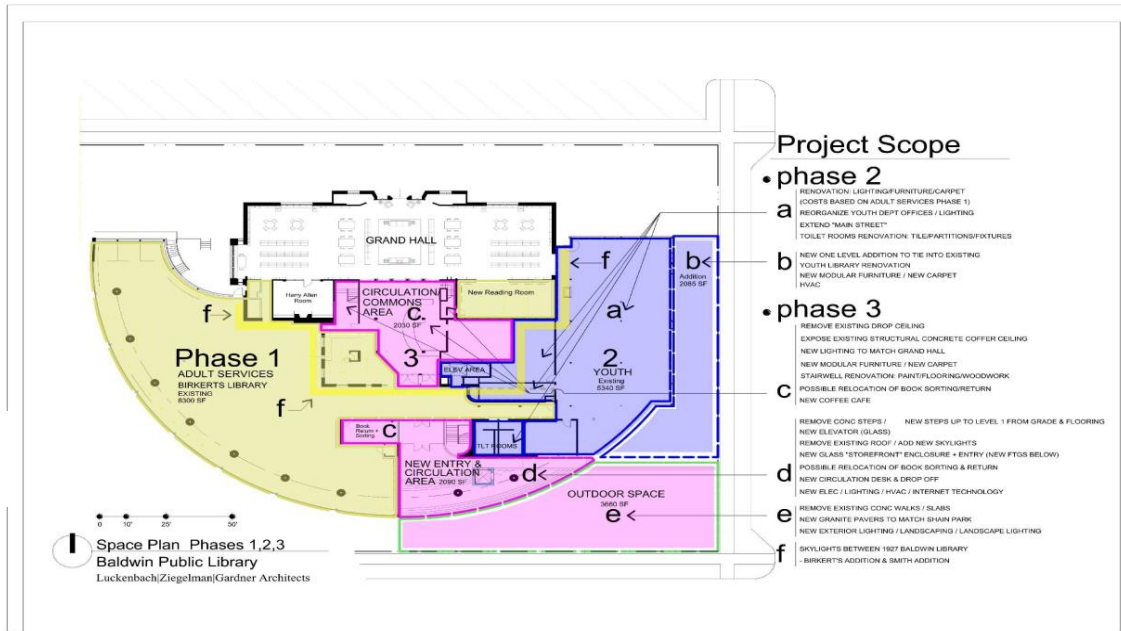


## PROJECT PHASES

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- **Phase 1: Adult Services (completed)**
- **Phase 2: Youth Services (2019-20)**
- **Phase 3: Circulation Services and Library Entrance (2022-23?)**
- **Furniture, paint, carpet improvements in other areas**

## BUILDING IMPROVEMENT PHASES



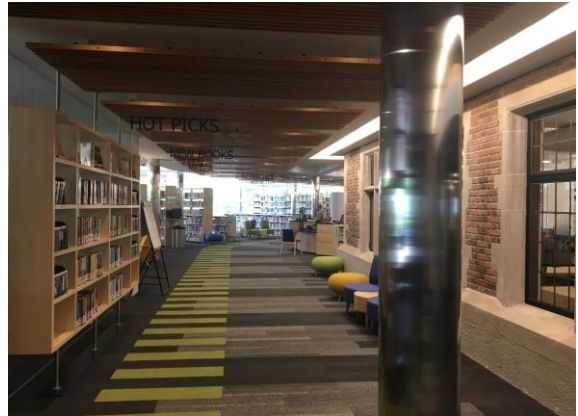
## PHASES 1-3: TOTAL ESTIMATED COSTS

	<u>In 2016</u> <u>Dollars</u>	<u>In 2019</u> <u>Dollars</u>	<u>In 2022</u> <u>Dollars</u>
<b>Phase 1:</b> Completed 2017	\$2.1 M		
<b>Phase 2:</b> Construction starting 2019		\$2.4 M	
<b>Phase 3:</b> Construction starting 2022			\$2.1 M

Increased millage for 3 years will bring in \$2 M. Other \$425,000 will come from fundraising efforts and from BPL Trust savings.

## PHASE ONE: Corridor to Adult Services

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## PHASE ONE: Skylight and Curved Wall

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## PHASE ONE: Study Areas

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## PHASE ONE: Exterior

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# YOUTH EXPANSION/RENOVATION: GOALS

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- Increase size by 40% (2,000 square feet)
- Expand story room, play area & seating/study spaces
- Glass pavilion with glare-reducing, energy-efficient glass
- Update infrastructure and technology
- Improve layout, including full ADA-accessibility
- Update paint, furniture & carpeting
- Renovate & expand public restrooms
- Add aquarium
- Highlight original 1927 building where possible
- Add terrace & garden

## VIEW FROM EAST

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## VIEW FROM NORTH

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## BIRD'S-EYE VIEW

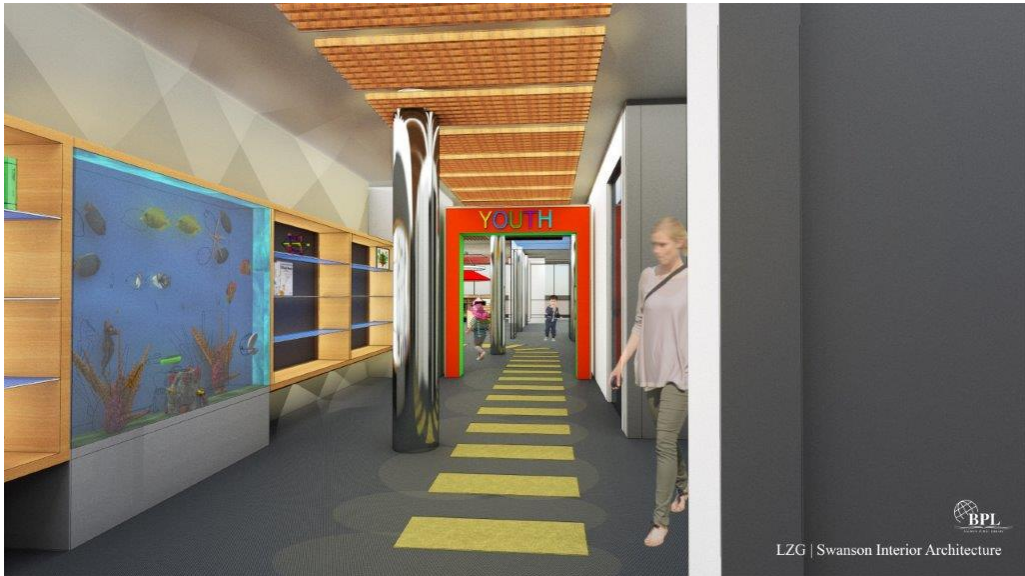
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## HALLWAY TO YOUTH

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## STORY ROOM AND PLAY AREA

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## PLAY AREA AND FELT BOARD

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## PICTURE BOOKS AND SERVICE DESK

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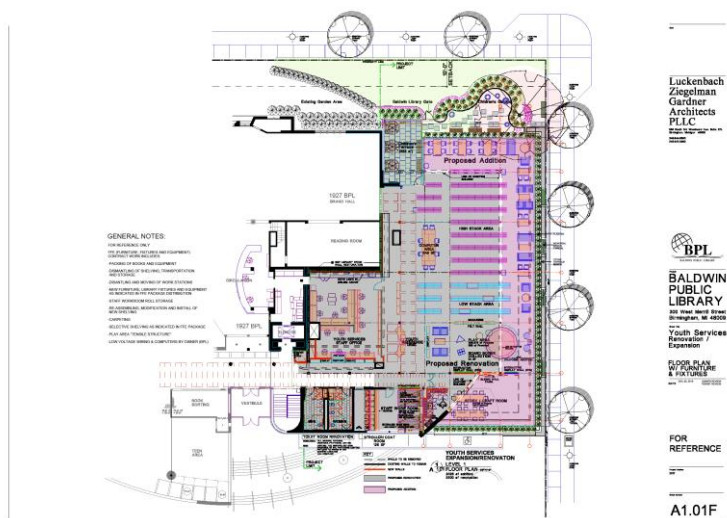




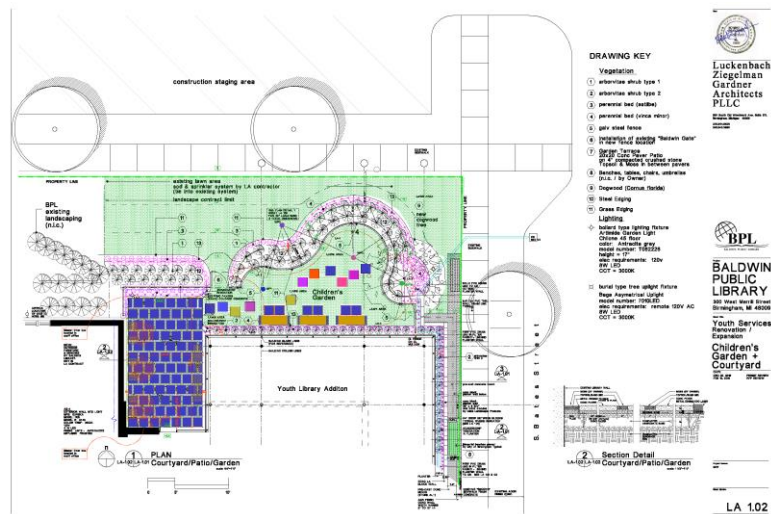
# COMPUTERS AND READING NOOKS



## Youth Room: Floor Plan



# Youth Room: Terrace & Garden



## VIEW FROM SOUTH AFTER PHASE 2



## VIEW FROM SOUTH AFTER PHASE 3

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## QUESTIONS?

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<b>Baldwin Public Library: Friends Funds</b>	
<b>April 2019 Expenditures</b>	
<b>Adult Services</b>	
Fascinator Program Supplies	\$ 34.24
Cardboard Cat Condos Program Supplies	\$ 104.35
Kokedama Workshop Supplies	\$ 122.63
Deliberate Injustice Author Visit	\$ 200.00
Frank Lloyd Wright Homes Program	\$ 300.00
Program Refreshments	\$ 21.52
Program Supplies	\$ 65.84
Total	\$ 848.58
<b>Teen Services</b>	
Teen Advisory Board Refreshments	\$ 149.77
Pizza & Pages Refreshments	\$ 101.21
Exam Cram Refreshments	\$ 138.15
Maker Monday Supplies	\$ 87.02
Teen Writers Group Author Visit	\$ 250.00
Teen Egg Hunt Supplies	\$ 42.00
Program Supplies	\$ 48.25
Total	\$ 816.40
<b>Youth Services</b>	
Program Supplies	\$ 81.76
Program Refreshments	\$ 37.78
Sensory Story Time Supplies	\$ 15.03
Pajama Putt Putt Supplies	\$ 31.98
Summer Reading Prizes	\$ 647.85
Howell Nature Center Program	\$ 228.90
School Librarians Luncheon	\$ 186.48
Total	\$ 1,229.78
<b>Outreach &amp; Equipment</b>	
Total	\$ -
<b>Total Expenditures</b>	<b>\$ 2,894.76</b>
<b>April 2019 Balances</b>	
Adult Services	\$ 435.87
Teen Services	\$ 1,057.99
Youth Services	\$ 6,612.13
Outreach & Equipment	\$ 1,895.79
<b>Total Balance</b>	<b>\$ 10,001.78</b>
<b>April Book Sale Proceeds</b>	\$836.00
Submitted by Rebekah Craft on May 13, 2019	







INFORMATION ONLY

*Live*

## Baldwin Public Library

### VISIT OUR IDEA LAB

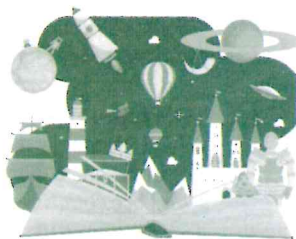
Explore. Tinker. And learn! The Idea Lab is our newest space where big ideas come to life and where people of all ages and tech levels are welcome. Drop in or sign up for a skill- or project-based class or make an appointment today to learn how to use our 3D printer or laser engraver. We also have a variety of tools available, including an embroidery machine, soldering equipment, design software, and more. For more information, visit [www.baldwinlib.org/idealab](http://www.baldwinlib.org/idealab).



### A UNIVERSE OF STORIES! SUMMER READING OPEN HOUSE & KICK-OFF

**FRIDAY, JUNE 14 FROM 1-4 P.M.**

Start your summer off right by joining our annual Summer Reading program. Join us for crafts, games, and more! Readers of all ages are encouraged to participate to earn chances at great prizes all summer long.



### FRIENDS OF THE LIBRARY: 2019 SPRING BOOK SALE

**Friday, May 3 from 7-9 p.m.:**  
*Member Preview Night*

**Saturday, May 4 from 9:30 a.m.-4:30 p.m.**

**Sunday, May 5 from Noon-4 p.m.:**  
*Half Price Day*

**Monday, May 6 from 10 a.m.-2 p.m.:**  
*Bag Day – Buy a bag for \$5 and  
stuff it to the brim with books*



April 19, 2019

municipal birmingham/bloomfield

## Spring book sale at Baldwin Library

April 19, 2019

The Friends of the Baldwin Public Library spring book sale will take place from May 3-6, with the public invited to browse thousands of books and media in great condition.

Established in 1950, Friends of Baldwin Public Library is a non-profit association that supports and enhances the goals of the library.

At the spring book sale, there will be paperback books, hard covers, DVDs, music CDs, audio books, children's books, and gift quality items. Items are organized and presented by category to make it easy for shoppers to browse.

All proceeds from the sale will benefit the library's programs and services.

There is a member Preview Night Friday, May 3, from 7-9 p.m., for members of the Friends of the Baldwin Public Library. The sale opens to the public Saturday, May 4, from 9:30 a.m. - 4:30 p.m. Sunday, May 5, from noon – 4 p.m. is Half Price Day; and Monday, May 6, 10 a.m. - 2 p.m. is Bag Day. That is where you can buy a bag for \$5 and stuff it to the brim with books.

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

Tags:

Baldwin Public Library

Birmingham

May 15, 2019

### **'Learning in Retirement' intro planned**

BIRMINGHAM — Meet the stars from the Baldwin Public Library's "Learning in Retirement" program as they share highlights from their presentations on Southeast Asia and other topics at 7 p.m. Tuesday, May 21, at the library.

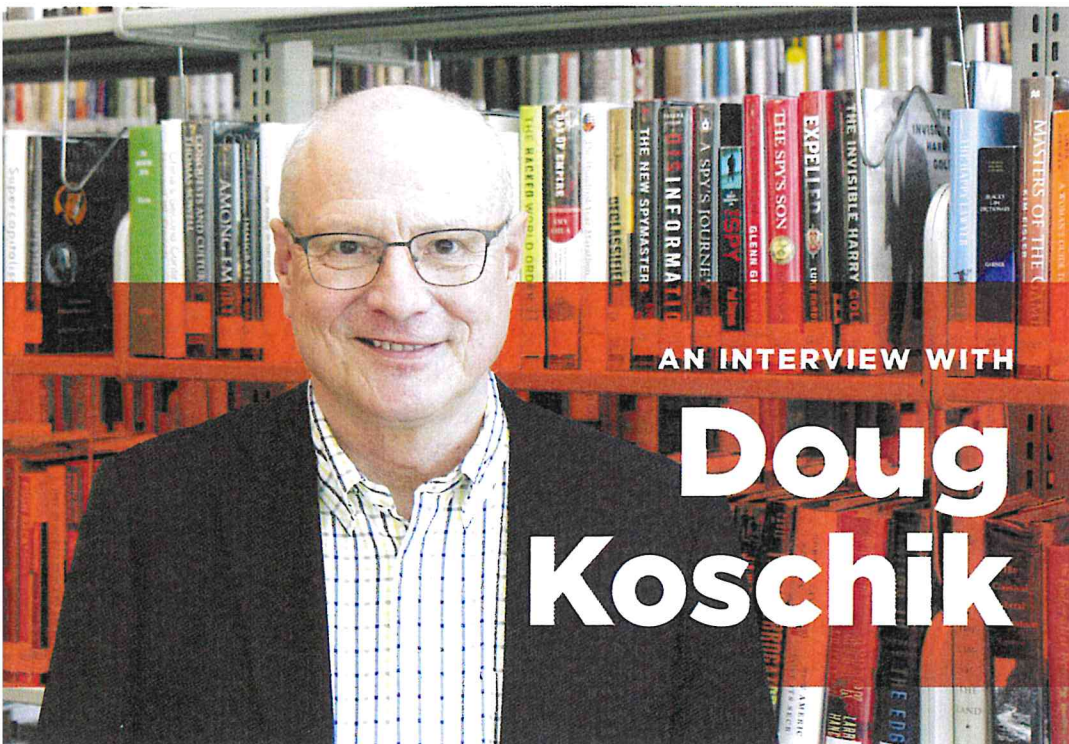
Each fall and winter, the group of active adults meets on Wednesday mornings at the library to teach and learn from each other. Throughout the "Learning in Retirement" semester, participants select a topic to explore and share their findings in a class presentation. The fall session marks the 13th year this September as the group investigates and studies the Renaissance.

A \$50 registration fee includes weekly continental breakfasts, research assistance, full access to the library collections and databases, and a copy of the current reference book.

To join the group, call Vicki Sower at (248) 554-4656 or email [vicki.sower@baldwinlib.org](mailto:vicki.sower@baldwinlib.org).

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





AN INTERVIEW WITH

# Doug Koschik



**Doug Koschik, the director of Baldwin Public Library, has been working at Baldwin Public Library for the last 28 years. The Burb sits down with Koschik to discuss the roles of**

**library, and why his work is so rewarding.**

*So thank you so much for agreeing to do this interview. Really great, really appreciate that. So, over the course of your whole career working in libraries, and even more specifically here at Baldwin Public Library, have you kind of noticed any changes in libraries and their purpose, the way they operate, or people who visit them?*

Well, I don't know that there has been a change in what people visit public libraries. Overall, we appeal very strongly to children: preschool, elementary school, middle school, and high school.

By the time people leave high school, they're either in college and going to college libraries, or they have other interests. They tend to come back to the library when they have children and bring the children in, and, of course, use it for their own purpose.

I would say there's another spike in interest once people retire and have the leisure to use the library, especially in a community like Birmingham where everyone is very educated and interested in knowledge. So, I would say user base has remained the same.

As far as our activities are concerned, they have changed. What we normally refer to as "ready reference questions" are less common now, simply because people can find answers to many of those questions online, but people still use the reference desk for more complex questions.

The library itself is less of a store-room of physical materials and, to use a somewhat ugly term, content provider. We still provide information and knowledge in the form of books and audio-visual materials, but then we also provide access through our electronic resources.

We actually have a total of over 1.7 million items available as eBooks, EAudiobooks, downloadable videos, or downloadable music.

Our collection is slightly smaller than before, and we have turned some of the former stack space into study space. We are more of a study center, a collaboration center than we used to be.

Also, we are trying to appeal to different clienteles. That is one reason we established the idea lab. Are you acquainted with it?

*Yeah, I've read on the [Baldwin Public Library Website] that it offers services like 3D printing, laser cutting and a variety of different softwares.*

Yes, and we're getting into metal casting, and sewing computerized embroidery — all kinds of things.

Now another change, of course, is that when I started my career in the 1970s, very little was computerized and that's changed. So everything is computerized — not everything — and over 80% of our circulation of materials is still physical items like DVDs, books etcetera. The catalogue for the library back in the 1970s was a card catalog, and it's actually been an online catalog for some time. How we conduct business on a daily basis has all been computerized.

When I started at Baldwin in 1991, there were a total of four computers in the library. And now, we have well over a hundred.

*Great. So what do you think is the role of libraries, in terms of censorship but also keeping information available for the public?*

Well, we certainly aim to provide a wide range of information. There is the internet, which has just about everything on it, good, bad, and ugly, and it's available to you here. If you don't have it at home, you can come in and either use your own device or a public computer. We try to provide a wide range of views in our materials.

When we don't have something provided we can get



it for you from interlibrary loans. We definitely do not censor in any way, shape, or form.

If you want a particular item, or if you want to read about a particular viewpoint, you can do that at the library, either through our materials, through materials from other libraries or online.

We're very strong about that. It is also on our website. You can find our mission statement and major goals, and statements of core values, and one of the values is intellectual freedom, which means no censorship. Everything is considered. It's not tied to a curriculum either, as schools are. Anything that you're interested in you can find at the library.

***And finally, is there anything you want to tell the residents of Birmingham regarding the library, or even in general?***

I just want to say that I hope that I made it clear in my conversation with you the wide variety of things that we provide. We're not just a book place. We have audio-visual materials.

You don't have to come into the library if you're not physically able to you can, as you can have material sent to you. Nearly 20% of our circulation now is electronic resources, so you can get a lot of stuff just from home, on your own devices at home.

We provide quality service in terms of reference answers, better than you can get from just a Google search. We do have the electronic databases, on different topics. [We have newspapers and magazines] electronic, and also in foreign languages.

We have Value Line for financial services. All of these things are available. Some people can save a lot on subscriptions if they use our resources here.

We try to provide a pleasant atmosphere for anyone who comes to the library, and I think it's becoming more and more pleasant. We hope to providing all kinds of programs for people.

[Birmingham residents] should check out our summer reading program, which is not just for kids; it's also for teens and adults.

We aim to be a true community gathering space, so come check us out.

Work on the Youth Room expansion and renovation is moving ahead, with the project scheduled to begin in summer 2019 and end in spring 2020. In order to cover the shortfall between millage revenues and the cost of the project, the Library is actively engaged in fundraising. Naming rights are available, and a \$1,000 contribution will get your name on the donor plaque in the Youth Room. If you are interested in helping support children's education at the Library, please contact Library Director Doug Koschik at [doug.koschik@baldwinlib.org](mailto:doug.koschik@baldwinlib.org) or 248-554-4681.

***Well, that actually brings me to the three-phase renovation plan. Obviously, that's been going on and there's been a lot of changes in the appearance and the feel of the library. So what was the public reaction to all these renovations?***

Very positive. Really, we've received no complaints to speak of. Some people don't like a particular color or something like that, but that's inevitable. Overall people really like what we have done, especially with the Birkerts addition, that frankly had been very drab before. We made something bright and beautiful out of it.

***Definitely! Are there any changes you'd want to implement in the future?***

I talked about phase one, the Birkerts addition. Phase two is the youth area. Along the line, I mentioned the Grand Hall. That we did with operating funds, and we'll fix up the second floor as well.

The third phase of the building project is something for the entrance of the library. We hope that that can be accomplished in the 2020s. It would affect the core of the library when you walk in. It also affects, as I mentioned earlier, the entrance. We hope to have a street level entrance, which we're currently lacking. We do have a ramp for the handicapped, however with this street level entrance, you'd be able to walk in, and then use a short elevator to come up to our main level, and you would not need to use the ramp.

Also, we glass in the entrance, and create a cafe right when you come in.

We're doing things to the outside in order to improve the aesthetic, and make it blend in more with the Community House and with Shain Park.

The youth room currently is also not entirely ADA accessible, and so an important part of that project is to make it ADA accessible.

In terms of people who, for one reason or another, cannot come into the library, we do provide a service the homebound — home delivery service, we call it now. If you're unable physically to get to the library, let us know. We send you particular books, or you can set up a profile and we'll mail you books on a regular basis and there's no charge for that. We mail them to you and then the postage is paid for the return mail. ■





May 17, 2019

## Learn retirement tips at Baldwin Library

The stars from Birmingham Baldwin Library's Learning in Retirement program will share their highlights at a special presentation at 7 p.m. Tuesday, May 21.

The special presentation will give attendees a brief look into a typical session of Learning in Retirement, a dedicated group of active adults which meets on Wednesday mornings throughout the fall and winter at the library to teach and learn from one another. Throughout the Learning in Retirement semester, participants select a topic to explore and share their findings in a 30-minute class presentation. The fall session will begin its 13th year at Baldwin Library on September 25, as the group investigates and studies the Renaissance.

Lois Frank, a member of Learning in Retirement for 12 years, said "This is not a class. It is a social, intellectual, and challenging experience mixed with fun and a chance to meet new people. It keeps my mind working."

Other participants praise the group for being a supportive, friendly, and happy place to learn and discuss historical, artistic, and present day issues. "The content and information that we cover each semester rivals a college level course where the students teach each other, but our class includes good snacks, good people, and no exams," says participant Jim Suhay.

Librarian Vicki Sower, the program's facilitator, works closely with each participant during the semester to find supporting research and to prepare presentation materials. Of her experience, she said, "I'm the lucky one. It is exciting to work with a group of people with so much intellectual curiosity and creative energy within our own library environment."

A \$50 registration fee includes weekly continental breakfasts, research assistance, full access to the library's collection and databases, and a copy of the current reference book. To join the group, contact Vicki Sower at 248.554.4656 or [vicki.sower@baldwinlib.org](mailto:vicki.sower@baldwinlib.org).



May 17, 2019

municipal birmingham/bloomfield

## Birmingham preliminary budget presented

May 17, 2019

|

Lisa Brody

A preliminary 2019-2020 recommended budget was presented by department heads to the Birmingham City Commission at an all-day workshop on Saturday, May 11, in order to address current and future community needs while balancing service demands and long-term capital requirements.

The total recommended budget for fiscal year 2019-2020 for all funds is \$86.2 million, representing a decrease of \$2 million, or two percent, from fiscal year 2018-2019, which was \$88.2 million.

Fiscally, commissioners were informed by city manager Joe Valentine that the city is in strong economic condition and it continues to experience strong reinvestment in its commercial and residential properties. Fiscal year 2019-2020 will mark the eighth straight year of taxable value growth in the city, largely due to increases in the housing market. Property tax revenue is the single largest revenue source, accounting for 69 percent of Birmingham's general fund revenues, and 47 percent of all city revenues.

Over the past three fiscal years, the city's taxable value has grown by 5.5 percent in 2016-2017; 5.2 percent in 2017-2018; and 6.3 percent in 2018-2019. The recommended budget for 2019-2020 includes a 5.8 percent increase in taxable value with a projected 3.9 increase in 2020-2021, as "the future of the state and southeast Michigan economy looks uncertain as the U.S. auto makers announced plans earlier this year to limit or cease production of internal combustion cars and concentrate on electric vehicles, SUV's and trucks," the budget document stated.

Key anticipated expenditures are \$14.4 million for public safety; \$8.3 million for engineering and public services; \$8.3 million for highways and streets; and \$6 million for general government costs. The city is looking at street reconstruction projects, including the Maple Road reconstruction project beginning spring 2020.



Key anticipated revenues are \$36 million in taxes; \$26.5 million for charges for services; \$6.7 million for contributions and transfers in; and \$5.2 million for intergovernmental revenue.

The millage is projected at 14.3584 mills, inclusive of city of Birmingham property taxes, Birmingham Public School taxes, state education taxes and Oakland County program taxes.

Pension legacy contributions are projected to increase by \$332,030, or 17 percent, for fiscal year 2019-2020 and \$238,530 or 10 percent, for fiscal year 2020-2021. Retiree health care contributions are projected to remain approximately the same for 2019-2020 and 2020-2021 at \$2.9 million, and the city is contributing approximately \$1 million more per year than the actuarially calculated contribution based on the valuation that was performed at June 30, 2018.

Water rates are anticipated to remain the same this fiscal year, while sewer rates are anticipated to increase 3.4 percent due to sanitary costs from the Great Lakes Water Authority (GLWA) and the Oakland County Water Resources increasing costs by four percent.

The city's fiscal year begins July 1 and runs through June 30 each year. The budget will come back before the city commission for final approval at a future meeting.



## JAMES HOLZHAUER, JEOPARDY! CHAMPION AND READING SUPERSTAR



KELLY JENSEN 04-12-19

“I plan to give some of my winnings to the local branches here in Las Vegas,” says James Holzhauer, who has been on a record-winning *Jeopardy!* streak this week. He set a single-game record on Wednesday, April 9, by winning an unbelievable \$110,914.



The 34-year-old professional gambler from Las Vegas went on record with his game-play strategy, noting that it was utilizing children’s nonfiction books from the library that helped him bone up his knowledge quickly. Holzhauer, a Naperville, Illinois, native, [told the local paper](#) that his biggest secret for studying subjects he couldn’t get into was checking the children’s section, because the pictures and fun facts made getting the basics easier.



“When I first got serious about wanting to win on *Jeopardy!*, I thought I would finally read all those classic works of literature they always ask about. That plan lasted through one scene of [\*Hamlet\*](#), before I fell asleep from boredom. Then I remembered how I recognized many classic works of literature—[\*Dr. Jekyll and Mr. Hyde\*](#), “[\*The Gift of the Magi\*](#),” [\*Cyrano de Bergerac\*](#)—because they had been adapted into TV shows and kids’ picture books,” he said in an email with Book Riot.

Holzhauer cited [\*Mythology For Teens\*](#) and [\*Greek Mythology For Teens\*](#), both by Zachary Hamby, as two of his favorite books encountered using this strategy. “I ended up buying both and reading them for fun,” he added.

Family has been a huge part of Holzhauer’s strategy as well. He’s made wagers based on loved ones’ birthdates that have not only allowed him to send well-wishes and appreciation for them, but also have helped him walk away with bigger and bigger prizes at the end of the day.

They’ve also been part of his strategy, whether or not they’ve been onto it.

“At my peak I read around ten books a day to study and another ten to my own kid—she’s quite the bookworm,” he said, adding: “My daughter’s current favorite is [\*Harry Potter\*](#), which I’ve never read until now. It’s not bad!”

It’s fitting his success and story emerged during National Library Week. As he stated above, he plans to make a donation to his local library system.

“My favorite library memories are playing Oregon Trail and Number Munchers on the Apple II. But doing preparation for *Jeopardy!* reminded me what an important resource libraries are for our communities.”

Despite what many might presume given his winning streak and his knowledge base—not to mention his studying strategy—Holzhauer wasn't an especially diligent or invested student growing up. But one teacher stands out in his memory as making a lasting impact on him.

"I would skip reading assignments whenever I could get away with it. I do want to give a shout-out to my junior high math teacher, Suzanne Croco, who did the best she could with a student who clearly wasn't interested in giving his full effort."

*Jeopardy!* isn't his first run on a television trivia game; he was also a contestant on *The Chase*. Between the two shows, it seems reasonable to assume that there's been a question or two that haunted him, whether because he missed it or because he nailed it.

"Nothing haunts me," he said, "although I did miss a question on *The Chase* about the development of the human fetus—with my pregnant wife in the audience."

He couldn't go on the record about his favorite answer, as that has yet to air.

Holzhauer doesn't keep a nightstand, but his current bookshelf is anything but empty. "My bookshelf is stuffed to the gills with books on bridge and popular economics."

As reading has become a bigger part of his life, it's only natural he's put some thinking into what authors he'd love to have dinner with and which author he'd want to team up with to form the ultimate trivia partnership.

"I would have dinner with Chuck Klosterman, Nassim Nicholas Taleb, and Michael Konik, who would all have enough stories to keep me



entertained for hours. Chuck Klosterman would be my teammate at trivia, because I can't imagine him whiffing on a pop culture question."

And to answer the question on every book lover's mind: "My favorite book is whatever my daughter picks out for bedtime. No prose can ever match the light in her eyes when she's lost in a good story."

Welcome to team book worm, James, and best of luck in the rest of your run. Maybe soon you'll be publishing as many books as previous mega-champion Ken Jennings.

- PRESENTATIONS & PUBLICATIONS
- WHAT I'M READING

S O F I A L E U N G

*libraries. social justice. critical race theory.*

WRITTEN BY SOFIA APRIL 15, 2019

# WHITENESS AS COLLECTIONS

I had this interesting mini-eureka moment a few weeks ago that I wanted to share for a few reasons. One, I don't usually reflect on the connections that help me understand how I learn something new or what goes into coming up with some new concept. Most of the time, the connections aren't clear to me. Two, I like to show students that inspiration for new "research" or "scholarly" ideas doesn't have to come from only "scholarly" publications. Three, I need to write it out to fully understand how I came to this conclusion and to really understand what this conclusion means!

1. Marie Kondo has been in the zeitgeist for awhile, but especially now that she has a Netflix series. I saw the first episode awhile back and it reminded me of how having a space clean of clutter and mess really helps the mind feel clearer. Marie Kondo's spiritual approach to objects also made me reflect upon our relationships with objects and why we feel so much attachment to inanimate things. Why can't we just let those things go?
2. Then I listened to this Still Processing podcast episode (if you don't listen to SP, you're missing out) where Jenna and Wesley talk about Marie Kondo and got really deep about it, as they usually do. They get into legacy and ask what does what we leave behind say about us? They remark on how American materialism is, connect the Kondo-Mari method to Shinto, and introduce (to me) Swedish death cleaning, a practice in which people who recognize they are nearing death start cleaning out their things so that their friends and family don't have to after they pass away.

3. I recently facilitated an instruction session for a Reading and Writing Autobiography course where I used Marie Kondo and the Still Processing episode in an example of mind-mapping. The students were going to write a personal investigative essay so I wanted to show them how they might brainstorm their topic using something from my own life. The mind-mapping I did on the board with them definitely sparked something as my brain clearly continued to ruminate.
4. In 2017 (yea this goes way back), for a white AF conference, I shared an AirBnB with Vani Natarajan, an amazing librarian of color whose thinking continues to push me and who I respect and admire so much (she was able to convince her library to send their student workers to the Joint Council of Librarians of Color conference – she’s a real one), and we had some really interesting discussions where I learned a lot. One of the mind-blowing things she shared was this idea of how our library collections, because they are written mostly by straight white men, are a physical manifestation of white men ideas taking up all the space in our library stacks. Pause here and think about this.
5. If you don’t already know, “whiteness as property,” is a seminal Critical Race Theory (CRT) concept first introduced by Cheryl I. Harris in her 1993 Harvard Law Review article by the same name. She writes, “slavery as a system of property facilitated the merger of white identity and property” (p. 1721) and the formation of whiteness as property required the erasure of Native peoples. Basically, white people want to stay being white because of the privilege and protection whiteness affords under the law that they created. Harris also makes this really good point, “whiteness and property share a common premise — a conceptual nucleus — of a right to exclude” (1714). Bam! That really hits it on the head.
6. As I’m collaborating on this book about CRT in Library and Information Studies (LIS), I’ve been having lots of discussions on these topics with some really smart folx. I had a call with Jorge (my co-editor) and Shaundra Walker (one of the OG CRT in LIS scholars) about Shaundra’s chapter, which is (obviously) going to be fire. Listening to her talk about her ideas connected some dots



for me and I made the final jump to whiteness as property as collections.

Let me now try to connect all these dots in a coherent way. As others have written (Fobazi Ettarh, Todd Honma, Gina Schlessman-Tarango, etc.), libraries and librarians have a long history of keeping People of Color out. They continue to do so, which you can read more about here and from the others I mentioned above. Legal and societal standards revolve around whiteness and libraries are no different.

If you look at any United States library's collection, especially those in higher education institutions, most of the collections (books, journals, archival papers, other media, etc.) are written by white dudes writing about white ideas, white things, or ideas, people, and things they stole from POC and then claimed as white property with all of the "rights to use and enjoyment of" that Harris describes in her article. When most of our collections filled with this so-called "knowledge," it continues to validate only white voices and perspectives and erases the voices of people of color. Collections are representations of what librarians (or faculty) deem to be authoritative knowledge and as we know, this field and educational institutions, historically, and currently, have been sites of whiteness.

Library collections continue to promote and proliferate whiteness with their very existence and the fact that they are physically taking up space in our libraries. They are paid for using money that was usually ill-gotten and at the cost of black and brown lives via the prison industrial complex, the spoils of war, etc. Libraries filled with mostly white collections indicates that we don't care about what POC think, we don't care to hear from POC themselves, we don't consider POC to be scholars, we don't think POC are as valuable, knowledgeable, or as important as white people. To return to the Harris quote from above, library collections and spaces have historically kept out Black, Indigenous, People of Color as they were meant to do and continue to do. One only has to look at the most recent incident at the library of my alma mater, Barnard College, where several security guards tried to kick out a Black Columbia student for being Black.

I still have some thinking to do around this topic, but curious to hear what others think. I'm less interested in hearing that you don't buy it, so don't bother with those types of comments.

Special thanks to the homie, Jorge, for giving this a quick edit and making some kick-ass suggestions!

IDENTITY POLITICS

# First They Came for the Books

*A Critical Race Theory Librarian speaks out about the oppressive whiteness of books.*

by CHARLES SYKES

APRIL 17, 2019 11:43 AM



Nineteenth century artistic rendering of the Library of Alexandria by the German artist O. Von Corven, based partially on the archaeological evidence available at that time (Public domain / flames added)

Share on FacebookShare on TwitterShare via emailPrint

My first reaction to this tweet was: Surely, the article it links to can't be this bad? It's a parody right?



[Library Journal](#)

[✓@LibraryJournal](#)

Library collections continue to promote and proliferate whiteness with their very existence and the fact that they are physically taking up space in our libraries. Via [@sofiayleung](#) <http://ow.ly/MARS50qs1bE>

792

[3:20 PM - Apr 16, 2019](#)

8,551 people are talking about this

Alas, no. If anything, the tweet actually understates the degree of nihilist unthought that passes for wokeness among some academic librarians. The *Library Journal* tweet [links to a blog post by Sofia Leung](#), whose Twitter profile describes her as an “academic librarian. I like cats, whiskey, intersectional feminism, social justice, critical librarianship, & CRT [Critical Race theory].”

The good news here is that Leung cannot be described as a thought leader in the librarian tribe. In her article, she describes her epiphany about the “whiteness” of libraries in a discussion with a colleague:

One of the mind-blowing things she shared was this idea of how our library collections, because they are written mostly by straight white men, are a physical manifestation of white men ideas taking up all the space in our library stacks. Pause here and think about this.

Yes, let's pause here. Leung regards the idea that books are written by straight white men (many of them dead) as "mind blowing," when, in fact, that has been a hoary, tattered, clichéd fixture of academic leftism for nearly half a century. Her innovation here is moving from the identities of the dead white guys—Shakespeare, Milton, Dante, Plutarch, Freud—to the offensive nature of the physical space that their books occupy.

In other words, this academic librarian reduces the books to physical objects and then proceeds to define them not by any ideas they might contain, but by their "whiteness."

I won't bore you with her invocation of the "seminal Critical Race Theory (CRT) concept" of "whiteness as property." But she quotes a law review article arguing that "whiteness and property share a common premise—a conceptual nucleus—of a right to exclude."

To which Leung responds: "Bam! That really hits it on the head."

Her mind sufficiently blown, Leung tries to "connect all these dots in a coherent way." And it turns out that she believes that libraries have a lot in common with slavery, whiteness, and property because "libraries and librarians have a long history of keeping People of Color out . . . Legal and societal standards revolve around whiteness and libraries are no different."

And the books (and magazines and journals, and other written stuff) are really at the heart of the problem:

If you look at any United States library's collection, especially those in higher education institutions, most of the collections (books, journals, archival papers, other media, etc.) are written by white dudes writing about white ideas, white things, or ideas, people, and things they stole from POC and then claimed as white property . . .

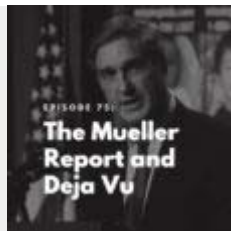
Which raises a couple of questions. Has this librarian ever actually *read* these books? And what white ideas is she talking about here? Specificity would help. Of course, some library collections undoubtedly do include books that discuss things that white dudes stole from people of color and then claimed as white property . . . but which ones are those? And how many of them are there?

But Leung is not into making such distinctions because her critique isn't about this or that book, but about of *the entire idea of the library collection*. The whole damn thing. Because it is complicit in pretty much every terrible, oppressive, and unjust aspect of our society:

Library collections continue to promote and proliferate whiteness with their very existence and the fact that they are physically taking up space in our libraries. They are paid for using money that was usually ill-gotten and at the cost of black and brown lives via the prison industrial complex, the spoils of war, etc. Libraries filled with mostly white collections indicates that we don't care about what POC think, we don't care to hear from POC themselves . . . [sic]

Indeed, this might be a pretty solid point if Leung could cite libraries that specifically excluded works by Toni Morrison, Maya Angelou, Alice Walker, Langston Hughes, Zora Neale Hurston, James Baldwin, August Wilson, or Richard Wright. If there is indeed an imbalance in the collections, it could be redressed by additions to those collections.

But Leung seems more passionate about ideological book burning, which is an odd stance for someone in the library business, don't you think? I'm willing to go out in a limb here and guess that Leung hasn't read *Fahrenheit 451* recently. Though, in her defense, that book was written by a straight white man, who is dead. And the hardcover edition takes up an oppressive 46.2 cubic inches of space.



THE BULWARK PODCAST · APRIL 17 2019

## **The Mueller Report and Deja Vu**

The good news is that Leung concludes by suggesting that perhaps she hasn't thought all of this through quite yet. "I still have some thinking to do around this topic," she writes, "but curious to hear what others think." Well, she's sort of interested in what others have to think. She's fine with you agreeing with her, but isn't really up for a debate on the subject. "I'm less interested in hearing that you don't buy it, so don't bother with those types of comments," she says. Her mind is closed and intends to remain that way.

In other words, the barbarians aren't really at the gate; they are already somewhere behind the checkout desk.





**Charles Sykes**

*Charlie Sykes is editor-in-chief of The Bulwark and an NBC/MSNBC contributor.*  
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The Central Library in the San Antonio Public Library system.

## **Libraries are staking their claim as the original coworking space**

BY [KATEY STOETZEL](#)

Content Marketing Coordinator, Public AffairsKauffman Foundation

### **Libraries are staking their claim as the original coworking space**

Get the lowdown on how the possibly most underappreciated coworking space isn't staying quiet about its role as an essential, free resource for entrepreneurs.

POSTED 04/18/2019

*Looking for a coworking space? Try the library.*

Libraries are the original coworking space. With meeting rooms, internet access, programming, and community members in one place, your friendly local librarian wants you to start thinking of libraries as the entrepreneurial spaces they've always been.

Ryan Salts of Launch San Antonio, which operates out of the Central branch of the San Antonio Public Library, said he thinks the most underappreciated resource a library has to offer might be its inherent coworking space.

"There's paid coworking spaces across the nation, but the one that's always been free is the library," he said.



*1 Million Cups event takes place inside a free public library space.*

Launch SA's position in the San Antonio downtown library comes from rethinking what libraries can offer – not just books and access to knowledge, but a community of entrepreneurial support that everyone can access. This is also why 1 Million Cups (1MC), a Kauffman Foundation entrepreneurial learning program of which Salts is a volunteer community organizer, is held there every Wednesday morning. Salts said they use the 1MC program to catapult people into the resources that the larger community has to offer. Meanwhile, Launch SA provides an infrastructure for people in the ideation phase of starting their own business through mentorship, direction, education, and programs.

The accessibility the library offers to resources and programs like 1MC and Launch SA, in turn boosts accessibility to entrepreneurship, especially at the start of the entrepreneur's journey. Salts said that's the shakiest time for any entrepreneur, when vulnerability and lack of resources to capitalize on are at their highest.

"Having entrepreneurship resources in a public setting like the library creates an opportunity to shield and educate entrepreneurs that traditionally don't have access to resources or communities that might provide those resources otherwise," Salts said.

An entrepreneur might come to a point where they need access to costly resources or databases, which the library can provide for entrepreneurs who can't afford it or wouldn't even know of its existence. For underserved entrepreneurs, Salts said these resources could be crucial at the beginning of starting a business.

"When you provide things that are accessible and free and community-oriented, which is inherently what a library exists to do – that's why it's such a good space because everybody's welcome, your ideas are accepted," Salts said. "In tandem with 1 Million Cups, there's the idea that you can build a community here, your ideas will be welcome, you'll get the feedback you seek, and there will be people around you to support that goal."



Morgan Perry is that person for the Mid-Continent Public Library (MCPL) system in Kansas City, Missouri. As the outreach business specialist for the library, her role is to develop a system standard to establish libraries as a free resource and support center for people seeking business development assistance.

It's not just about pointing people with business questions to the "how to start a business" stacks at the MCPL. Perry said the library's emphasis on business takes it beyond a free place to work and check out resources. People seeking help with their business can sit down for one-on-one sessions with a business information librarian and trained business specialists to take a tour of the databases, programs, and resources that are available – anything from starting a Facebook business account to identifying what skills they might need to build.

Perry said her team is willing to meet people outside of the library as well – at their small business, the neighborhood coffee shop, or at the kitchen table of a home-based business – to meet people where they're at and to increase the effectiveness of support. "Those things could all be done by yourself, but what we know about online learning is that the impactfulness you have when a human being is connected with it just goes through the roof," she said.

Salts said it's about the continuous building of a community within a resource center. Public libraries, especially those that house entrepreneurship programs and ingrain system-wide business support, provide not just a place to work, but a community to work within.

# Kanopy and Hoopla Digital Are the Two Best Streaming Services You've Never Heard Of

**They're your ticket to some of the best movies, shows, and books of all time—and they're free.**

BY SETH WEITBERG

APR 24, 2019



COURTESY

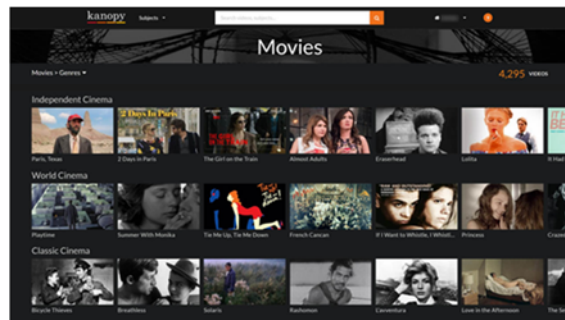
If you're between the ages of 7 and 90, you have no doubt spent a decent percentage of your life scrolling through movie and TV options on Netflix, Hulu, or Amazon Prime. Without even thinking about it, you grab the remote (or mouse, or Xbox controller) and start mindlessly skimming your way through an ocean of familiar titles and categories, before ultimately settling on *The Departed* for the fiftieth time.

Well, there's another option to spice up your entertainment selection—actually, two—and you've already paid for them with your tax dollars. Yes, it turns out there are amazing streaming services you can access using a library membership.

You remember the library, right? That place with the weird smell, where you go to roam around and just take stuff home with you? Let me introduce you to Kanopy and Hoopla Digital, two streaming services, totally ad-free, that don't just make you feel like you're borrowing from the library, they make you feel like you're *stealing*.



Both can be accessed on Apple TV, Roku, Android TV, Fire TV, your computer, and your smartphone, and unlike the actual library, everything is always available—anytime, anywhere. This is the America that the Founders intended!



Whatever your preference, Kanopy puts it all right at your fingertips.

## Kanopy: Your Ticket to the Classics

Kanopy doesn't force you to watch trailers while you scroll, and it doesn't automatically roll you into more content after you finish something. Truthfully, it doesn't give a shit if you use the service or not. It's the digital equivalent of the college town video store, where the surly owner won't notice you come in, but if you ask for help he will *blow your mind*.

First, it's loaded up with the Criterion Collection. Kurosawa, Bergman, Fellini, Chaplin—all the filmmakers you always claim you love at parties, but now you can actually watch their stuff. A24 also puts their films on there, which means you get recent releases too, like *The Disaster Artist*, *Eighth Grade*, and *First Reformed*.



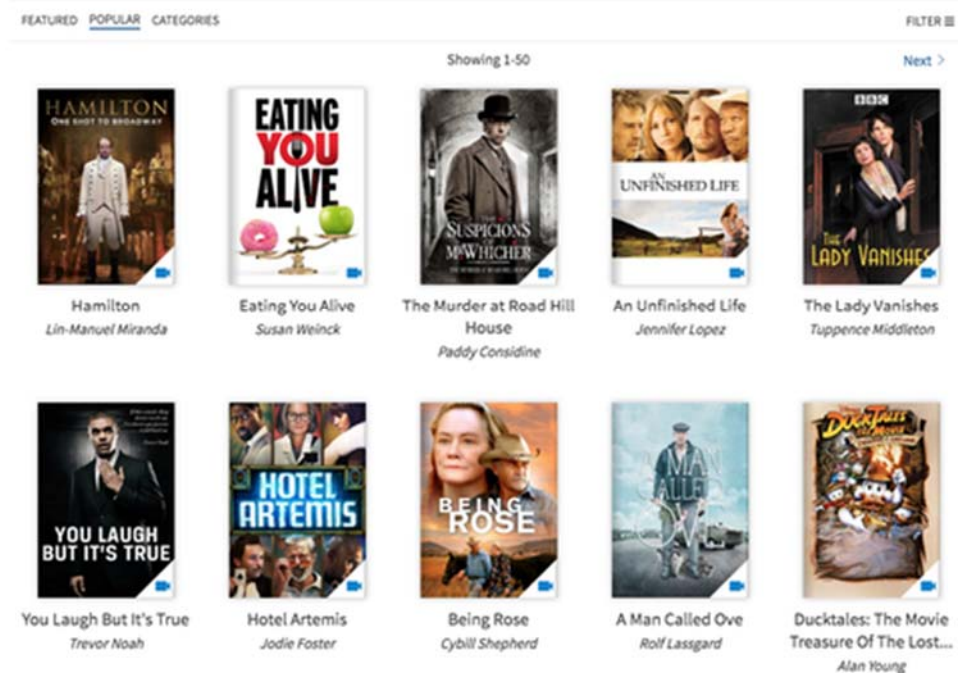
Kanopy offers brand new A24 releases like *Mid90s*—no Prime account required.

A24

Kanopy is great at categorizing, with fun movie groupings like “Directorial Debuts,” “Must-See Classic Films,” “*NY Times* Critics’ Picks,” and “Cast of Thrones,” which has movies featuring actors from *Game of Thrones*, in case you ever wanted to see Ramsay Bolton mess with the Nazis or Melisandre as a cat that transforms into a human in a small Dutch town (you do).

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## Movies



In addition to films, Hoopla Digital also offers audiobooks, music, comics, Ebooks, and TV.

Courtesy

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Hoopla Digital: Movies, TV, Books, and More

Like Kanopy, Hoopla Digital comes out of the gate with refreshing movie categories like “Cult Classics,” “Directed by Women,” “Based on a True Story,” and “Art House: French Cinema.”

And only a streaming service that isn't afraid of Hollywood would explicitly have a Miramax category. If you're unfamiliar, Miramax was the company that produced or distributed *Rounders*, *Trainspotting*, *Sling Blade*, and *No Country for Old Men*. Nothing there for you? Fine, how about *Shakespeare in Love*, *Bridget Jones' Diary*, *Good Will Hunting*, *Amélie*, or *Chocolat*? And that's all one category where I still haven't mentioned *Scream*, *Scary Movie*, *Clerks*, or any of the many Jackie Chan movies.

Did Miramax used to be owned by the Weinsteins? Yes. Will they get a dime if you watch these movies here? Nope!



Streaming Miramax movies feels even better when you know none of the money is going to Harvey!

## Miramax

And if you're the “I pay for streaming services to babysit my child” type, no worries, because Hoopla is loaded with Disney movies. Which Disney movies? Close your eyes and imagine going into the video store as a kid, when you'd stroll over to that wall of puffy, squishy, slightly sticky VHS boxes. That's them! *Treasure Island*, *Babes in Toyland*, *Swiss Family Robinson*, *Flight of the Navigator*. Basically anything you watched with your parents for “movie night,” and two-thirds of Don Knotts' career.

To understand Hoopla's TV offerings, all you need to know is that Agatha Christie and Jillian Michaels both have their own categories. You'll definitely pick up the library vibe, but that will feel like a Dickensian Christmas miracle to anyone who has thought about British streaming offerings like Acorn or Britbox, but can't stomach paying another monthly fee or having to fully accept that you're turning into your parents.

So what's the catch?

Well, for one, you're only allowed six rentals a month on Kanopy, and eight a month on Hoopla Digital. So choose carefully. Or don't! You've allegedly got over half-a-million viewing options between the two platforms, and you're not paying for any of them.

There *is* a chance that your local library system does not participate with one of these streamers, in which case politely tell them to put your tax dollars to work and get onboard. For everyone else, if you don't already have a card, go to a library, take five minutes to sign up, and you'll be the only person on your block who can stream *Bill & Ted's Excellent Adventure* for free in no time.

Asking someone to "Hoopla Digital and chill" might not sound that smooth, but at least it's guaranteed to work on a budget.

# WALL STREET JOURNAL

## [HOMES](#)

By *Katy McLaughlin*

April 25, 2019 12:19 p.m. ET

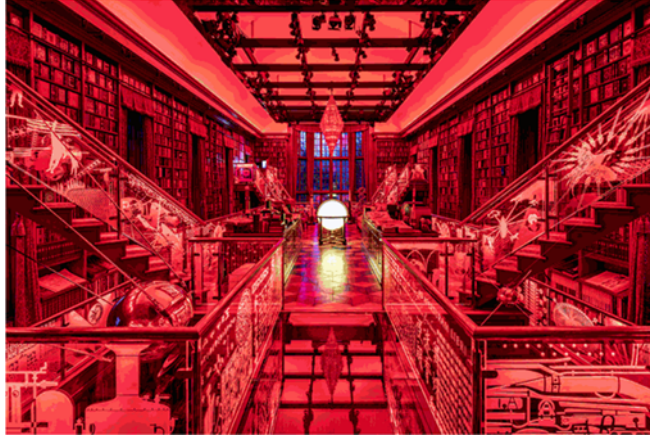
Forget the Dewey Decimal System: Entrepreneur and inventor Jay Walker's 25,000 books, manuscripts, artifacts and objects are organized in his personal 3,600-square-foot library "randomly, by color and height," he said. When he walks into his library, part of his Ridgefield, Conn., home, the room automatically "wakes up," glowing with theatrical lighting, music and LED-lit glass panels lining various walkways. He finds items to peruse by a system of memory, chance, and inspiration, he said.

The Walker Library of the History of the Human Imagination is a dramatic example of the rarest of residential amenities: A vast, personal, custom-built repository of intellectual stimuli. In the age of the e-reader, it is a status symbol on par with wearing a Patek Philippe watch when the cellphone already tells the time. For wealthy homeowners, personal libraries provide both a quiet refuge from the world and a playground for their minds—as well as a solution to the challenge of warehousing books from which they cannot bear to part.

But grand private libraries for hard-core book collectors come with daunting engineering and design challenges. To create enough shelf space and to counteract the visual heaviness of walls lined with books, private libraries may aim for two or more open stories. Mr. Walker's library, consisting of 3½ stories with one main floor and platforms and balconies at various levels, required framing the exterior walls with "a steel exoskeleton to hold up the room," said its architect, Mark Finlay of Southport, Conn. Mezzanine floors lined with book cases required steel framing, as did some wood bookshelves that carry heavy loads. There are some 25 staircases lined with panels of etched glass that depict important moments in the development of human invention. "It is designed to be intentionally disorienting," said Mr. Walker.



# WALL STREET JOURNAL



Multicolored LED lighting bathes the Walker library, one of the ways that Walker has purposely made the space “disorienting.” PHOTO: DOROTHY HONG FOR THE WALL STREET JOURNAL



Jay Walker in his library. PHOTO: DOROTHY HONG FOR THE WALL STREET JOURNAL

In Austin, Texas, Don Elledge, the 54-year-old chief executive of an information security company, recently completed construction of a 12,000-square-foot home with a library he estimates cost roughly \$4 million to build and fill with antiquarian books, antiques and research-grade astronomical equipment. His architect, Austin-based Luis Juaregui, said the biggest engineering challenge was stabilizing the \$300,000 telescope, positioned above the library, with a 30-inch diameter concrete pier embedded 15 feet into natural limestone beneath the house’s foundation. Isolating that pillar, and the telescope atop it, from the rest of the house is essential, said Mr. Elledge, because “any vibrations, even imperceptible ones, would degrade the image.” Also tricky: Cantilevering the

# WALL STREET JOURNAL

wraparound catwalk lined with books. The solution came in the form of several narrow steel-tube columns, encased with decorative cast iron.

The private library is a classic example of a highly personal amenity that is expensive for the builder of a dream home to create and hard to recoup upon resale. Richard Clayton, 75, who recently retired after owning an industrial construction company, built a 25,000-square-foot mansion in Paradise Valley, Arizona, six years ago for \$21 million (on top of a \$2.7 million lot purchase). He spent between \$500,000 and \$600,000 building a two-story, 1,200-square foot Honduran mahogany library to house his collection of first-edition books, which he had previously stored in part in his company's warehouses. Today, Mr. Clayton and his wife Donna are prepared to take a haircut, listing the house for just under \$15 million. Mr. and Ms. Clayton are looking to downsize but intend to take their book collection to their eventual new home. They aim to buy a property large enough so that they can either build a new two-story library in it, or turn a bedroom into a library.

Joan Levinson, the Clayton's listing agent, said a library is an asset when marketing this type of home. Karla Murtaugh, an agent with Neumann Real Estate and Christie's International in Ridgefield, Conn., said that libraries can provide a "hook" for a buyer with an intellectual or scholarly bent.

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## Libraries That Inspire

These spectacular rooms house the owners' collections of books, antiques, art and ephemera representing their unique, life-long passions and interests.

# WALL STREET JOURNAL

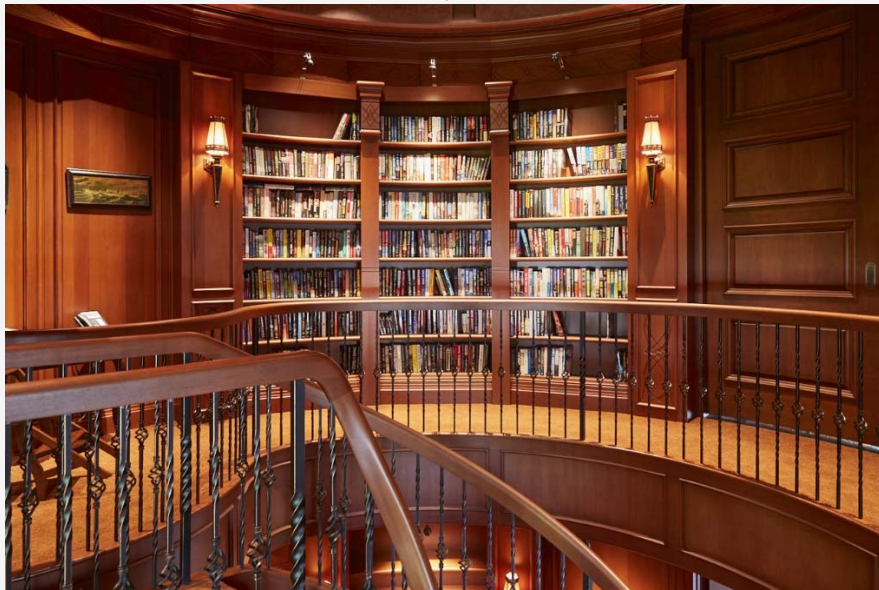


Richard and Donna Clayton built this two-story library in the custom home they completed in 2013 in Paradise Valley, Arizona.

STEVE CRAFT FOR THE WALL STREET JOURNAL



# WALL STREET JOURNAL



# WALL STREET JOURNAL



Mr. and Ms. Clayton in their library. PHOTO: STEVE CRAFT FOR THE WALL STREET JOURNAL



# WALL STREET JOURNAL



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# WALL STREET JOURNAL





# WALL STREET JOURNAL



# WALL STREET JOURNAL



Richard and Donna Clayton built this two-story library in the custom home they completed in 2013 in Paradise Valley, Arizona.

STEVE CRAFT FOR THE WALL STREET JOURNAL  
1 of 23

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However, that doesn't mean the math on elaborate libraries adds up. Without having toured the home, Ms. Murtaugh estimated the value of Mr. Walker's nine-acre estate with a 27,000-square-foot mansion at roughly \$10 million. Mr. Finlay said that to recreate just the library—the physical structure, without the contents—today would cost roughly \$10 million.

Mr. Walker, 63, who declined to say what he has spent on his house or library, said he never plans to sell his home and that “the library has paid for itself by enriching my life 100 times over” since he built the home in the early 2000s. Mr. Walker, founder of [Priceline.com](https://www.priceline.com), co-founder and CEO of Upside Travel and curator of TEDMED, the health and medicine version of the TED conference and talks, said the library has stimulated new ideas that have translated into an array of inventions and helped him make many new friends.

For some private library owners, especially those who aspire to world-class book collections, the serious expenditure isn't in the physical structure, but in the contents. “It is not uncommon for collectors at this level to be spending in excess of \$1 million a year”



# WALL STREET JOURNAL

on books, said John Windle, owner of San Francisco bookstore John Windle Antiquarian Bookseller.



Richard and Donna Clayton built this two-story library in the custom home they completed in 2013 in Paradise Valley, Arizona. PHOTO: STEVE CRAFT FOR THE WALL STREET JOURNAL



Mr. and Ms. Clayton in their library. PHOTO: STEVE CRAFT FOR THE WALL STREET JOURNAL

When Max Norris, a 65-year-old Singapore-based investor, bought a 22-acre estate in Devon, England, it was in need of new electric and plumbing systems and a cosmetic overall. But it came with a remarkable, huge, oak library. For nearly 240 years, the property had been the seat of the illustrious Coleridge family and their nearly 18,000 books, which Mr. Norris paid an additional \$129,000 to acquire. The poet Samuel Taylor

# WALL STREET JOURNAL

Coleridge (of “Rime of the Ancient Mariner” fame) spent part of his childhood in the house, Mr. Norris said. In addition to Coleridge’s poetry, the family had between 400 and 500 bibles and religious texts, as well as about 100 books written in the Old Norse language, he said.

Mr. Norris added 4,000 books of his own and spent between roughly \$3.9 million to \$5.2 million updating the 22,000-square-foot main house. In recent years, while he and his wife live in Asia, his 30-year-old son Charles has occupied the property, which Mr. Norris characterized as “a bit too large for a bachelor pad.” The family has the property on the market now, seeking offers “over £7 million,” or roughly \$9.01 million. Mr. Norris said he will offer to sell the books to the home’s buyer.

While these libraries are entirely private, Mr. Walker and Mr. Elledge offer local charities and school groups some access. Mr. Elledge allows physics students at a local school use of the telescope and has hosted astronomy groups in the observatory. Between 15 and 20 times a year, Mr. Walker and his wife, Eileen, donate tours of the library to auction events to raise money for local charities and schools. These go for between \$15,000 and \$50,000, said Mr. Walker, who guides up to 20 people on three-hours tours. For groups of kids, Mr. Walker has several “greatest hits” he likes to share, including a set of glass eyeballs dating to the Civil War, an Indonesian religious text printed on bark from 1650 describing cannibalism, and a rock from the planet Mars that he bought privately from an asteroid collector, Mr. Walker said. He encourages guests to pick up items and (gently) touch them, he said.



# WALL STREET JOURNAL



Don Elledge and his wife, Iana, in their two-story library in Austin, Texas. PHOTO: CASEY WOODS FOR THE WALL STREET JOURNAL

When he and his wife are no longer living, the books and objects can “re-enter the stream of commerce” and find new owners, Mr. Walker said. But, taking a page from his own imagination, he said that he hopes that before that time comes, three-dimensional scanning will have advanced to the point that the entire collection can be scanned and recreated on 3-D printers. The physical structure could also be captured in 3-D and viewed in virtual reality.

“Then anyone in the world could press ‘print’ and recreate anything in the library, as if they were here in it,” Mr. Walker said.

## LIBRARY DESIGN 101

### 1. Lighten

“Most homeowners want that rich, traditional brown stain in their library,” said Susie Marion, who designed Don Elledge’s library in Austin while working for his architect, and recently opened her own firm, Marion Interior Design. To counteract the “sea of brown,” she uses light rugs and makes the ceiling both light and interesting, with pale wallpaper or paint. Other tricks: Glass shelves and velvet furnishings, which catch glints of light, she said.

### 2. Fortify

# WALL STREET JOURNAL

“Many architects do not design the shelves to be thick enough, so they always get the bowing shelf,” said interior designer Timothy Corrigan, whose firm is located in Los Angeles and Paris. Shelves that span more than 36 inches need to be an inch-and-a-half or two-inches thick, Mr. Corrigan said. His firm also designed a metal support—steel, or if it will be noticeable, brass—that goes under book shelves to strengthen them.

## **3. Fill**

Clients build libraries but often don’t have enough books to fill them out, said Mr. Corrigan. Juniper Books in Boulder, Colorado, specializes in assembling custom libraries, said founder Thatcher Wine. One of the most common requests is the “100 greatest books,” such as literary classics by Mark Twain and Jane Austen. Juniper also custom designs book covers that can be organized together so that the spines of the books form an image or pattern. Custom covers start at \$350 per linear foot of books, with 10 books in a foot, Mr. Wine said.

## **Insurance for Precious Books**

Rare books, first editions and other literary treasures often need their own insurance policies, said Susan Michals, vice president of Michals Insurance Agency in Watertown, Mass., which specializes in finding insurance for clients with collections of fine art, coins, wine and rare books. A few considerations for insuring a library’s contents:

### **1. Companies**

Traditional homeowners insurance companies typically do not have the ability to insure rare book collections—they don’t have the expertise, Ms. Michals said. Instead, insurers who concentrate on high-net worth individuals, such as Chubb or AIG, and specialty insurers, including AXA XL, Berkley Asset Protection and Lloyd’s of London, write such policies.

### **2. Costs**

Chubb said on average a rare book collection valued at \$100,000 would cost \$200 to \$500 to insure annually. A \$1 million collection would have average premiums ten times as high, said Laura Doyle, Chubb’s fine art, jewelry and valuable collections manager.

# WALL STREET JOURNAL

The benefit of a valuables policy is that it has no deductible and insures against vagaries specific to rare books, said Ms. Doyle. If one book in a set is damaged, for example, the policy would cover the loss of value to the entire set, she said.

## **3. Considerations**

Rare book insurers will sometimes come and inspect where a valuable collection lives, said Ms. Doyle. “We have a team in house that consults with clients about security, environmental control, minimizing temperature and humidity, and UV lighting,” she said. Premiums may be higher in places with frequent hurricanes and other natural disasters, both Ms. Doyle and Ms. Michals said.

## **The care and feeding of old tomes**

Condition is paramount in the world of rare books. A first-edition of “The Great Gatsby” in a perfectly pristine dust jacket could fetch “at least \$250,000” while one with no dust jacket that is a bit worn might get about \$3,500, said John Windle, owner of San Francisco bookstore John Windle Antiquarian Bookseller. Mr. Windle and Thatcher Wine, founder of Boulder’s Juniper Books, which assembles custom libraries and designs artistic book jackets, provided these tips for caring for the pages.

### **1. Light**

“Books of any value should be kept in rooms without direct sunlight. The difference after 20 years is astonishing,” Mr. Windle said. Mr. Wine advised treating windows with UV protection.

### **2. Temperature**

“Books are like people,” in terms of the temperature and humidity they like the best, Mr. Windle said. 72 degrees and pleasant—think Los Angeles weather—is ideal.

### **3. Hygiene**

# WALL STREET JOURNAL



Interior designers frequently use color-coordinated book covers to change the design aesthetic of a library. PHOTO: JUNIPER BOOKS

Books should be cleaned “as little as possible,” Mr. Windle said. Every 3 to 5 years, books with leather bindings should be rubbed with a very light application of “book leather dressing,” a product sold in library or museum gift shops or online. Cloth bindings should be lightly brushed with a soft cloth. To dust the top edges of a book, an old-fashioned shaving brush is ideal, he said.

## 4. Protection

Books in paper jackets should be covered by transparent book jacket covers sold by library supply firms. For the ultimate in safety, book binders can make transparent clamshell boxes, Mr. Windle said. They cost roughly \$125 to \$250 apiece, he said.

## 5. Big Chill

If bugs such as silverfish infiltrate a rare book, place it in a plastic bag and in the freezer for two to three days, advised Mr. Wine. The cold will both kill the bugs and draw humidity from the book, delaying the return of pests.

Write to Katy McLaughlin at [katy.mclaughlin@wsj.com](mailto:katy.mclaughlin@wsj.com)

*Appeared in the April 26, 2019, print edition as 'More Than Book Value.'*

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## Upcoming Events of Interest

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### **Learning in Retirement Summit**

*Tuesday, May 21 at 7:00 p.m., Registration required*

Meet the stars from LIR as they share highlights from their presentations on Southeast Asia.

### **Parenting Strategies - Setting Limits**

*Wednesday, May 22 at 7:00 p.m., Registration required.*

Learn how to set age appropriate limits for younger children. Topics include screen time, discipline, and more.

### **The Write Stuff: Writing Group for Teens "Start Writing Your Novel" with Author/Teacher Beth Rodgers**

*Thursday, May 23 at 7:00 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.

### **Memorial Day Weekend**

*Saturday, May 25 through Monday, May 27.*

The Library will be closed in honor of Memorial Day.

### **Idea Lab: Project: Liftoff**

*Saturday, June 1, from 10:00 a.m. to 4:00 p.m.*

*Thursday, June 6, from 6:00 p.m. to 8:00 p.m.*

Visit the Idea Lab to build and launch your own rockets!

### **Baldwin Boosters Orientation**

*Saturday, June 8 at 2:00 p.m. Registration required.*

Summer Reading Volunteers Ages 11 to 14. Find out how you can earn community service hours by helping with Youth Summer Reading as a Baldwin Booster. Enjoy pizza, pop, friends, and more! Applications can be found on the volunteer page of the website: <https://www.baldwinlib.org/volunteer/> and are due Saturday, June 8. Registration required for Orientation.

### **Exam Cram with Therapy Dogs**

*Saturday, June 8, from 5:30 to 8:30 p.m.*

Grades 9-12: Are finals stressing you out? PAWS from studying and pet a therapy dog. After the library closes to the public, high school students will have the whole library to themselves! Pizza will be provided.

### **BPL @ The Farmers Market**

*Sunday, June 9, from 9:00 a.m. to 2:00 p.m.*

BPL staff will be at the Birmingham Farmers Market to show off our 3D printing technology, library card sign-up, program registration, and giveaways. Fun for the whole family!

### **Happy Little Paint-Along**

*Monday, June 10 at 7:00 p.m. Registration required.*

Paint along to some relaxing art instruction. The Library will provide all the tools and materials you need.

### **Intro to Coding Workshop with Grand Circus**

*Wednesday, June 12, from 6:00 to 8:30 p.m. Registration required.*



Grade 9 - Adult: Grand Circus has partnered with us to bring you these FREE workshops. This workshop is designed for those who are curious about coding, but who have very little or no coding experience. Please bring a laptop with Google Chrome downloaded onto it.

**Family Storytimes @ the Museum: 1...2...3...Blast Off to Outer Space!**

*Thursday, June 13, from 6:30 to 7:15 p.m. Registration required.*

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

**Fash Bash at Jake's - 60's Style!**

*Thursday, June 13 at 7:00 p.m. Registration required.*

Birmingham, the 1960s, and Jacobson's. This program will highlight the stunning dresses and accessories sold by Jacobson's and the original fashion photos taken in and around the city during the store's heyday. This lecture is presented in partnership with The Birmingham Museum as part of the summer Throwback Thursdays series.

**Summer Reading Kickoff!**

*Friday, June 14, from 1:00 to 4:00 p.m.*

Join us as we kick off a Universe of Stories! Summer Reading 2019. Register for Summer Reading and join us for crafts, games, and more. There are Summer Reading programs for Adults, Teens (Grades 6-12) and Youth (Birth to grade 6).



## BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

**Baldwin Public Library Trust Meeting**  
Monday, May 20, 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 April 15, 2019 minutes                  | p. 135 |
| B. Acceptance of the April 2019 receipts of \$159.24       | p. 144 |
| C. Approval of the April 2019 disbursements of \$24,243.76 | p. 145 |

II. New and Miscellaneous Business

- A. Transfer of money from Endowment funds for current expenditure  
**Suggested motion:** To transfer \$55,772.88 from the Baldwin Public Library's Trust Endowment Funds, an amount that has been calculated according to the formula contained in the Baldwin Public Library's Trust Investment Policy. The \$55,772.88 transferred into money market and checking accounts will be spent in accordance with the various guidelines established when the individual Endowment funds were established, and in cases where there was no specific designation, in a manner consistent with the financial policies of the Library and in furtherance of the mission of the Baldwin Public Library.

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 May 20 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, June 17, 2019.



BALDWIN LIBRARY BOARD  
MINUTES, TRUST MEETING  
April 15, 2019

1. Call to Order

The meeting was called to order by President Bob Tera at 8:34 p.m.

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

Absent and excused: Melissa Mark.

Library Staff present: 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.

1<sup>st</sup> Aidenbaum

2<sup>nd</sup> Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

3. New and Miscellaneous Business: Pisano stated that the Trust was performing well against its benchmark and looks forward to seeing how the recent changes in fund allocations will impact future performance.

4. Adjournment:

**Motion:** To adjourn the meeting.

1<sup>st</sup> Underdown

2<sup>nd</sup> Suhay

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously. The meeting was adjourned at 8:37 p.m. The next regular meeting will be on Monday, May 20, 2019.

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Melissa Mark, Secretary

Date



## Baldwin Public Library Trust: April 2019

April receipts totaled \$159.24. April disbursements totaled \$24,243.76.

The current value of the Trust is \$1,736,745.41, divided up in the following way:

Total endowment investments*	\$1,161,440.15
Endowment funds distributed for use	<u>\$73,139.51</u>
Total endowment funds	\$1,234,579.66
General spendable funds	\$285,919.74
Restricted funds**	\$206,908.12
Naming rights for Rotary Tribute Room	<u>\$9,337.89</u>
Total non-endowment funds	\$502,165.75
Total endowment funds	\$1,234,579.66
Total non-endowment funds	\$502,165.75
Total of all Trust funds	\$1,736,745.41

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

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

This month's payments include one to Advanced Lighting & Sound for \$19,251.00 for part of the cost of the Rotary Room audiovisual overhaul. It comes from the Room's naming rights.

To date, fundraising efforts for the Youth Room Expansion and Renovation have resulted in \$138,625.35 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 April 30, 2019, the amount of money in the Trust that is undesignated stands at \$335,476.66.

\$10,000 has been donated to the Library Trust from the estates of Mary and Richard Henne. (Mr. Henne was a Library trustee from 1986 to 1991.) Per the terms of their Trust, the donation will be used to establish the Richard and Mary Henne Book Fund as a named endowment fund. Next month's receipts will show this donation.

**Calculation of Potential Spending from Baldwin Public Library Trust Endowment Funds at 4/30/2019**

Weighted Value of Endowment Market Value over Five-Year Period:													
Date		4/30/2014	4/30/2015	4/30/2016	4/30/2017	4/30/2018	4/30/2019	Totals					
Value at April 30 of Year		\$1,009,139.47	\$1,057,141.64	\$982,764.18	\$1,095,148.81	\$1,157,174.14	\$1,160,690.15						
Adjustments for Donations to Endowments: (Add Gifts to Prior Years' Market Values)													
			\$14,385.00										
			\$11,301.90	\$11,301.90									
			\$3,410.00	\$3,410.00	\$3,410.00								
Adjusted Values			\$1,086,238.54	\$997,476.08	\$1,098,558.81	\$1,157,174.14	\$1,160,690.15						
Weight per Year			10%	15%	20%	25%	30%	100%					
Weighted Values			\$108,623.85	\$149,621.41	\$219,711.76	\$289,293.54	\$348,207.05	\$1,115,457.61					
Weighted Value of Endowment Market Value over Five-Year Period								\$1,115,457.61					
Calculated Maximum Possible Withdrawal (5% of Weighted Value of Endowment Market Value) (\$1,115,457.61 * 0.05)								\$55,772.88					
Principal of Endowments								\$818,859.98					
"Principal of Endowments" Plus 5%								\$859,802.98					
Value of Endowment Funds on 4/30/2019 after Maximum Possible Withdrawal (\$1,160,690.15 - \$55,772.88)								\$1,104,917.27					
Since the calculated maximum withdrawal will still leave the endowment value above the principal plus 5% (\$859,802.98), it is permissible.													
Recommended Withdrawal from the Endowment								\$55,772.88					
From the Baldwin Public Library Trust Investment Policy, last updated on 10-15-12: "It is the policy of BPLT to approve the transfer of up to 5% of its Endowment market value (so long as such transfer will not reduce the endowment below its principal amount plus 5%) at the end of each April for the following year, using a trailing five year weighted average. Such transferred funds may be used by the Library Director, consistent with the financial policies of the Library, throughout BPL's fiscal year on expenses which further BPL's mission to provide a first class library to its users. In calculating weighted average market values, the earliest market value will be given a 10 percent weighting, the second market value a 15 percent weighting, the third market value a 20 percent weighting, the fourth market period a 25 percent weighting, and the latest a 30 percent weighting. Any gifts or additional deposits received during the latest valuation year will be added to the prior four years' market values in order to be given full weight in the payout calculation."													

**BALDWIN PUBLIC LIBRARY TRUST  
FISCAL 2018/19  
ENDOWMENT INTEREST ALLOCATION**

		VALUE AS OF	\$ 55,772.88
		APRIL 30, 2019	0.0480515
NAME	PURPOSE		% OF VALUE
Frances Balfour	Adult Reading	\$14,383.56	691.15
Gladys E. Brooks	Large Print Books/Senior Citizens	\$59,601.57	2,863.94
Jane Cameron	Adult Programs/Writers Live	\$94,303.03	4,531.40
Jane Martin Clark	Baldwin Public Library	\$7,191.78	345.58
Jan Coil	Baldwin Public Library	\$14,966.29	719.15
Aubrey & Grace Flood	Youth Services	\$7,191.78	345.58
Paul R. Francis	Staff Appreciation	\$13,494.09	648.41
Friends of the Library	Library Collections	\$46,027.70	2,211.70
Priscilla Goodell	Baldwin Public Library	\$163,567.56	7,859.66
Emmelene Hornac	Youth Services & Adult Reading	\$71,917.83	3,455.76
H. G. Johnston	Reference Collection	\$9,076.72	436.15
Bob & Jean Kelly	Youth Services Programs	\$14,445.51	694.13
William Kernan, Jr.	Library Collections	\$35,958.94	1,727.88
Merle L. Roninger	Reference Collection	\$360,780.36	17,336.04
Rosso Family Foundation	Baldwin Public Library	\$14,383.58	691.15
Marion G. Sweeney	Youth Services	\$15,333.17	736.78
Stephen Vartanian	Audio Visual Material	\$14,383.58	691.15
Clarice G. Taylor	Professional Development	\$88,527.03	4,253.85
Eric & Julie Gheen	Adult Reading Print Books	\$13,470.14	647.26
Ileane Thal	Baldwin Public Library	\$51,445.35	2,472.03
Judith Nix	Youth & Adult Programs	\$19,895.27	956.00
MAF-Rae Dumke	Architecture Books	\$13,520.60	649.68
Linne Underdown Hage Forester	Professional Development	<u>\$16,824.71</u>	<u>808.45</u>
		\$1,160,690.15	55,772.88
<b>General</b>			
Jane Martin Clark		\$7,191.78	345.58
Jan Coil		\$14,966.29	719.15
Priscilla Goodell		\$163,567.56	7,859.66
Rosso Family Foundation		\$14,383.58	691.15
Ileane Thal		<u>\$51,445.35</u>	<u>2,472.03</u>
			12,087.57
<b>Staff Appreciation</b>			
Paul R. Francis		\$13,494.09	648.41
<b>Adult Department</b>			
Frances Balfour		\$14,383.56	691.15
Friends of the Library		\$23,013.85	1,105.85
Eric & Julie Gheen		\$13,470.14	647.26
Emmelene Hornac		\$35,958.91	1,727.88
William Kernan, Jr.		<u>\$17,979.47</u>	<u>863.94</u>
			5,036.08
<b>Adult Large Print</b>			
Gladys E. Brooks		\$59,601.57	2,863.94
<b>Adult Programs/Writers Live</b>			
Jane Cameron		\$94,303.03	4,531.40
Judith Nix		<u>\$9,947.63</u>	<u>478.00</u>
			5,009.40
<b>Adult AV</b>			
Stephen Vartanian		\$14,383.58	691.15
<b>Adult Reference</b>			
H. G. Johnston		\$9,076.72	436.15
Merle L. Roninger		<u>\$360,780.36</u>	<u>17,336.04</u>
			17,772.19

**BALDWIN PUBLIC LIBRARY TRUST  
FISCAL 2018/19  
ENDOWMENT INTEREST ALLOCATION**

<b>Adult Architecture</b>		
MAF-Rae Dumke	\$13,520.60	649.68
<b>Youth Department</b>		
Aubrey & Grace Flood	\$7,191.78	345.58
Friends of the Library	\$23,013.85	1,105.85
Bob & Jean Kelly	\$14,445.51	694.13
Emmelene Hornac	\$35,958.92	1,727.88
William Kernan, Jr.	\$17,979.47	863.94
Marion G. Sweeney	\$15,333.17	<u>736.78</u>
		5,474.16
<b>Youth Programs</b>		
Judith Nix	\$9,947.64	478.00
<b>Professional Development</b>		
Clarice G. Taylor	\$88,527.03	4,253.85
Linne Underdown Hage Forester	\$16,824.71	<u>808.45</u>
		5,062.30
<b>Total</b>	<b>\$1,160,690.15</b>	<b>55,772.88</b>

**Baldwin Public Library Trust**  
**Portfolio Performance Benchmarks**  
As of April 30, 2019

<u>Index</u>	<u>2019: YTD</u>	<u>2018: Entire Year</u>
S&P 500 (Equity benchmark)	17.51%	-6.24%
Global Aggregate (Bond benchmark)	1.75%	-1.20%
Blended Return of Both Benchmarks*	13.57%	-4.98%
Baldwin Trust's Portfolio Return	14.55%	-8.30%
<b>Trust's Portfolio Performance Compared to Blended Return of Benchmarks</b>	<b>0.98%</b>	<b>-3.32%</b>

\*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  
APRIL 30, 2019**

<b>Investment and Cash Report</b>										
	Prior Month Balance 03/31/19	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 04/30/19	
<b>Chemical Bank Checking:</b>										
Endowment Money	\$0.00	\$0.00	\$0.00	\$20,470.67	\$65,241.19	\$20,470.67			\$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	\$19.99	\$840.33	\$19.99			\$0.00	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$1,778.79	\$0.00			\$0.00	
2017 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2018 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$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	\$2,223.26	\$0.00	\$0.00	\$2,941.76	\$34,854.68	\$3,695.00			\$2,976.50	
General Spendable Funds	\$83.64	\$0.00	\$0.00	\$814.34	\$10,145.33	\$814.34			\$83.64	
<b>TOTAL</b>	\$2,306.90	\$0.00	\$0.00	\$24,246.76	\$124,361.69	\$25,000.00			\$3,080.14	
<b>Chemical Bank Money Market:</b>										
Endowment Budgeted Funds	\$75,116.07	\$0.00	\$100.00	\$0.00	\$0.00	\$20,000.00	(\$20,470.67)		\$74,645.40	
Endowment Investment Funds	\$700.00	\$50.00	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00		\$750.00	
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	\$2,174.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$19.99)		\$2,154.75	
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	\$25,618.99	\$0.00	\$34,450.37	\$0.00	\$0.00	\$0.00	\$0.00		\$25,618.99	
2018 Youth Room Fundraising	\$138,625.35	\$0.00	\$72,850.00	\$0.00	\$0.00	\$0.00	\$0.00		\$138,625.35	
Restricted Funds	\$18,415.90	\$0.00	\$20,733.57	\$0.00	\$0.00	\$0.00	(\$3,695.00)		\$14,720.90	
General Spendable Funds	\$13,180.41	\$109.24	\$7,744.38	\$0.00	\$0.00	\$0.00	(\$814.34)		\$12,475.31	
<b>TOTAL</b>	\$296,643.09	\$159.24	\$136,428.32	\$0.00	\$0.00	\$20,000.00	(\$25,000.00)		\$291,802.33	
<b>Raymond James &amp; Associates:</b>										
Endowment Fund Investments	\$1,153,518.53					\$0.00	(\$20,000.00)	\$32,901.02	\$1,166,419.55	
Endowment Cash	\$3,498.29					\$0.00	\$0.00	(\$1,395.69)	\$2,102.60	
Sub-total Endowment Funds	\$1,157,016.82					\$0.00	(\$20,000.00)	\$31,505.33	\$1,168,522.15	
General Spendable Funds Cash	\$713.08					\$0.00	\$0.00	\$0.17	\$713.25	
General Spendable Mutual Funds	\$267,744.97					\$0.00	\$0.00	\$4,902.57	\$272,647.54	
Stock Donated for Youth Room Fundraising	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	
Sub-total General Spendable Funds	\$268,458.05					\$0.00	\$0.00	\$4,902.74	\$273,360.79	
<b>TOTAL</b>	\$1,425,474.87					\$0.00	(\$20,000.00)	\$36,408.07	\$1,441,882.94	
<b>Total All Funds</b>	\$1,724,424.86	\$159.24	\$136,428.32	\$24,246.76	\$124,361.69	\$45,000.00	(\$45,000.00)	\$36,408.07	\$1,736,745.41	

**APRIL 30, 2019**

\$1,160,690.15

**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT FUNDS BY DESIGNATION  
APRIL 30, 2019**

		Prior Month Balance 03/31/19	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 04/30/19
<b>Gift &amp; Tribute Funds</b>	<b>Purpose</b>									
<b>General Spendable Funds</b>		\$281,722.10	\$109.24	\$7,744.38	\$814.34	\$10,145.33	\$0.00	\$0.00	\$4,902.74	\$285,919.74
<b>Restricted Funds:</b>										
Memorials										
2012 Books & Bites at Baldwin Fundraiser		\$7,742.62	\$0.00	\$454.88	\$47.00	\$532.22				\$7,695.62
2013 Books & Bites at Baldwin Fundraiser		\$17.94	\$0.00	\$0.00	\$0.00	\$0.00				\$17.94
2015 Books & Bites at Baldwin Fundraiser		\$2,174.74	\$0.00	\$0.00	\$19.99	\$840.33				\$2,154.75
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		\$25,618.99	\$0.00	\$34,450.37	\$0.00	\$10,509.38				\$25,618.99
		\$138,625.35	\$0.00	\$72,850.00	\$0.00	\$991.99				\$138,625.35
Friends										
Adult Services Programs		\$1,284.45	\$0.00	\$5,006.77	\$848.58	\$9,321.03				\$435.87
Young Adult Programs		\$1,874.39	\$0.00	\$3,596.92	\$816.40	\$8,068.28				\$1,057.99
Youth Services Programs		\$7,841.91	\$0.00	\$6,800.00	\$1,229.78	\$13,495.79				\$6,612.13
Outreach & Equipment		\$1,895.79	\$0.00	\$4,875.00	\$0.00	\$3,437.36				\$1,895.79
<b>Sub-total Restricted</b>		\$209,869.87	\$0.00	\$128,033.94	\$2,961.75	\$48,975.17	\$0.00	\$0.00	\$0.00	\$206,908.12
<b>Rotary Room Fund</b>										
Naming Rights-Principal		\$27,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	\$0.00	\$7,832.00
Maintenance Funds		\$756.89	\$0.00	\$0.00	\$19,251.00	\$19,251.00	\$20,000.00	\$0.00	\$0.00	\$1,505.89
<b>Total Gift and Tribute Funds</b>		\$520,180.86	\$109.24	\$135,778.32	\$23,027.09	\$78,371.50	\$20,000.00	(\$20,000.00)	\$4,902.74	\$502,165.75
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>										
General Funds		\$50,313.68	\$0.00	\$0.00	\$756.76	\$3,700.88	\$0.00			\$49,556.92
Adult Large Print		\$300.85	\$0.00	\$0.00	\$252.10	\$1,953.09	\$0.00			\$48.75
Adult Services Department		\$7,881.57	\$0.00	\$0.00	\$0.00	\$5,987.19	\$0.00			\$7,881.57
Adult Audio Visual		\$1,162.59	\$0.00	\$0.00	\$0.00	\$1,293.80	\$0.00			\$1,162.59
Adult Reference		\$1,868.10	\$0.00	\$0.00	\$0.00	\$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		\$6,817.11	\$0.00	\$0.00	\$210.81	\$3,665.05	\$0.00			\$6,606.30
Youth Programs		\$217.03	\$0.00	\$0.00	\$0.00	\$932.77	\$0.00			\$217.03
Professional Development		\$2,456.25	\$0.00	\$0.00	\$0.00	\$2,795.40	\$0.00			\$2,456.25
Staff Appreciation		\$30.45	\$0.00	\$100.00	\$0.00	\$1,240.35	\$0.00			\$30.45
<b>Sub-total</b>		\$74,359.18	\$0.00	\$100.00	\$1,219.67	\$45,990.19	\$0.00	\$0.00		\$73,139.51
<b>Total Endowment Investments</b>		\$1,129,884.82	\$50.00	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,505.33	\$1,161,440.15
<b>Total Endowment Funds</b>		\$1,204,244.00	\$50.00	\$850.00	\$1,219.67	\$45,990.19	\$0.00	\$0.00	\$31,505.33	\$1,234,579.66
<b>Total All Trust Funds</b>		\$1,724,424.86	\$159.24	\$136,428.32	\$24,246.76	\$124,361.69	\$20,000.00	(\$20,000.00)	\$36,408.07	\$1,736,745.41

## TRUST RECEIPTS

April 30, 2019

### Trust Money Mkt General Funds:

Ellen O'Connell-General Funds Donation (Paypal)

\$61.00

Paypal Fee

-\$2.07

Chemical Bank-Interest Income for April

\$50.31

\$109.24

### 2018 Youth Room Fundraising:

#### Friends Adult Programs:

#### Friends Teen Programs:

#### Friends Youth Programs:

#### Memorial Fund:

### Trust Money Mkt Endowment Fund:

David Underdown-Linne Underdown Hage Forester Endowment

\$50.00

### Total Receipts

**\$159.24**

04/23/2019 04:27 PM  
User: 1306  
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM  
CHECK DATE FROM 04/01/2019 - 04/30/2019

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
04/18/2019	LIBRY	5072	003858	ADVANCED LIGHTING & SOUND	19,251.00
04/18/2019	LIBRY	5073	000843	BAKER & TAYLOR BOOKS	44.85
04/18/2019	LIBRY	5074	004867	BALDWIN PUBLIC LIBRARY TRUST	104.88
04/18/2019	LIBRY	5075	000421	BLACKSTONE PUBLISHING	47.00
04/18/2019	LIBRY	5076	008484	SARAH BOWMAN	34.24
04/18/2019	LIBRY	5077	003904	CAPITAL ONE BANK	1,213.45
04/18/2019	LIBRY	5078	003904	VOID	0.00 V
04/18/2019	LIBRY	5079	009015	LYDIA CLEAVER	375.00
04/18/2019	LIBRY	5080	007822	REBEKAH CRAFT	624.69
04/18/2019	LIBRY	5081	007878	ETHAN CRONKITE	226.98
04/18/2019	LIBRY	5082	MISC	DELIBERATE INJUSTICE, LLC	200.00
04/18/2019	LIBRY	5083	000575	DEMCO, INC	647.85
04/18/2019	LIBRY	5084	000902	GALE/CENGAGE LEARNING	272.09
04/18/2019	LIBRY	5085	004604	GORDON FOOD	293.25
04/18/2019	LIBRY	5086	008978	DALE GYURE	300.00
04/18/2019	LIBRY	5087	005723	HOMEMADE LUNCH SERVICE INC	186.48
04/18/2019	LIBRY	5088	007491	HOWELL CONFERENCE & NATURE CENTER	228.90
04/18/2019	LIBRY	5089	007675	KAREN D IMARISIO	300.00 V
04/18/2019	LIBRY	5090	000481	OFFICE DEPOT INC	86.16
04/18/2019	LIBRY	5091	006432	ELISABETH PHOU	56.94
04/18/2019	LIBRY	5092	008836	BETH LYNNE RODGERS	250.00

LIBRY TOTALS:

Total of 21 Checks:

24,743.76

Less 2 Void Checks:

300.00

Total of 19 Disbursements:

24,443.76

3/20/19 Check # 5055 VOIDED

200.00 V

24,243.76